## Instructions for Reporting CRCP CE Credits and Viewing Your Progress

To report courses taken toward your CRCP CE requirement, or to view your progress, follow these simple steps:

Log into the FINRA LMS at:

For Members: <u>https://finra.learn.com/member</u> For Non-Members: <u>https://finra.learn.com/nonmember</u>

Note: If you do not already have an account on the FINRA LMS, please contact us at <u>finraeducation@finra.org</u> to obtain an account.

Select "Login" located at the upper right of the screen. Once logged in, on the left side of the screen you will see two clickable sections. You can either click "Report CRCP CE Credits" or "View Progress Toward CRCP CE Requirement."

<u>To report credits</u>, click on "Report CRCP CE Credits" to see all CRCP CE eligible offerings. Click on the + button to expand the list of self-certifiable courses. Click on the course name and then follow the instructions to self-certify that you have taken that course.

<u>To view progress toward your CRCP CE requirement</u>, click on "View Progress Toward CRCP CE Requirements." You can then filter your search by date (time frame or date range). The category should default to CRCP; if not, ensure that it is the category selected. All courses that you have taken that qualify for CRCP CE credits should show up on the screen. You can print this information by clicking "print screen" and then you can copy that information into another program (e.g., Microsoft Word).

You can find these instructions and additional information related to your CRCP CE requirements <u>here</u>.