

# 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' page of the NAIC Insurance Regulator Professional Designation Program. The page title is 'NAIC Insurance Regulator Professional Designation Program' and it is powered by SBS Ver 2.0. The form is titled 'Enrollment' and asks the user to complete the following enrollment form:

- First Name \*
- Middle Name
- Last Name \*
- Job Title \*
- Employed By Insurance Department: \* (Dropdown menu showing ALABAMA)
- Years of Insurance Department Full Time Work Experience: \* (Dropdown menu showing 1)
- Designation You are Seeking: \* (Dropdown menu showing APIR) with a link to [Eligibility and Completion Requirements](#)
- Business E-mail Address: \* (with note: *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: \* (with note: *minimum of 7 characters, one character must be numeric*)

The screenshot shows the bottom section of the enrollment form. It includes the following fields:

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

At the bottom of the form, there are 'Submit' and 'Reset' buttons. Below the buttons, the following text is displayed:

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

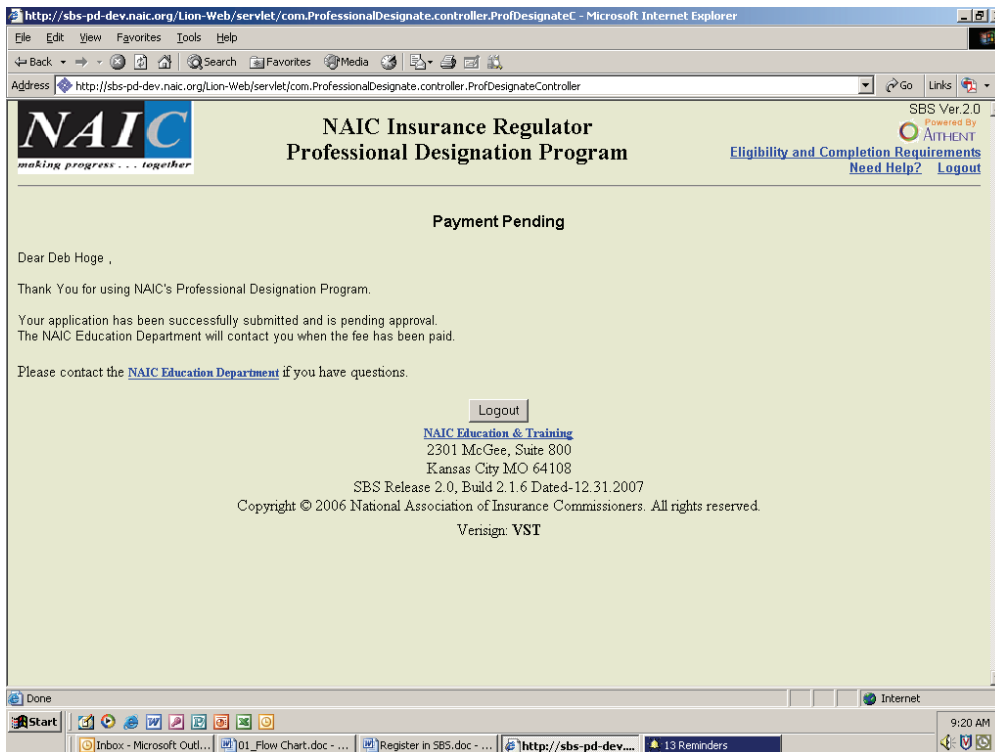
Payment options: If you are paying by zone or grant funds, DeAngelo Scholarship funds, or Designation Scholarship funds select other from the payment option dropdown.

