

Continuing Regulatory Education (CRE) Online Reporting Guide

Introduction

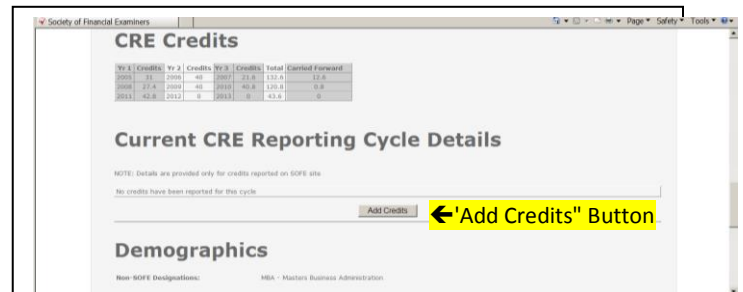
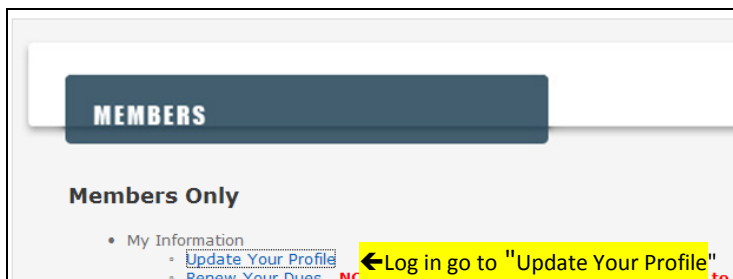
SOFE has now automated CRE reporting which enables each member to report CRE credits earned as these are earned, whether these are the result of a course taken, a presentation given, or an article written. The new online form is designed for you to submit each course individually.

In accordance with SOFE policies, all CRE credits must be reported by January 31 for the prior year.

Please download this document and review thoroughly before initial use of the Online CRE Report

How to Report Credits:

1. CRE Reporting is online in the “Update Your Profile” link in the Members Only Area of the SOFE web site. (If you forgot your user name and/or password to log into the Member Only area, follow the recovery directions on the log in page.) Once logged in, find the “Update Your Profile” link under “My Information” and scroll down to "CRE Reporting Cycle", where you will select “Add Credits” . This brings you to the CRE Credit Reporting Form



2. Review the information under “Rules for Entry, and then select the CRE credit provider under “Training Provider” from the dropdown box. Typically the organization will be an approved NASBA provider. **If the provider of your training is NASBA approved (as is, for example, NAIC) simply select “NASBA” as the approved provider.** (Use NASBA's provider search site linked next to the NASBA number slot if you are uncertain about a provider's recognition by NASBA.)

Rules for Entry

- The source of reported credits must be in the **Training Provider List**. Select 'NASBA' on the drop down in the list. If neither the list here nor NASBA lists the provider, you may request approval with the Provider/publisher in the provider list.
- Credits for the **previous reporting year** will be accepted if they were received in that year **OR** the **current year** and you wish to apply them to the previous year's total.
- All **required fields** must be entered before submission is accepted.

* = required entry

* **Training Provider:** **Training provider Drop Down Box**

Still can't find your provider? [Request to add the provider.](#)

Member in the provider list:

Government Audit Training Institute - 5078

Government Finance Officers Association (GFOA): All States - 5157

Governor's Center for Management Development - 5232

Highline Data Education Services - 5236

Independent Bankers Association (IBA) - 2440

INS Regulator

INS Services, Inc.

Institute of Inter

Insurance Regulatory Examiners Society (IRES) - 3071

Invotex - 5288

NASBA

Relevant Post Grad/Graduate Level Courses at Accredited Colleges/Universities with no NASBA # - 5295

Relevant Undergraduate Level Courses at Accredited Colleges/Universities with no NASBA # - 5294

Risk & Regulatory Consulting, LLC - 5070

SOFE Career Development Seminar - 1031

SOFE CRE Reading Program - 5212

SOFE Published Examiner Articles - 1210

SOFE State Chapters (Training) - 1302

State Banking and Finance Departments (All States) - 3076

NOTE- If you do not find your provider on the drop-down list or in NASBA's provider list, see the “Additional tips” below

- For CRE credit for an Examiner article written, select “SOFE Published Examiner Articles “under 'Training Provider.”
- Enter the Start Date for the course taken/presented or the date the article was published.

