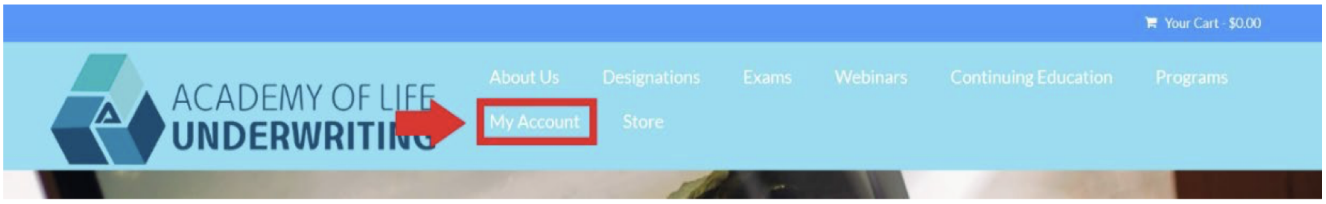
Guide: ALU Continuing Education (CE) Recording Credits & Submitting Request for Certification

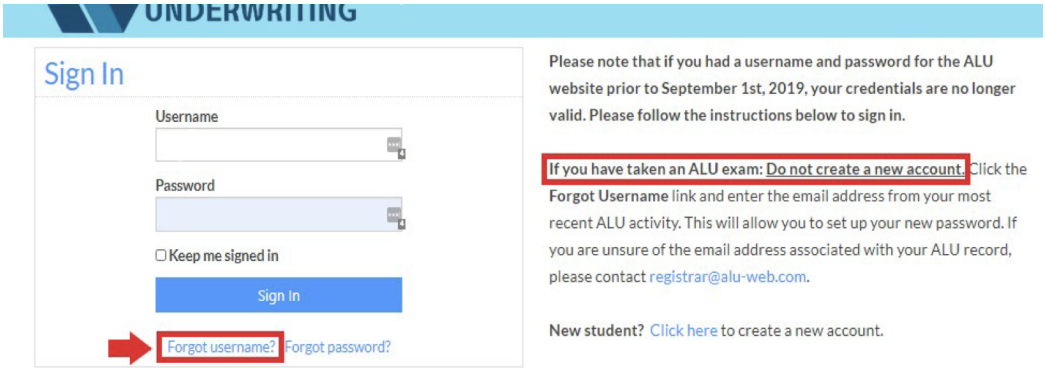
Log In or Create an Account

If you have participated in ALU activities (exams, webinars, forums, etc.), you likely already have an account. Do **not** create a new one.

1. Navigate to www.alu-web.com and click "My Account" in the top menu.

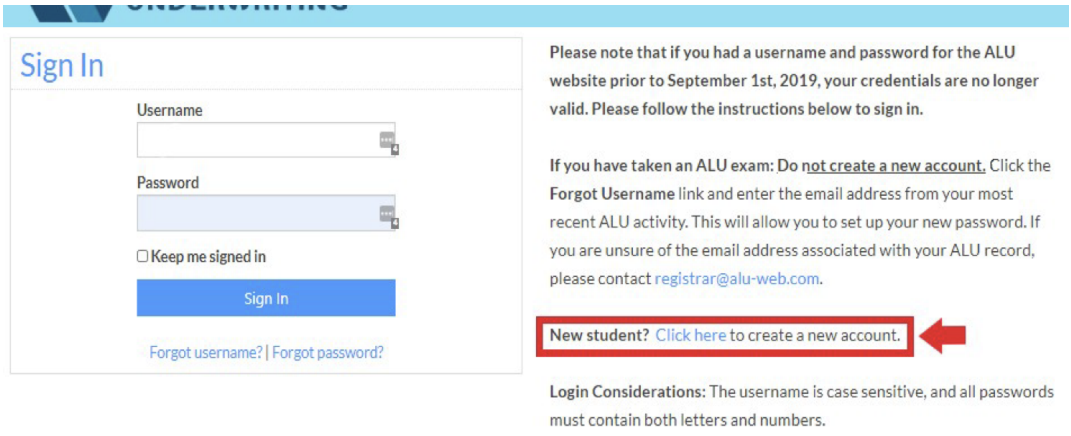


2. Log in to your existing account **** Try this first ****



- If you do not remember your credentials, try the "Forgot Username" function. Enter the email address used for your ALU activities. You'll receive an email to set a password and access your account.
- If you no longer have access to your previous email or experience any errors, email **registrar@alu-web.com** with:
    - Full Name
    - User ID (if available)
    - Name of your employer at your last ALU interaction
    - Maiden name (if applicable)

3. If you're certain you do not have an account, click the link in the red box to create a new account. Enter your contact information and set a password in the next screen.

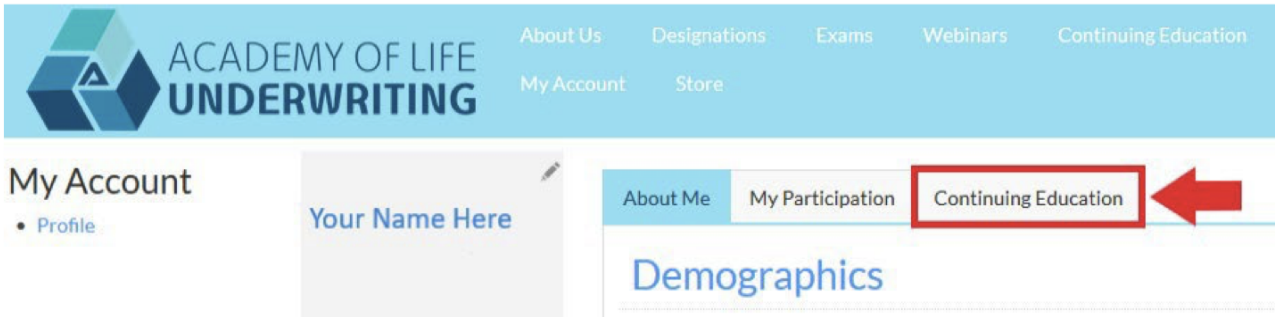


Recording Credits

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.

