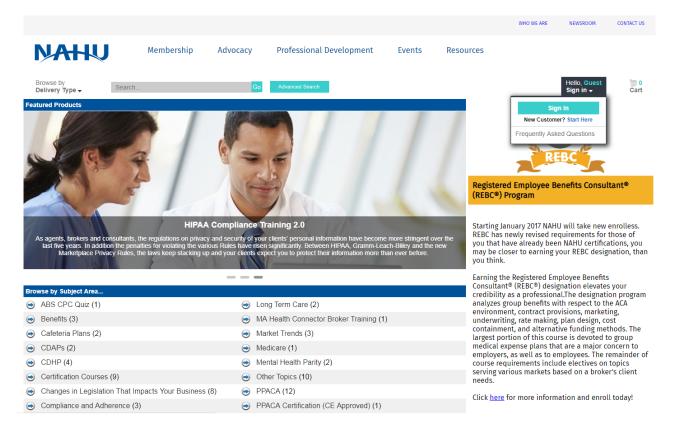


## How to Self-Report Continuing Professional Credits in the Online Learning Institute

REBC, RHU and ChHC designation recipients are required to self-report 24 continuing professional credit (CPC) hours every two years in their <u>Online Learning Institute</u> (OLI) account. If you hold multiple designations, 24 CPCs will maintain both or all of your designations.

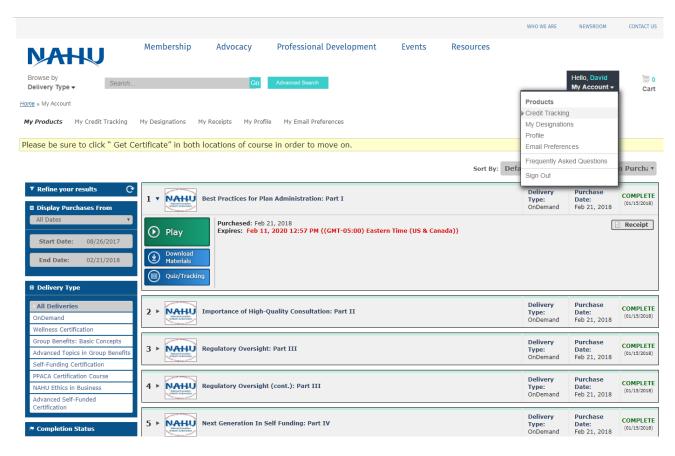
Here are step-by-step instructions to self-report CPCs in the Online Learning Institute:

- Visit the OLI at <a href="https://nahu.inreachce.com/">https://nahu.inreachce.com/</a>. You can also access the OLI on the <a href="NAHU">NAHU</a> website by selecting the "Online Learning Institute" in the Professional Development navigation drop down menu.
- 2. On the OLI homepage, above the REBC® designation logo, it will say "Hello, Guest." Place your cursor on the text for the sign in drop down menu to appear. Click on the sign in button.

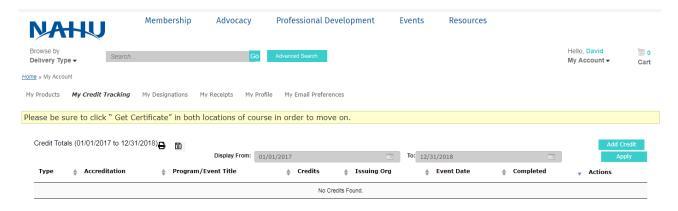


- 3. On the sign in page, enter your username and password. If you are a NAHU member, use your member login. If you require assistance with your login credentials, please email <a href="mailto:professionaldevelopment@nahu.org">professionaldevelopment@nahu.org</a> or call NAHU's helpdesk at 844-257-0990.
- 4. Once you login, you will be directed to your products page.

5. Put your curser again over "Hello, [First Name]" and select "My Credit Tracking" in the drop down menu. You can also find "My Credit Tracking" to the right of "My Products" under the search bar.



6. Click on the "Add Credit" button to the right hand side of the page.



7. A pop-up menu will appear. Enter your CPC information in the menu then select "Save" to self-report your designation maintenance credit. The credit will now be listed in the "My Credit Tracking" section of your account.

