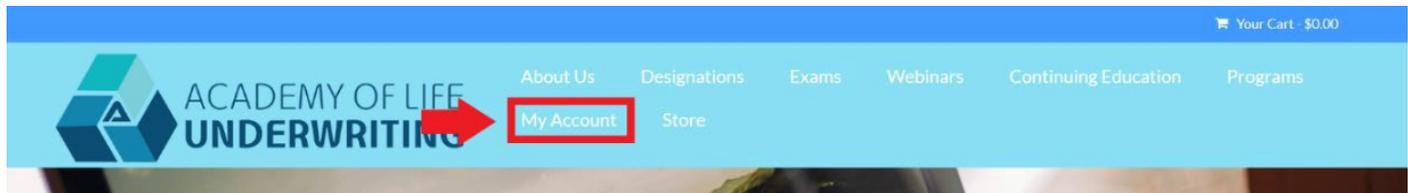


How to Find Continuing Education Tracking Tool

Go to www.alu-web.com and click “My Account” on top menu.

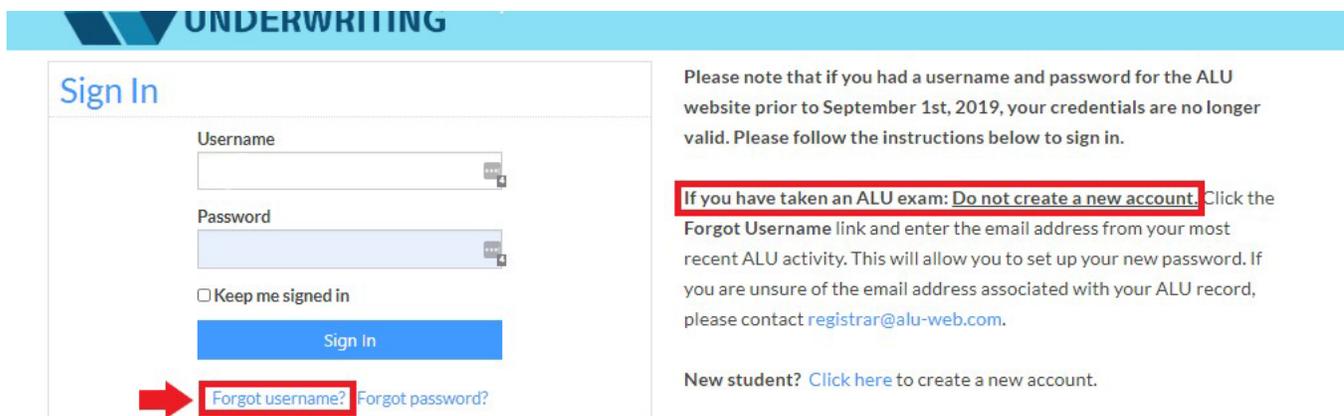


Log in or Create an account

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.

The image shows the sign-in page of the ALU website. On the left, there is a 'Sign In' form with fields for 'Username' and 'Password', a 'Keep me signed in' checkbox, and a 'Sign In' button. Below the form, there are two links: 'Forgot username?' and 'Forgot password?'. The 'Forgot username?' link is highlighted with a red rectangular box, and a red arrow points from the box to the left. On the right side of the page, there is a notice: '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note that if you had a username and password for the ALU website prior to September 1st, 2019, your credentials are no longer valid.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.' Below this notice, there is a red-bordered box containing the text: '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. At the bottom of the notice, it says '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 with the following information:

- Full Name
- 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.

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.

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.



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

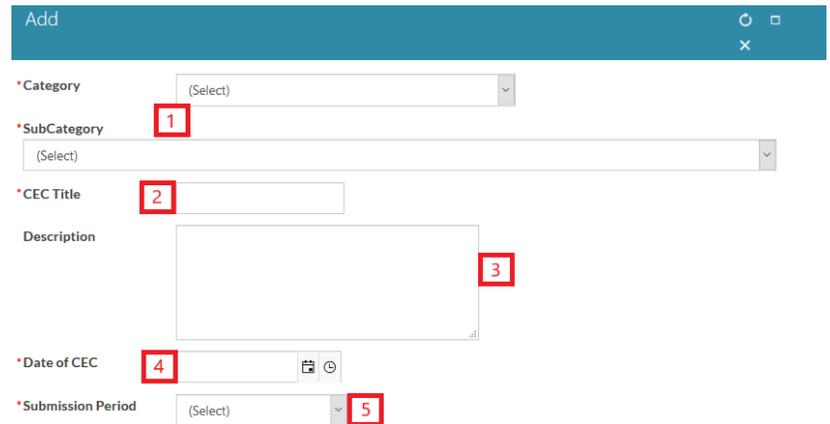
4. Enter the date you earned the CE Credits

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.

A screenshot of the 'Add' form for submitting CEC credits. The form has a teal header with the word 'Add' and window control icons. Below the header are five fields, each with a red box containing a number: 1. 'Category' dropdown menu. 2. 'SubCategory' dropdown menu. 3. 'CEC Title' text input field. 4. 'Date of CEC' date picker. 5. 'Submission Period' dropdown menu. The 'Description' field is a larger text area located between the 'CEC Title' and 'Date of CEC' fields.

After submitting an entry, if you notice mistakes in your entries, scroll to the far right of the entry and click on the red “x” to delete that entry. You can then re-submit that activity using the correct information.

Continuing Education Credit (CEC) Submission

Activity Type	Activity Title	Topic	Start Date	End Date	Action
Webinar or Live Streaming Event (50 minutes or more)	Thyroid Nodules: Sorting Out the Lumps and the Bumps	Thyroid Nodules overview	4/16/2024 12:00 AM	Jan 1 2024 to Dec 31 2025	

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.

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.



Remember—the report refreshes every weeknight. 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 or 1 business day, 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.

ALU CEC Submissions

ID: Your ID
Your Name
Submission Period: Jan 1 2024 to Dec 31 2025

1 <u>Date Submitted</u>	<u>Event or CEC Name</u>	2 <u>Date of CEC</u>	3 <u>Units</u>	4 <u>Allowed Units</u>	5 <u>Approved</u>
6 Virtual Training (industry)					
7 Webinar or Live Streaming Event (50 minutes or more)					
3/13/2024	Neurological Critical Illness Claims 8	3/13/2024	1.00		
3/14/2024	Making Sense of Proteinuria: Rate it or Flush it?	3/14/2024	1.00		
4/9/2024	What's This Mess Called MS?	4/9/2024	1.00		
4/16/2024	Thyroid Nodules: Sorting Out the Lumps and the Bumps	4/16/2024	1.00		
9 Subtotal - Webinar or Live Streaming Event (50 minutes or more)			3.00	3.00	
10 Virtual Training (industry)			3.00	3.00	

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).

Subtotal - Webinar or Live Streaming Event (50 minutes or more)	33.00	33.00
Virtual Training (industry)	33.00	33.00
Grand Total	54.00	52.00

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.**