

NAIC Insurance Regulator Professional Designation Program

Registration in SBS Self Management Tool

From NAIC Education & Training Designation Web Page, "Click Here to Become a Candidate".

Complete the enrollment form and click on [submit](#).

The screenshot shows the enrollment form in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://sbs-pd-dev.naic.org/Lion-Web/jsp/ProfessionalDesignate/RegisterDesignate.jsp>. The page header includes the NAIC logo with the tagline "making progress... together", the title "NAIC Insurance Regulator Professional Designation Program", and the text "SBS Ver 2.0 Powered by AUTHENT". There are links for "Eligibility and Completion Requirements", "Need Help?", and "Logout".

The form is titled "Enrollment" and contains the following fields:

- Please complete the following enrollment form
- First Name *
- Middle Name
- Last Name *
- Job Title *
- Employed By Insurance Department: * ALABAMA (dropdown)
- Years of Insurance Department Full Time Work Experience: * 1 (dropdown)
- Designation You are Seeking: * APIR (dropdown) [Eligibility and Completion Requirements](#)
- Business E-mail Address: * *This will be the same e-mail address that is used for your login*
- Re-enter Business E-mail Address: *
- Alternate E-mail Address:
- Re-enter Alternate E-mail Address:
- Password: * *minimum of 7 characters, one character must be numeric*

The browser's taskbar shows the Start button, several open applications (Inbox - Microsoft Outlook, 01_Flow Chart.doc, Register in SBS.doc, http://sbs-pd-dev..., Document1 - Microsoft Office Word), and the system tray with the time 9:16 AM and 13 Reminders.

This screenshot shows the bottom portion of the enrollment form. The fields include:

- Re-enter Alternate E-mail Address:
- Password: * *minimum of 7 characters, one character must be numeric*
- Re-enter Password: *
- City of Birth: * *for verification purposes*
- Business Address * and Mailing Address * *same as business address? yes no*
- Address Line 1 *
- Address Line 2
- Address Line 3
- City * State ALABAMA (dropdown) ZIP
- City State ALABAMA (dropdown) ZIP
- Phone Ext
- Fax

At the bottom of the form are "Submit" and "Reset" buttons. Below the form is the contact information for NAIC Education & Training: 2301 McGee, Suite 800, Kansas City MO 64108. It also includes the text "SBS Release 2.0, Build 2.1.6 Dated-12.31.2007", "Copyright © 2006 National Association of Insurance Commissioners. All rights reserved.", and "Verisign VST".

The browser's taskbar shows the Start button, several open applications (Inbox - Microsoft Outlook, 01_Flow Chart.d..., Register in SBS.d..., http://sbs-pd-..., 13 Reminders, Document2 - Micr...), and the system tray with the time 9:17 AM.

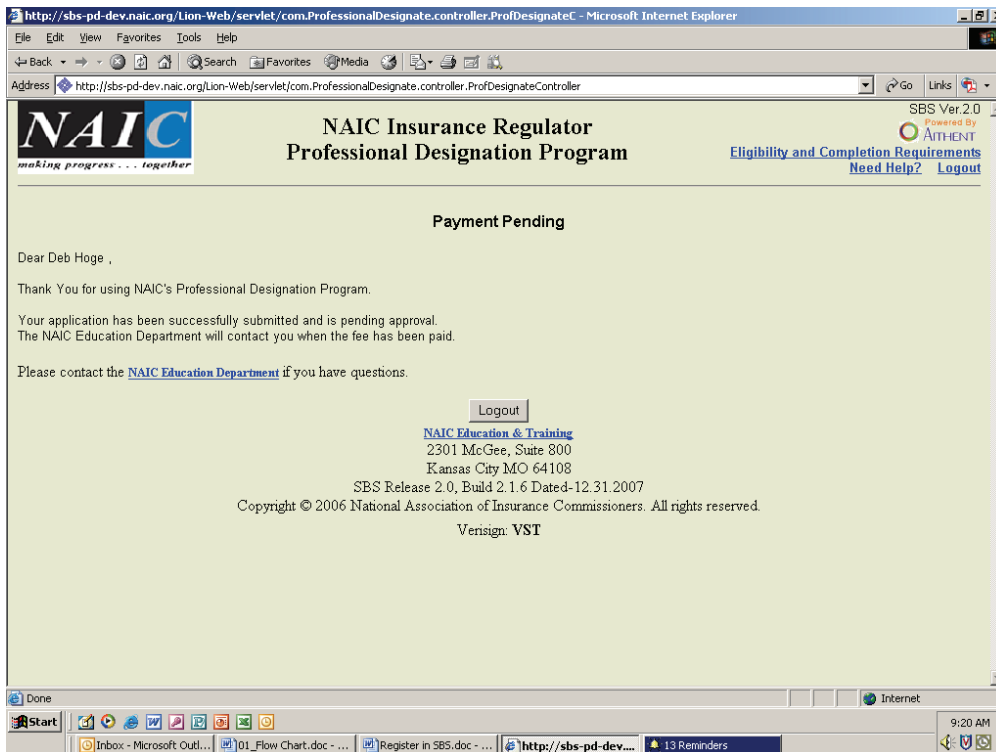
Payment options: If you are paying by zone or grant funds, DeAngelo Scholarship funds, or Designation Scholarship funds select other from the payment option dropdown.