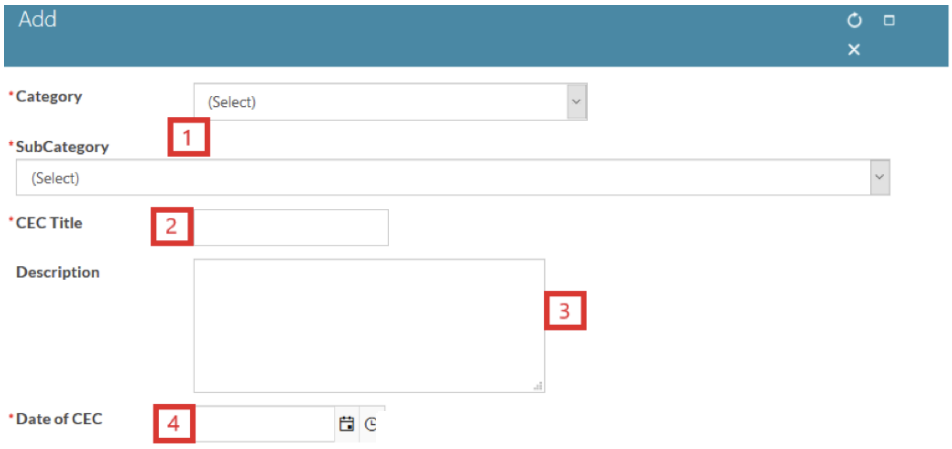
How to Record Credits

1. Once logged in, your account page will show three tabs: About Me, My Participation, and Continuing Education. Go to the **Continuing Education** tab to access the CE tracking tool.



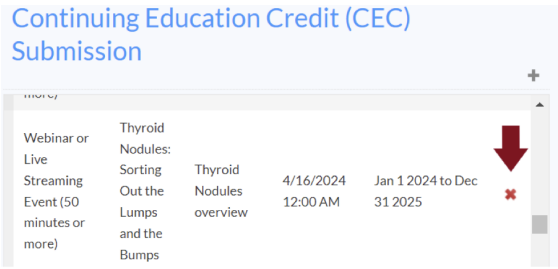
2. Click the **"Add Credits"** button to open the Continuing Education Credit Submission window.

3. Enter the information about your qualifying event in the CEC entry form.



1) **Select the Category and Subcategory** your credits fall under. Refer to the CE Credits Guide for help.
2) **Enter the Continuing Education (CEC) Title:** This will vary according to the type of CEC. For example, webinar title, course name, event name, or committee name/title.
3) **Enter a Description:** Provide a short (1-2 sentences) description, including details such as:
    - Presenter, teacher, or professor name
    - 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 conference, etc. For volunteers, use your start date. If your start date is before the current cycle, enter January 1 of the current year. Only the date is needed, not the time.

If you find mistakes in your entry, click the red "x" to delete it, then re-submit the correct information.

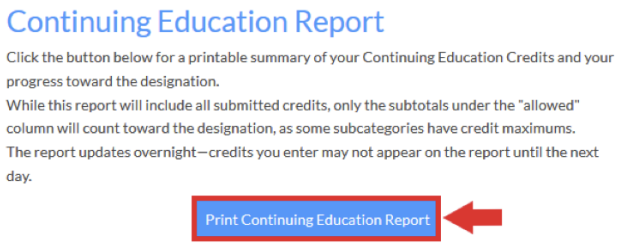


Tracking Credits

Continuing Education Report

1. Below the submission box, find the "Continuing Education Report" section.
2. Click the "Print Continuing Education Report" button to open your report in a pop-up. You can download it as a PDF.

   The report refreshes every weeknight. Credits submitted that day may not appear until the next day. If credits are missing after 24 hours (one business day), contact **registrar@alu-web.com**.



Understanding 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 Date Submitted	Event or CEC Name	2 Date of CEC	3 Units	4 Allowed Units	5 Approved
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:** The date you submitted the entry (auto-generated).
2) **Date of Continuing Education Credit:** The date the credit was completed (entered by you).
3) **Units/Recorded Credits:** All submitted entries and their credit amounts (without maximums taken into consideration). Credits that were not approved will be listed as 0 credits.
4) **Allowed Credits:** This column will only have data on subtotal and total lines; these numbers take subcategory maximums into account.
5) **Approved Credits:** An "N" appears in this column if not approved; approved credits have no notation. 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:** Will be separated by gray bars.
7) **Subcategories:** These will be bolded and left-justified.
8) **Description:** The CEC title provided for each entry by the user will appear beneath each of the Subcategories.
9) **Subcategory Subtotals:** Shows two columns of subtotals for each category for all entered credits (without regard to maximums) and allowed credits (with maximums applied).
10) **Category Totals:** Shows two columns for entered credits (without regard to maximums) and allowed credits (with maximums applied).

At the bottom, see total credits for all categories/subcategories. The number on the left does not take credit maximums into account, the number on the right takes maximums into consideration. **Use the right number to determine eligibility for certification.**

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

Submitting Certification Requests

1. Once you have reached 50 credits at any point in the current cycle, click the (+) button next to "Request CE Certification."
2. Enter date of submission.
3. Enter your name as you would like it to appear on your certificate.
4. Click the "Save & Close" button

You will be contacted with the status of your request within 15 days.