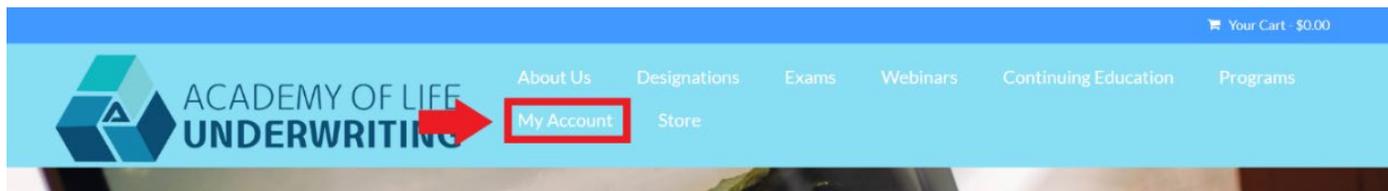


# How to Find Continuing Education Tracking Tool

Go to [www.alu-web.com](http://www.alu-web.com) and click “My Account” on top menu.



## Log in or Create an account

If you have ever sat for or proctored an ALU exam, purchased ALU webinars, attended the ALU forum, etc., you most likely already have an account and should not create a new one.

### Log in to an existing account (Try this first!)

To access your account, use the Forgot Username function and enter the email address you used when you last sat for an ALU exam. You will then receive an email which will allow you to create a password and gain access to your account.

**Sign In**

Username

Password

Keep me signed in

**Sign In**

[Forgot username?](#) [Forgot password?](#)

Please note that if you had a username and password for the ALU website prior to September 1st, 2019, your credentials are no longer valid. Please follow the instructions below to sign in.

**If you have taken an ALU exam: Do not create a new account.** Click the **Forgot Username** link and enter the email address from your most recent ALU activity. This will allow you to set up your new password. If you are unsure of the email address associated with your ALU record, please contact [registrar@alu-web.com](mailto:registrar@alu-web.com).

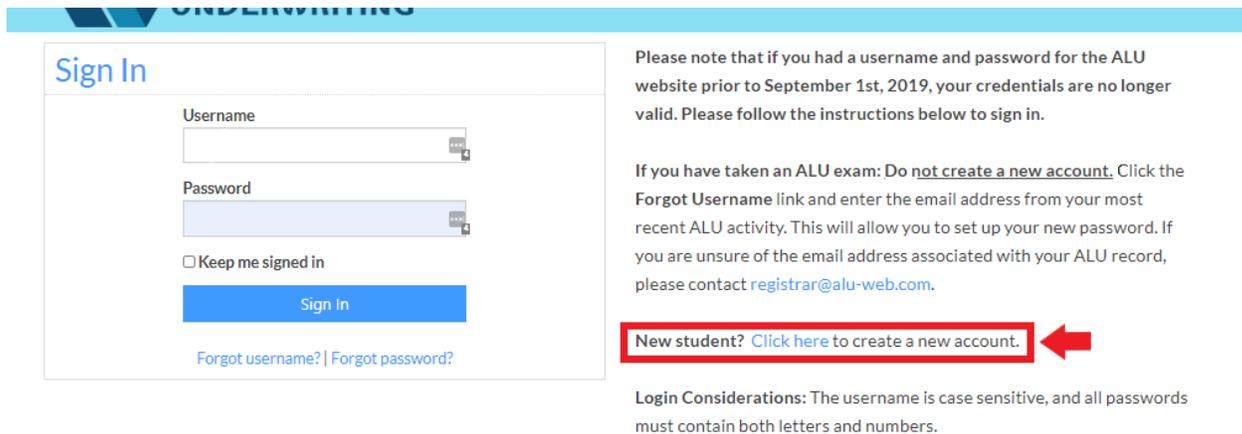
New student? [Click here](#) to create a new account.

If you no longer have access to that email address, or if you receive an error in this process, send an email to [registrar@alu-web.com](mailto:registrar@alu-web.com) with the following information:

- User ID, if available
- The name of your employer at the time of your last interaction with ALU
- Your maiden name, if applicable

## Create a new account

If you are relatively certain that you do not have an existing account. You will need to create a new one to access the Continuing Education tracker, you can do so by clicking the link in the red box below.