The screenshot shows a web browser window displaying the NAIC Insurance Regulator Professional Designation Program. The page title is "NAIC Insurance Regulator Professional Designation Program". The URL is <http://sbs-pd-dev.naic.org/Lion-Web/servlet/com.ProfessionalDesignate.controller.ProfDesignateController?usertype=new>. The page content includes:

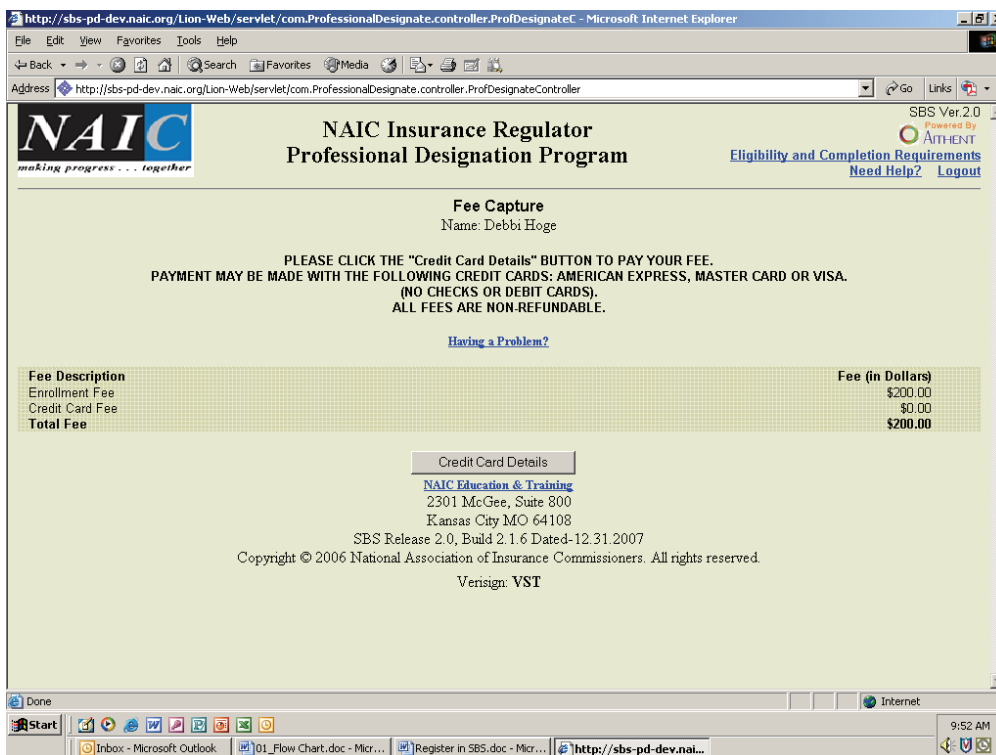
- NAIC logo: **NAIC** making progress... together
- Page title: **NAIC Insurance Regulator Professional Designation Program**
- Version: SBS Ver. 2.0
- Powered By: AUTH-ENT
- Links: [Eligibility and Completion Requirements](#), [Need Help?](#), [Logout](#)
- Section: **Payment Option**
- Text: The Enrollment Fee is \$200.00. This would be billed to your credit card. PAYMENT MAY BE MADE WITH THE FOLLOWING CREDIT CARDS: AMERICAN EXPRESS, MASTER CARD OR VISA.
- Text: ALL FEES ARE NON-REFUNDABLE
- Text: Please choose your payment option [Other Payment Options.](#)
- Form fields:
 - Name: Deb Hoge
 - Payment Option: * [Dropdown menu]
 - Submit button
- Footer:
 - [NAIC Education & Training](#)
 - 2301 McGee, Suite 800
 - Kansas City MO 64108
 - SBS Release 2.0, Build 2.1.6 Dated-12.31.2007
 - Copyright © 2006 National Association of Insurance Commissioners. All rights reserved.
 - Verisign: VST

