

Insurance Commissioner



Department of Insurance  
841 Silver Lake Blvd.  
Dover, DE 19904-2465  
(302) 674-7300  
(302) 739-5280 fax

## CONTINUING EDUCATION COURSE REPORT FORM

### COURSE PROVIDER INSTRUCTIONS

Each course provider is required to distribution a course report form/transcript to each licensee at the completion of a course. **Providers are required to report continuing education credits electronically to the Delaware Insurance Department at the following link: [https://sbs-de.naic.org/Lion-Web/jsp/login/ext\\_provider\\_login.jsp](https://sbs-de.naic.org/Lion-Web/jsp/login/ext_provider_login.jsp)**

### LICENSEE INSTRUCTIONS

Licensees are required to maintain a copy of the course report form/transcript for their records.

<b>Delaware License # :</b> _____	
<b>National Producer Number (NPN) :</b> _____	
<b>Course #</b>	<b>General Credit</b>
<b>Provider #</b>	<b>Ethic Credit</b>
<b>Completion Date</b>	<b>LTC Credit</b>
	<b>Flood Credit</b>
<b>Course Title</b>	
<b>Licensee - Name</b>	
<b>Provider - Authorized Signature</b>	