



How to Report Continuing Education Course Credits to the Kansas Department of Insurance

There are two methods of processing rosters, the **File Transfer** method—best for *large* volume rosters—and the **Input Course Roster** method, which works great for classes with smaller student participation, or for adding one or more students to an existing roster.

Both of the course roster processing methods happen in real time—no delay in posting.

File Transfer

Use for larger course rosters, or to upload multiple course rosters in a single file.



Upload Course Roster File

- ☞ Create upload file, save as Plain Text (*.txt) format. *(page 18)*
- ☞ Login to SBS OnlineCE, using the URL above, and the User Name and Password assigned to you.
- ☞ Click Upload Course Roster File. *(page 23)*
- ☞ Click the Browse... button to locate the upload file. *(page 23)*
 - search for file as if opening a document.
 - select the file (click to highlight) and click Open.
- ☞ Click Submit button. *(page 24)*
- ☞ Roster(s) display in table form, and if any errors, correct them before proceeding. *(page 25)*
- ☞ Click Submit.
- ☞ Course Roster Fee Summary. *(page 27)*
 - summarizes uploaded file
 - begins fee payment, click Credit Card Details button. *(page 5)*
- ☞ Print transaction summary and receipt. *(page 28)*
- ☞ Go back to the Welcome page via the Home button.
- ☞ View/Print a report of the students/courses added in this session by clicking the View Attendance Roster menu item, enter the transaction ID, and click the Submit button. *(page 35)*

Input Course Roster

Use for small course rosters and for adding students to an existing roster.



Input Course Roster Manually

- ☞ Login to SBS OnlineCE, using the URL above, and the User Name and Password assigned to you.
Click Input Course Roster Manually. *(page 31)*
- ☞ Enter the course number (or search for it), enter the course completion date, and enter the number of attendees. *(page 31)*
- ☞ Click OK. *(page 32)*
- ☞ Input the student's License Number, National Producer Number, or Social Security Number. *(page 33)*
- ☞ Click Submit.
- ☞ Verify all data input on this summary screen, then click Edit to go back, or click Submit to continue. *(page 34)*
- ☞ Pay fees. *(page 5)*
- ☞ Print transaction summary and receipt. *(page 28-29)*
- ☞ On the Success Screen, click the Course Attendee Detail link to view/print a report of the students that have completed this course. *(page 35)*

If you forget your password, or have a question about this process, call the NAIC Help Desk. The contact information is:

Phone: 816/783-8500

E-mail: help@naic.org

Format Description – Kansas

The file contains pipe-delimited, variable length data values. Line endings can be CR (character return). A data file consists of a single header record followed by one or more student records, and a single trailer record (total count of student records for that particular course).

Header record

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	H	Indicates header record
State	Char (2)	Mandatory	KS	Indicates state
Provider ID	Num (6)	Mandatory	123456	Course cannot be uploaded without provider ID number
Course ID	Num (10)	Mandatory	12345	Course cannot be uploaded without course ID number
Completion Date	yyyymmdd	Mandatory	20060322	Course cannot be uploaded without course completion date,

Student record(s) Students will be validated with NPN and the student's last name.

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	S	Indicates student detail record
NPN	Num (10)	Mandatory	987654321	Cannot upload student without a valid NPN.
State License Number	Num (10)	Optional	123456789	Not required
SSN	Num (9)	Optional	123456789	Not required
License Class	Char (3)	Optional		Not required
Course Credits	Num (2)	Optional	08 or 20	Not required. Credits will be pulled from the course.
First Name	Char (40)	Optional	Margaret	Not required
Middle Initial	Char (4)	Optional	L or L.	Not required
Last Name	Char (40)	Mandatory	Johnson	Last name must match last name of the student associated with the NPN.

Trailer record

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	T	Indicates trailer record
Record Count	Num (4)	Mandatory	0224	Cannot upload course unless the record count matches the actual number of student records in the file.

Sample file

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H|KS|123456|12345|20060527
S|1234567890|||||Sharp
S|9876543210|||||Coffman
T|2
H|KS|123456|58894|20060518
S|2222222222||||Melinda||Herr
S|3333333333|||||McKinney
S|4444444444|||||Jones
T|3
```

Notes:

H = Header record

S = Student record

T = Trailer record

The student records in the rosters above illustrate that middle initial is optional.