Your registration will be in the pending status with this option. If you are paying by zone or grant funds you must submit a zone/grant fund expense report to the NAIC E&T Department. This form can be found at http://www.naic.org/index_members.htm. If paying with DeAngelo Scholarship or Designation Scholarship funds, you must submit the scholarship expense report. This form can be found at http://www.naic.org/education_home.htm. They can be faxed to 816-460-7544 or emailed to education@naic.org. If you require billing, please email your request to education@naic.org with your name and state department. All enrollments are pending until payment has been received. Upon receipt of expense forms or check, your status will be upgraded to approved and you will be notified.

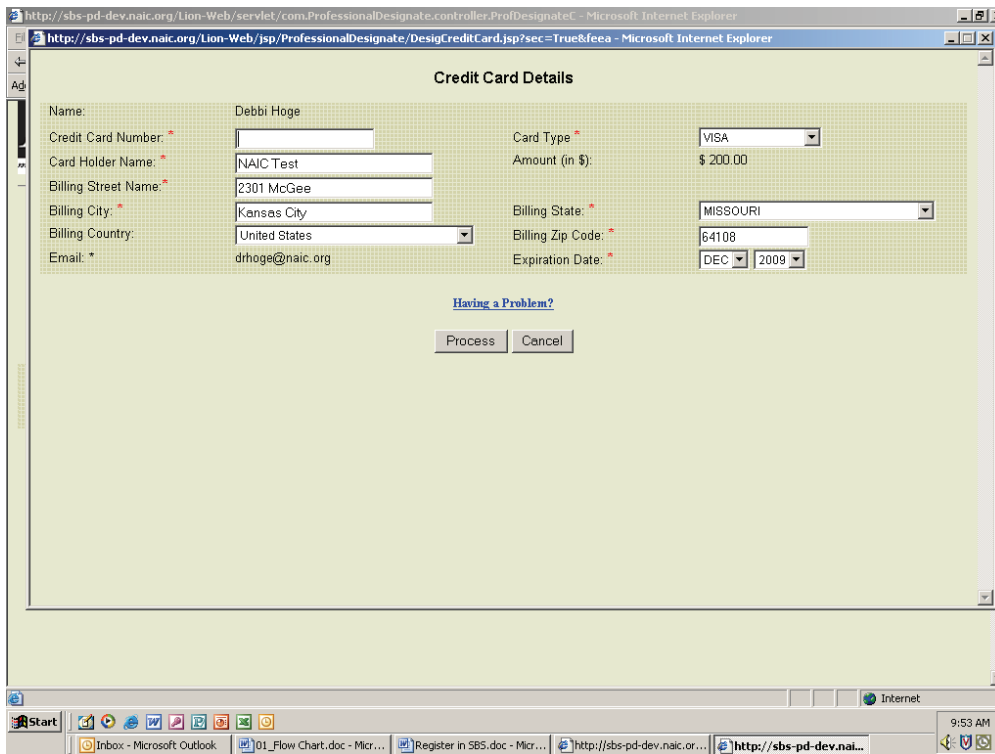
NOTE: If you are applying to enter at the SPIR level without achieving the APIR and PIR level, you will need to submit a vita for Advisory Board approval. Those people will remain in pending status, even after payment has been received, until the Advisory Board reviews their application.



