Rev. 06/2011

Oklahoma Continuing Education Provider Information

1. Apply to become a CE Provider: New providers must complete an online application and submit a $200 annual fee to State Based Systems at https://sbs-ok.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp. (An SBS processing fee will apply.) Once approved, you will receive a confirmation e-mail along with a SBS Username and Password.

2. Course Submissions: Course submissions (including course renewals) must be submitted via SBS Online CE Account with a state fee of $30 per course submission. (An SBS processing fee will apply.)

- **Course Submission Requirements:**
    1. Oklahoma Home State Submissions:
        a. Classroom, Webinar, & Video Courses (Information below is required to be uploaded via SBS.)
            i. Course description with objective statement
            ii. Detailed timed outline
            iii. Course material content
                1. Workbooks
                2. Manuals
                3. Handouts
                4. Power Point Slides/Overhead Transparencies
                5. Any additional information used to instruct the course
        b. Internet Courses (Information below is required to be uploaded via SBS.)
            i. Copy of course material content the student will view online
            ii. Copy of examination
            iii. Word count (excluding exam questions)
            iv. Login information for the ability to view the course online
        c. Correspondence Courses (Information below if required to be uploaded via SBS.)
            i. Copy of course material content the student will study
            ii. Copy of examination
            iii. Word count (excluding exam questions)

    2. NAIC Reciprocity Submissions: When submitting a course using the NAIC Reciprocity method, please be sure to check "The NAIC CER form along with home state approval and course outline is attached" box.
        a. Classroom, Webinar, & Video Courses (Information below is required to be uploaded via SBS.)
            i. NAIC CER Form

ii. Copy of current home state approval
iii. Detailed timed outline

b. Internet & Correspondence Courses (Information below is required to be uploaded via SBS.)
    i. NAIC CER Form
    ii. Copy of current home state approval
    iii. Detailed outline
    iv. Word count (excluding exam questions)

3. Instructor Applications: Instructor application along with resume is required to be submitted via SBS at least 14 days before offering a course. You can view the status once submitted via SBS Online CE Account. An instructor shall have one of the following qualifications as documented in the resume:

- Three (3) years recent experience
- A degree related to the subject
- Two (2) years recent experience and twelve (12) hours of college and/or vocational-technical school credit hours

4. Course Submission Deadline: Courses must be submitted at least thirty (30) days prior to the use of any course **and** not less than ten (10) days prior to the Continuing Education Advisory Committee Meeting immediately preceding the course date. The Continuing Education Advisory Committee Meetings are the **first Wednesday** of each month.

5. Course Offerings (or schedules): Course offerings are required to be submitted at least fourteen (14) days prior to conducting a course via SBS Online CE Account.

6. Course Completions: Course completions are required to be submitted via SBS Online CE Account within ten (10) business days of course completion.

7. Course Completion Certificates: Course Completion Certificates are required to be provided to each student that attends a course for Oklahoma continuing education credit. You can find the Course Completion Certificate at the following link:
http://www.ok.gov/oid/Licensing_and_Education/Continuing_Education_Providers_Information.html