**Sign In**

Username  
[input field]

Password  
[input field]

Keep me signed in

**Sign In**

[Forgot username?](#) | [Forgot password?](#)

Please note that if you had a username and password for the ALU website prior to September 1st, 2019, your credentials are no longer valid. Please follow the instructions below to sign in.

If you have taken an ALU exam: Do **not create a new account**. Click the **Forgot Username** link and enter the email address from your most recent ALU activity. This will allow you to set up your new password. If you are unsure of the email address associated with your ALU record, please contact [registrar@alu-web.com](mailto:registrar@alu-web.com).

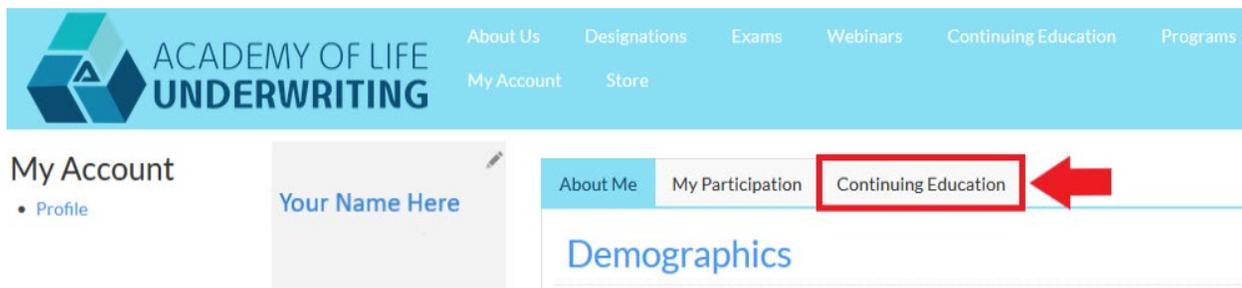
**New student? [Click here to create a new account.](#)**

**Login Considerations:** The username is case sensitive, and all passwords must contain both letters and numbers.

The link will take you to an account creation page where you will need to enter contact information and create a password.

## Click the Continuing Education Tab

Once you have successfully logged in, you will be on your account page and should see three tabs. The About Me tab provides basic contact information, the My Participation tab covers exam history, and the Continuing Education tab includes the Continuing Education (CE) tracking tool, CE reports, and CE certification history.



**ACADEMY OF LIFE UNDERWRITING**

About Us | Designations | Exams | Webinars | **Continuing Education** | Programs

My Account | Store

**My Account**

- Profile

Your Name Here

About Me | My Participation | **Continuing Education**

### Demographics

# How to Submit Credits

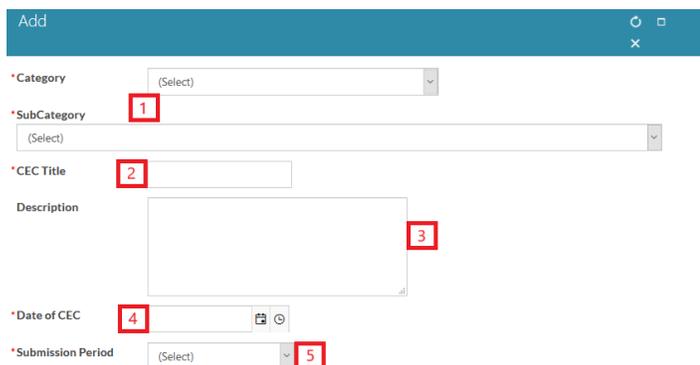
Click (+) to open the Continuing Education Credit Submission entry window.

## Continuing Education Credit (CEC) Submission



A screenshot of the top part of the submission form. It shows a header with the text "Continuing Education Credit (CEC) Submission" in blue. Below this is a table with columns: "Category", "SubCategory", "CEC Title", "Description", "Date of CEC", and "Submission Period". A red square with a white plus sign is positioned above the "SubCategory" column, with a red arrow pointing to it from the right.

## Fill out the CEC fields



A screenshot of the "Add" form for submitting CEC. The form has a blue header with the word "Add" and window control icons. Below the header are several fields, each with a red box and a number indicating the step: 1. "SubCategory" dropdown menu. 2. "CEC Title" text input field. 3. "Description" text area. 4. "Date of CEC" date picker. 5. "Submission Period" dropdown menu. The "Category" field is also present but not numbered.