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:

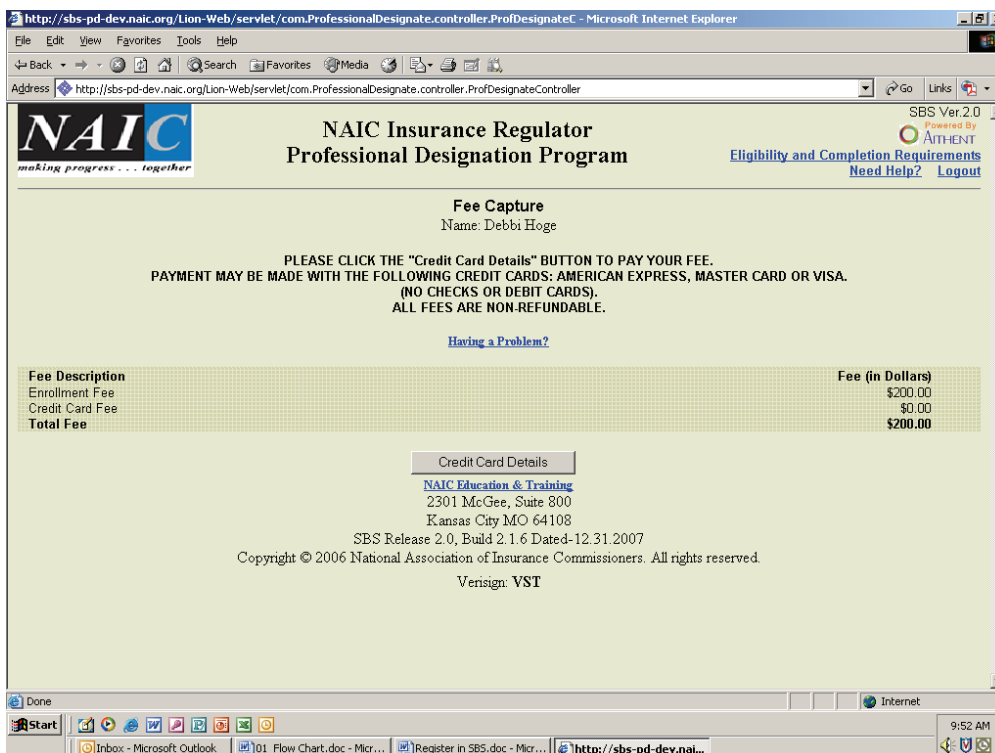
- NAIC logo: **NAIC** making progress... together
- Page title: **NAIC Insurance Regulator Professional Designation Program**
- Version: SBS Ver. 2.0
- Powered By: AUTH-ENT
- Links: [Eligibility and Completion Requirements](#), [Need Help?](#), [Logout](#)
- Section: **Payment Option**
- Text: The Enrollment 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:
  - 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](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](http://www.naic.org/education_home.htm). They can be faxed to 816-460-7544 or emailed to [education@naic.org](mailto:education@naic.org). If you require billing, please email your request to [education@naic.org](mailto: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.

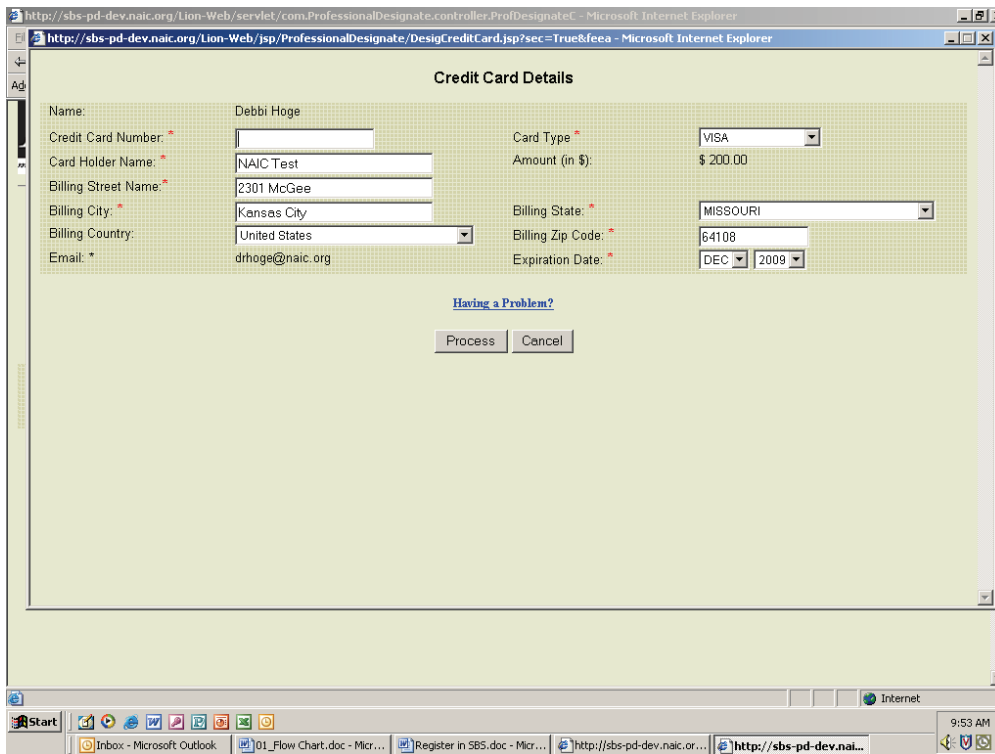
NOTE: If you are applying to enter at the SPIR level without achieving the APIR and PIR level, you will need to submit a vita for Advisory Board approval. Those people will remain in pending status, even after payment has been received, until the Advisory Board reviews their application.



