

WI CE classroom courses and webinars are listed on the State Based System website.

1. Access the site by entering State Based System (SBS) in your internet search engine. DO NOT TRY TO ACCESS COURSES THROUGH THE WIOCI WEBSITE. When I attempted to use the “link” on the WIOCI website it did not work (10-10-20).

2. Once on the SBS website access SBS for Licensees.

3. On the next screen you will see a Look Up link on the left side of the screen.

4. The Look Up link will take you to Licensee, Company and Course Look Up.

5. Below these categories is a Look Up button.

6. The Look Up button will take you to a Look Up Search. You should first agree to the NAIC’s Terms and Conditions. By agreeing to the terms and conditions now – it will not appear later – where it is less visible.

7. On the Look Up Search in Jurisdiction choose the “v” and choose WI from the list of states.

8. On the Look Up Search in the Search Type choose the “v” dropdown and choose Course or Provider.

9. Click Search, and you will be taken to a screen which will allow you to set the parameters so scroll through Offering and Location area.

- Jurisdiction should be already filled in. If not, set it to WI.
- Until you are more familiar with the process and have a favored provider skip Search Type - Course and Provider Name
- Education Type should be set to Continuing Education.
- Skip Provider Name, Provider Number, Course Name, and Course Number. By skipping these criteria, you will be given the greatest number of opportunities for classes.
- Course Method will screen for the education format i.e. classroom, seminar/workshop teleconference etc. you will be shown. Due to COVID 19 some education formats will be easier to attend due to social distancing requirements.
- In Course Group you can pick the topic(s) you would like to learn about in your CE classes.

10. You have now arrived at Offering Location Criteria. For simplicity sake Offering City and Offering Zip are not covered.

- First enter an Offering Start Date using the calendar icon at the end of the space.
- Secondly enter an Offering End Date using the calendar icon at the end of the space.
- If you wish you can refine your search by Offering State, City, or Zip. Don’t forget to Agree to the NAIC conditions and you will find courses, topics, and providers. Bear in mind most CE takes place in WI population centers.

11. When you hit Search you will be taken to a list of CE Course Name (in Blue) to signify a link to course specifics such as location, contact number etc.) Some providers provide a lot of information while others are less so. **In all cases contact the course provider for specifics and to make certain you can**

attend the class. Some classes will only be offered exclusively to members of an organization i.e. PIA Madison Life Underwriters etc.

12. Remember with COVID classroom offerings may be limited in terms of attendees. Webinars may be your best bet during the WI COVID capacity ruling. Currently, 10-14-20, a Judge has temporarily blocked Governor Evers order limiting capacity in meetings. Who knows what the future holds?