

Frequently Asked Questions: Underwriting Continuing Education Certification

Background on the Continuing Education Program

Why is an industry-wide Underwriting Continuing Education Certification (UW CE) Program being introduced?

- To establish a globally recognized underwriting certification, ensuring underwriters remain at the forefront of the insurance industry.
- To broaden knowledge and skills and highlight the value of ongoing education within companies and the industry.
- To emphasize the significance of professionalism in underwriting through continuing education.

Who can participate in the UW CE Program?

The UW CE Program is open to all underwriting professionals. Underwriters who meet the requirements will be recognized as Certified Professional Underwriters.

How does this affect my FALU designation?

The program aims to preserve the value of the Fellow, Academy of Life Underwriting (FALU) designation. Underwriters holding FALU who meet the criteria will be recognized as a Certified FALU.

Will this help me achieve my personal continuing education goals? Should I inform my manager?

Yes, the program will complement your internal education targets and provides a roadmap along with a centralized place to track and report progress. The exportable report also provides an easy way to highlight your continuing education efforts throughout the cycle. It is recommended that you inform your manager about your participation and goals.

Is the certification cycle rolling or static?

For ease of administration, the certification period is a static two-year cycle (e.g., 2022-2023, 2024-2025, 2026-2027). If a Certified Professional Underwriter or Certified FALU does not achieve the required amount of credits by end of the following certification cycle, they may no longer use their designation.

What are the important certification cycle dates?

Cycle	Education Completed	Certification Tool Logging	Certification Review Request	Certification Active	Certification Expires
2022-2023	1/1/22-12/31/23	4/1/22-1/31/24	4/1/22-1/31/24	1/1/24-12/31/25	12/31/2025
2024-2025	1/1/24-12/31/25	3/1/24-1/31/26	3/1/24-1/31/26	1/1/26-12/31/27	12/31/2027
2026-2027	1/1/2026 – 12/31/2027	3/1/26-1/31/28	3/1/26-1/31/28	1/1/28-12/31/29	12/31/2029

What is a CE Credit?

One CE Credit equals approximately 50 minutes of educational content. Refer to the CE Program Credits Document for a list of qualifying activities.

Is there a cost to participate?

No, participation is free for individual underwriters and their companies.

Can I start mid-year or mid-cycle? What if I forget to track my progress?

You can record CE credits earned during the certification cycle at any time. We encourage underwriters to record their progress throughout the cycle for ease of use. Progress can be tracked throughout the cycle, and credits may be reported up to January 31st following the cycle's end. For example, CE credits from the 2024-25 cycle can be reported until January 31, 2026.

How do new underwriters earn CE credits?

The program is designed for underwriters at all levels. Credits can be earned through internal training, webinars, podcasts, and other online educational opportunities.

Can credits be rolled over to the next certification period?

No, credits must be earned and used within the same certification period in which they were achieved.

Does attending a sales meeting count for CE credits?

Credits are awarded based on the relevance to your underwriting and leadership career.

How do I track and record my CE credit activities?

The Academy of Life Underwriting (ALU) website will be your portal. Sign into “My Account” at www.alu-web.com, click on the Track Continuing Education Tab and start tracking! If you do not yet have a profile, sign-up is simple and free. Your account will be private and requires a password.

What records must I keep to prove compliance?

You must log activities in the tracking tool. No need to keep meeting handouts, attendance records, or other documentation. You or your manager may be asked for details of credits earned.

Will CE credits be audited?

One of our guiding principles was that education credits may be subject to audit. As part of the credit review process, staff will look over entries to ensure they meet program requirements—examples include: all entries represent activities completed within the appropriate time period, entries are sorted into the correct category/subcategory, etc. We will also randomly audit a small number of members and look for outliers through an automated tracking tool. We felt it was important to maintain the integrity of the program and self-reporting process. An audit works to ensure good faith compliance on the part of all underwriters, without requiring everyone to submit cumbersome paperwork. Audits will also help the committee enhance the program and ensure that everyone understands the requirements.

Can I run a report showing my progress?

You can print a summary and request certification confirmation from the administrator via “My Account” on the ALU website.

Can I earn all my CE credits through internal training?

There are maximum allowable credits for internal training, and for other categories, to encourage diverse professional development. See the CE Credits Document on the ALU website for details.

Does attending multi-day conferences automatically qualify me as a Certified Professional Underwriter?

There are maximum allowable credits for conference attendance to ensure a balanced approach to professional development.

Does volunteering on a committee count toward CE credits?

Credits are awarded for committee participation, preparing presentations, and publishing articles.

Who decides what education is job relevant?

Ultimately, you determine which CE credit activities are relevant to your growth, balancing technical, business, and leadership skills.

Is there a master list of CE credit opportunities?

Yes, the ALU website publishes a master list. The list offers guidance but is not exhaustive; refer to the CE Program Credits Guide for qualifying activities.

What if I have a learning opportunity that is not listed in the CE Program Guide?

While the Guide aims to address the most common opportunities, some programs may not be covered. For inquiries regarding a specific opportunity, please contact registrar@alu-web.com prior to attending for consideration. Kindly provide a comprehensive description of the course content or syllabus and specify the hours required to complete the program. Verification of completion is required, and credits will be recorded as 0 until this verification process is finalized.

Will the program structure or content change in the future?

The program will be monitored and adjusted as necessary to meet objectives. Categories and subcategories may be updated over time.

How do I receive my certification after completing the required credit hours?

After recording enough credits for the cycle, request a review via the Request CE Certification section. 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.

How do I use my certification title?

Add Certified FALU or Certified Professional Underwriter to your email signature, LinkedIn, presentations, etc.

Examples:

Jane Smith, Certified FALU, FLMI
Underwriting Manager
XYZ Insurance

John Smith, AALU, Certified Professional Underwriter / Senior Underwriter / Life Insurance

Using the Tracking Tool

How do I log into the ALU site to enter credits?

If you have ever sat for or proctored an ALU exam, purchased ALU webinars, attended the ALU forum, etc., you likely already have an account and should not create a new one. To access your account, use the Forgot Username function and enter the email address you were using when you last interacted with ALU as described above. You will then receive an email that 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 subject line "Trouble Accessing Account". Include the following information: Full name, user ID (if applicable); the name of your employer at the time of your last interaction with ALU; and your maiden name (if applicable). Once you have logged in, click My Account and then Continuing Education.

How do I submit my credits?

Once you have navigated to the Continuing Education tab, instructions for submission are available on the site. More detailed, step-by-step instructions can be found here.

What if I make a mistake in my entry? Can I delete it?

Scroll to the far right of the entry and click the red "x" to delete incorrect information.

How many credits can I earn per submission?

Credits vary based on the activity. Refer to the credit guide for specifics.

Where can I see how many credits I've earned?

Below the submission box, click "Print Continuing Education Report" to view and download your credits as a PDF. Reports update nightly; reach out to registrar@alu-web.com with questions. 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.

If credits are not approved or for other questions, whom do I contact?

Reach out to registrar@alu-web.com. They can provide context and review the case if you believe a mistake was made. They will also be able to answer any other questions related to the CE program.

How do I receive my certification after completing the requisite credit hours?

Once 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.