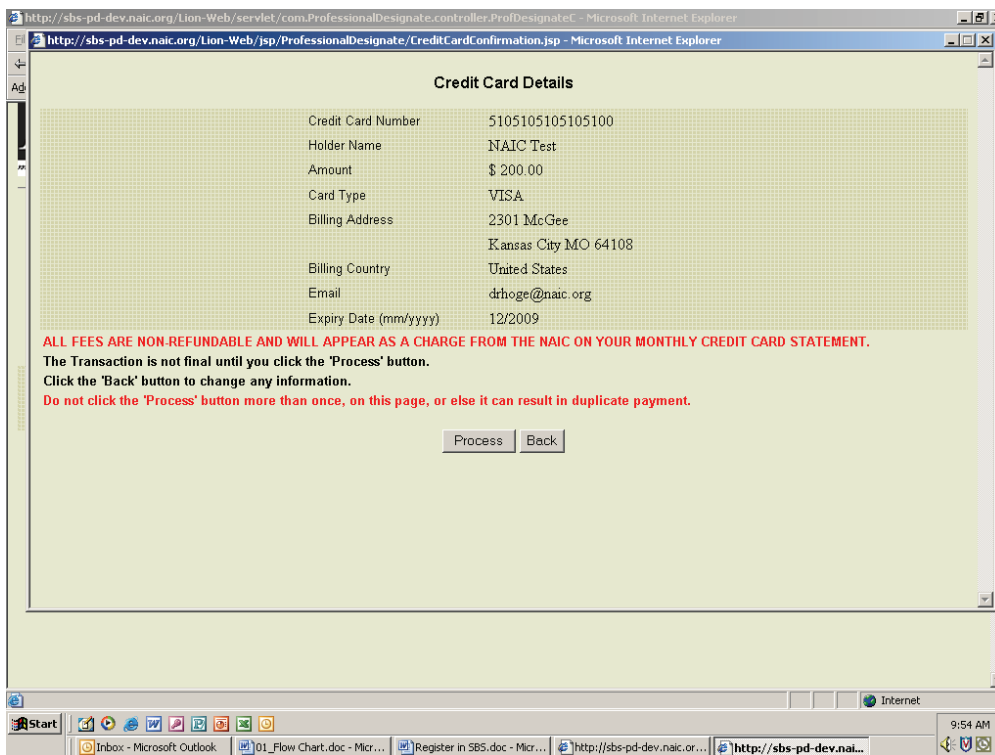
Payment options: If you are paying by credit card, select credit card on the payment option dropdown. Click on [Credit Card Details](#).



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: XXXXXXXXXXXXXXX 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

SBS Release 2.0, Build 2.1.6 Dated-12.31.2007  
Copyright © 2006 National Association of Insurance Commissioners. All rights reserved.  
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...