### 1. Select the Category and Subcategory your credits fall under

To determine which Category or Subcategory you should pick, refer to the [CE Credits Guide](#).

### 2. Enter the Continuing Education Credit (CEC) Title

This will vary according to the type of CEC. Examples of what to enter in this field include: webinar title, course name, event name, committee name/title.

### 3. Enter a Description

Enter a brief description of what was done to earn the credits. A short description (1-2 sentences) should suffice. Include information such as:

- Name of the presenter, teacher, professor, etc.
- Course description
- Synopsis of volunteer responsibilities

### 4. Enter the date you earned the CE Credits

This should be the day you took an exam, completed a course, attended a training or conference, etc. For volunteer positions, use your start date. If the start date is before the current cycle began, use Jan 1 of the current year.

You do **not** need to enter the time. The date is sufficient.

### 5. Select the submission period

Select the term in which your credits were earned.

Most of the time, there will only be one option. Once a new cycle starts, users will be able to submit credits for both the previous cycle and current cycle for 3 months.

If any mistakes are made in the process and the credit submission needs to be altered or deleted, contact [registrar@alu-web.com](mailto:registrar@alu-web.com).

# How to Review Submitted Credits

## How to Find Continuing Education Report

Below the submission box, there is a section titled “Continuing Education Report” with a button labeled “Print Continuing Education Report”. Click the button, and a report that includes your earned credits will open in a pop-up box on your screen.

### Continuing Education Report

Click the button below for a printable summary of your Continuing Education Credits and your progress toward the designation.

While this report will include all submitted credits, only the subtotals under the “allowed” column will count toward the designation, as some subcategories have credit maximums.

The report updates overnight—credits you enter may not appear on the report until the next day.



From there, you can download it as a PDF.

Remember—the report refreshes every night. You will not see credits you have submitted that day on the report. If the credits are still not on the report after 24 hours, reach out to [registrar@alu-web.com](mailto:registrar@alu-web.com).

## Reviewing the Continuing Education Report

The Continuing Education report provides an overview of submitted credits. On this report you can see your total credits submitted (with and without credit maximums taken into consideration), subtotals for each Category and Subcategory, and any credits that were not approved.

### ALU CEC Submissions

ID: Your ID #

Your Name Here

Submission Period: Jan 1 to Dec 31, 2021

<b>6</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Date Submitted	Event/CEC Description	Date of CEC	Units	Allowed	Approved
<b>Company Training (relevant to underwriting)</b>					
<b>Internal Presentations (50 minutes or more)</b>					
03/04/2021	Underwriting	03/08/2021	1.0		
03/05/2021	Underwriting for Cancer Patients	02/08/2021	1.0		
<b>9</b> Subtotal - Internal Presentations (50 minutes or more)			2.0	2.0	
<b>10</b> Total - Company Training (relevant to underwriting)			2.0	2.0	

### 1. Date Submitted

This is the date that the user submitted the CEC entry into the system. It is automatically generated.

### 2. Date of Continuing Education Credit

This is the date that the credit was completed, as entered by the user.

### 3. Units/ Recorded Credits

This column includes all submitted entries and lists credit amounts without subcategory maximums taken into consideration. Credits that were not approved will be listed as worth 0 credits.

### 4. Allowed Credits

This column will only have data on subtotal and total lines. This column takes subcategory maximums into account.

## 5. Approved Credits

If a credit is not approved, an “N” will appear in this column. No notation will appear for approved credits.

Note: Credits may be marked as not approved at any time prior to a certification being awarded due to a review for certification or audit.

## 6. Categories

Categories will be separated by gray bars with the Category title, as seen above.

## 7. Subcategories

Subcategories will be bolded and far-left justified.

## 8. Description

The description is the CEC title provided for each entry by the user. These will appear beneath each of the Subcategories.

## 9. Subcategory Subtotals

Subcategory subtotals will include two columns—all entered credits (without regard to maximums) and allowed credits (with maximums applied).

## 10. Category Totals

Category totals will include two columns—all entered credits (without regard to maximums) and allowed credits (with maximums applied).

<b>Total Credits Jan 1 to Dec 31, 2021</b>
--

31.5
------

<b>13.5</b>
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At the bottom of the report, you will see total credits for all Categories/Subcategories. The left number does not take credit maximums into account, the right does. **When determining if you have completed enough hours to request your certification, refer to the number on the right.**