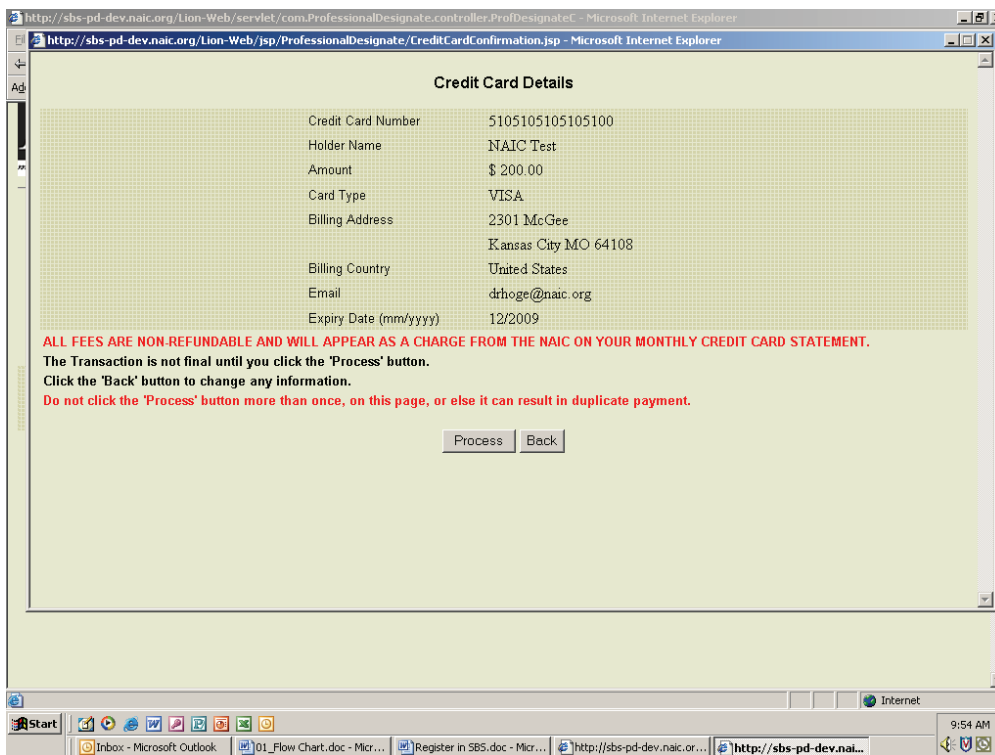
Payment options: If you are paying by credit card, select credit card on the payment option dropdown. Click on [Credit Card Details](#).



Complete all the information on Credit Card Details and hit [Process](#).



Review the Credit Card Details for accuracy and hit [Process](#).



When credit card payment has been approved you will receive this screen. Hit [continue](#) and you will then be able to go into your profile and edit or add information.

http://sbs-pd-dev.naic.org/Lion-Web/servlet/com.ProfessionalDesignate.controller.ProfDesignateC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://sbs-pd-dev.naic.org/Lion-Web/servlet/com.ProfessionalDesignate.controller.ProfDesignateController Go Links

NAIC Insurance Regulator Professional Designation Program

SBS Ver.2.0
Powered By
 AUTHENT
[Eligibility and Completion Requirements](#)
[Need Help?](#) [Logout](#)

Dear Debbi Hoge,

Thank You. Your application was successfully submitted and you are now a candidate for the NAIC Insurance Regulator Professional Designation Program.

ALL FEES WILL APPEAR AS A CHARGE FROM THE NAIC ON YOUR MONTHLY CREDIT CARD STATEMENT.

Card Holder Name: NAIC Test
Designee Name: Debbi Hoge
ID Number: 1304
Designation: APIR
Transaction Type: APIR
Card Number: XXXXXXXXXXXX 5100
Amount: \$200.00
Authorization Number: 010101
Transaction Date: 1/2/2008

Please print this screen for your records

[NAIC Education & Training](#)
2301 Mc.Gee, Suite 800
Kansas City MO 64108

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Verisign: VST

Done Internet

Start 9:54 AM

Inbox - Microsoft Outlook | 01_Flow Chart.doc - Micr... | Register in SBS.doc - Micr... | http://sbs-pd-dev.nai...