



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 [Online Learning Institute](https://nahu.inreachce.com/) (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:

1. Visit the OLI at <https://nahu.inreachce.com/>. You can also access the OLI on the [NAHU 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.

The screenshot shows the NAHU Online Learning Institute (OLI) homepage. At the top, there is a navigation bar with links for WHO WE ARE, NEWSROOM, and CONTACT US. Below this is the NAHU logo and a main navigation bar with links for Membership, Advocacy, Professional Development, Events, and Resources. A search bar is located below the navigation bar, with a 'Go' button and an 'Advanced Search' link. The 'Featured Products' section displays a video thumbnail for 'HIPAA Compliance Training 2.0' with a description: 'As agents, brokers and consultants, the regulations on privacy and security of your clients' personal information have become more stringent over the last five years. In addition the penalties for violating the various Rules have risen significantly. Between HIPAA, Gramm-Leach-Bliley and the new Marketplace Privacy Rules, the laws keep stacking up and your clients expect you to protect their information more than ever before.' To the right of the featured products, there is a sign-in dropdown menu with options for 'Sign In', 'New Customer? Start Here', and 'Frequently Asked Questions'. Below the sign-in menu is the REBC® logo and a banner for the 'Registered Employee Benefits Consultant® (REBC®) Program'. The banner text reads: 'Starting January 2017 NAHU will take new enrollees. REBC has newly revised requirements for those of you that have already been NAHU certifications, you may be closer to earning your REBC designation, than you think.' Below the banner is a section titled 'Browse by Subject Area...' with a list of subjects and their corresponding CPC hours: ABS CPC Quiz (1), Benefits (3), Cafeteria Plans (2), CDAPs (2), CDHP (4), Certification Courses (9), Changes in Legislation That Impacts Your Business (8), Compliance and Adherence (3), Long Term Care (2), MA Health Connector Broker Training (1), Market Trends (3), Medicare (1), Mental Health Parity (2), Other Topics (10), PPACA (12), and PPACA Certification (CE Approved) (1). On the right side of the page, there is a section titled 'Earning the Registered Employee Benefits Consultant® (REBC®) designation elevates your credibility as a professional. The designation program analyzes group benefits with respect to the ACA environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment, and alternative funding methods. The largest portion of this course is devoted to group medical expense plans that are a major concern to employers, as well as to employees. The remainder of course requirements include electives on topics serving various markets based on a broker's client needs.' Below this section is a link to 'Click here for more information and enroll today!'.

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 professionaldevelopment@nahu.org or call NAHU's helpdesk at 844-257-0990.
4. Once you login, you will be directed to your products page.

5. Put your cursor 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.

WHO WE ARE NEWSROOM CONTACT US

Membership Advocacy Professional Development Events Resources

NAHU

Browse by Delivery Type Search... Go Advanced Search

Home » My Account

My Products My Credit Tracking My Designations My Receipts My Profile My Email Preferences

Please be sure to click "Get Certificate" in both locations of course in order to move on.

Sort By: Defa

Products

- Credit Tracking
- My Designations
- Profile
- Email Preferences
- Frequently Asked Questions
- Sign Out

Hello, David My Account Cart

Delivery Type: OnDemand Purchase Date: Feb 21, 2018 COMPLETE (01/15/2018)

Receipt

1 NAHU Best Practices for Plan Administration: Part I

Purchased: Feb 21, 2018 Expires: Feb 11, 2020 12:57 PM ((GMT-05:00) Eastern Time (US & Canada))

Play Download Materials Quiz/Tracking

2 NAHU Importance of High-Quality Consultation: Part II

Delivery Type: OnDemand Purchase Date: Feb 21, 2018 COMPLETE (01/15/2018)

3 NAHU Regulatory Oversight: Part III

Delivery Type: OnDemand Purchase Date: Feb 21, 2018 COMPLETE (01/15/2018)

4 NAHU Regulatory Oversight (cont.): Part III

Delivery Type: OnDemand Purchase Date: Feb 21, 2018 COMPLETE (01/15/2018)

5 NAHU Next Generation In Self Funding: Part IV

Delivery Type: OnDemand Purchase Date: Feb 21, 2018 COMPLETE (01/15/2018)

Refine your results

Display Purchases From All Dates

Start Date: 08/26/2017 End Date: 02/21/2018

Delivery Type

- All Deliveries
- OnDemand
- Wellness Certification
- Group Benefits: Basic Concepts
- Advanced Topics in Group Benefits
- Self-Funding Certification
- PPACA Certification Course
- NAHU Ethics in Business
- Advanced Self-Funded Certification

Completion Status

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

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Please be sure to click "Get Certificate" in both locations of course in order to move on.

Credit Totals (01/01/2017 to 12/31/2018)

Display From: 01/01/2017 To: 12/31/2018

Add Credit Apply

Type	Accreditation	Program/Event Title	Credits	Issuing Org	Event Date	Completed	Actions
No Credits Found.							

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.

The screenshot displays the NAHU website interface with a 'My Credit Tracking' section. A 'Please be sure to click "Get Cert"' message is visible. The 'Add Credit' pop-up form is open, containing the following fields and options:

- Program/Event Title**: Text input field.
- Event Date**: Date picker.
- Completed**: Checkmark input.
- Issuing Org**: Text input field with placeholder 'Company Name, Group Name etc.'
- Reference Number**: Text input field with placeholder 'If not provided enter N/A in this field.'
- Activity Location**: Text input field with placeholder 'City, State.'
- Accreditation**: Text input field with placeholder '(AANP, ACCME, AAPA etc.)'
- Activity Format**: Dropdown menu with 'Select Format'.
- Credits (if fewer than 1.0, enter as 0.XX)**: Text input field with 'X.XX' and a note 'Enter an amount, select a Credit Type and click the Add button.'
- Credit Type**: Dropdown menu with 'Select Credit Type' and an 'Add' button.
- Certificate (PDF ONLY, max 25MB)**: 'Choose File' button and 'No file chosen' text.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right of the form.

The background shows the NAHU logo, navigation menu (Membership, Advocacy, Professional Development, Events, Resources), and user account information (Hello, David, My Account, Cart).