How to Find Continuing Education Tracking Tool

Go to 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.

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 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.

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.
How to Submit Credits

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

Fill out the CEC fields

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 a short time.

   If any mistakes are made in the process and the credit submission needs to be altered or deleted, contact 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.

From there, you can download it as a PDF.

Remember—the report refreshes every week 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.

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.

<table>
<thead>
<tr>
<th>ALU CEC Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: Your ID #</td>
</tr>
<tr>
<td>Your Name Here</td>
</tr>
</tbody>
</table>

**Submission Period:** Jan 1 to Dec 31, 2021

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Event/CEC Description</th>
<th>Date of CEC</th>
<th>Units</th>
<th>Allowed</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/04/2021</td>
<td>Underwriting</td>
<td>03/08/2021</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/05/2021</td>
<td>Underwriting for Cancer Patients</td>
<td>02/08/2021</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

| Total Credits Jan 1 to Dec 31, 2021 | 31.5 | 13.5 |

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.**

Reviewing the Continuing Education Report

Once you believe you have recorded enough credits for the cycle, you can request a review. Scroll down to the section labeled Request CE Certification and click the (+) button. From there, enter the current date and your name as you would like it to appear on your certificate. You should receive a response within 15 business days.