5. Select the "Reporting Year" in the dropdown box. This will be the current year. **If you are entering credits in January for the preceding year, select the previous year in the dropdown box.** After January, you may no longer enter credits for the previous year.

* Start Date:	<input type="text"/>	(mm/dd/yyyy)
* Reporting Year:	2015	▼

6. Enter the name of the Course or Article Title.

7. Enter the NASBA Number for the course if "NASBA" is selected as the approved CRE provider. This optional field is for informational purposes only. The NASBA number will be on your course certificate or you may look it up at this [link](#).

8. Check the box for "Ethics" if the course/ is on ethics. Check the box for "IT" if the course/article is Information Technology related. Check the box for "Other" for all other courses/articles.

9. Check the box "Is This a Presenter Credit?" if you were the presenter for a course.

10. Enter the total Credits Earned.

* Course or Article Title:	<input type="text"/>
NASBA Number:	<input type="text"/> Look up NASBA number. (Applies when "NASBA" is selected in "Training Provider" field above.)
* Credit Type:	<input type="radio"/> Ethics <input type="radio"/> IT <input type="radio"/> Other
Is this a presenter credit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Credits Earned:	<input type="text"/>

11. Certify your submission by submitting your name attesting to the certification statements. This is required for the submission to be complete.

12. Select "Submit". *Caution-do not double- click on 'submit' for the same entry.* **Allow the system at least 60 seconds to show that your entry was a "Success".**

ted of any felony involving dishonesty, breach of trust or moral turpitude by a county, state, or federal body, nor ha
il action involving financial dishonesty or breach of trust.

<input type="text"/>		
<input type="button" value="Submit & Email Copy to Me"/>	<input type="button" value="Clear Form"/>	<input type="button" value="Exit Page"/>

**Caution -- Click only ONCE to Submit.
Allow at least 60 seconds or more for "Success" notice to appear, indicating your input has been processed.**

Once the submission is complete, you will receive a confirmation e-mail from the SOFE webmaster at the address denoted in your Member Profile. Check your spam filter if you do not find the email at the email address in your Member profile. Print your confirmation email for your records

Your CRE records in your Member Profile will be updated with each submission in the "Current CRE Reporting Cycle Details".

See next page->>>>>

Additional Important Information and Tips:

If you do not find your "Training Provider" on the list:

Review the selections very thoroughly, as some of the approved providers are listed by category or type rather than by name, such as federal and state agencies, accredited colleges and universities, state CPA associations, etc.

NOTE- NAIC is a NASBA -approved provider, so you would select" NASBA" for a NASBA -approved NAIC program and add the NASBA number for it (see # 7 above) from the NASBA website or from your attendance certificate.

Note- CRE credit is NOT allowed for committee work with NAIC or with any other organization.

The providers and parent organizations of a majority of programs will be NASBA approved, but in the unlikely case that the provider is neither NASBA - approved nor listed separately in the drop- down menu, the provider must be approved by the Education Committee before credits can be submitted. To request approval for a provider you do not find after *thoroughly* searching via the NASBA provider search link [here](#) AND dropdown list of providers in the SOFE CRE Online Reporting area , use the "Request to add the provider" link to locate the Provider Approval application to submit to SOFE. If the provider on your application is not listed by NASBA or in the drop down list and is approved by the Committee, it will be added as the drop down list is updated for future CRE report submission.

Please enter your data carefully. It will not be possible for you to edit an entry after it is submitted. If you discover an error, please contact us at sofe@sofe.org with an explanation of the situation, so that we can assist you with the edit.

Editor's Choice Award Winner- The additional CRE credits for the annual Editor's Choice Award winner are added to the author's CRE record by SOFE headquarters.

If you need assistance, please contact SOFE Headquarters at sofe@sofe.org