



## 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, webinar course taken 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 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 scroll down to "Report CRE Credits". This brings you to the CRE Credit Reporting Form

**MEMBERS ONLY AREA**

- Member's Directory
- Billing / Invoices
- View CRE Credits
- Report CRE Credits
- Update Profile
- Update Billing Information
- Update Username/Password
- Logout

### Members Area

**Publications:**

- Examiner
- InSIGHT

[2017 NAIC Handbook Training](#)

[Recorded Presentation on SOI](#)

[Awards Nominations - closed](#)

**Files:**

[Executive Committee](#)

- Executive Committee Re
- 2011 Career Developme
- 2012 Career Developme
- 2013 CDS Presentations
- 2014 CDS Presentations
- 2015 CDS Presentations
- 2016 CDS Presentations
- 2017 CDS Presentations
- Board of Governors
- Meeting Minutes

2. Review the information under "Rules for Entry."

## Rules for Entry

1. The source of reported credits must be in the **Training Provider List**. Select **"NASBA"** on the drop down list for any **NASBA-approved providers** not listed by name in the list. If neither the list here nor NASBA lists the provider, select "Other Training Provider" in the drop-down menu. For published article credit, select the provider/publisher in the provider list.

2. Credits for the **previous reporting year** will be accepted if they were received in that year **OR** the credits were earned between **January 1 and January 31 of the current year** and you wish to apply them to the previous year's total. **You will not be allowed to enter any credits for the previous year after 11:59 PM ET, January 31 of this year.**

3. All **required fields** must be entered before submission is accepted.

Please review the [CRE Online Reporting Guide](#) for detailed instructions on how to enter credits.

4. **As of 2014, Career Development Seminar (CDS) credits are imported automatically within 45 days of the event. However, you must input any credit from SOFE CRE Reading Tests and other SOFE sources.**

3. 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.

\*Reporting Year

Choose Below



4. Select "Training Provider" from the drop-down box. **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.)

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](#).

\* Training Provider

SOFE Published Examiner Articles - 1210



If you don't see your Training provider in the list, please check to see if they are a NASBA provider. [Look up NASBA number](#). (If NASBA provider select "NASBA" in the "Training Provider" field above)

NASBA Sponsor ID

NASBA Sponsor ID

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

**NOTE- If you do not find your provider on the drop- down list or in NASBA's provider list, select "Other Training Provider" from the drop down box.**

3. For CRE credit for an Examiner article written, select "SOFE Published Examiner Articles "under 'Training Provider.'"

\* Training Provider

SOFE Published Examiner Articles - 1210



If you don't see your Training provider in the list, please check to see if they are a NASBA provider. [Look up NASBA number](#). (If NASBA provider select "NASBA" in the "Training Provider" field above)

4. Enter the Start Date for the course taken/presented or the date the article was published (use the format mm/dd/yyyy).

\* Start Date

Date

(mm/dd/yyyy)

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

\* Course or Article Title

Course Name

6. Select the "Credit Type".

- 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 "NAIC Handbook Training" if the course fulfills the handbook requirement.
- Check the box for "Other" for all other courses/articles.

\* Credit Type

Choose Below

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

\* Is this a presenter credit?

Choose Below

8. Enter the total Credits Earned.

\* Credits Earned

Credits Earned

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

\*Signature

**NOTE:** By entering my name below, I certify that I participated in the activity listed for the number of CRE hours claimed in accordance with the SOFE CRE Program. I also acknowledge that I will be required to submit evidentiary documents if selected for the annual CRE audits.

I also certify that I have read and understand the SOFE Code of Ethical Conduct and that in the year stated above, I have not been indicted, charged, arrested, or convicted of any felony involving dishonesty, breach of trust or moral turpitude by a county, state, or federal body, nor have I been named or found guilty in a civil action involving financial dishonesty or breach of trust.

My Signature

Submit My Credit

10. Select "Submit". *Caution-do not double-click on 'submit' for the same entry. Allow the system at least 60 seconds.*

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 "View CRE Credits". Enter the "Start Year" and "End Year". "All Types" is the default search or you may perform an Advance Search by typing in the "Course Name". Check the "Show Carryover Credits" to show any carryover credits from the prior triennial.

## View CRE Credits

**Advanced Search**

Start Year:  End Year:  Course Name:

Show Carryover Credits?

### 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 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 many programs will be NASBA approved. In the unlikely case that the provider is neither NASBA - approved nor listed separately in the drop- down menu, please select "Other Training Provider" from the drop-down box and enter the name of the other training provider in the field listed. **It is the member's responsibility to report CRE for Other Training Providers based upon guidance in the SOFE Education Committee Policies and Procedures (<https://www.sofe.org/members-only/files/EducationCommittee.pdf>)**

Training providers may be added to SOFE's list of CRE providers if the organization is one that is readily recognized as a organization that sponsors training to meet the course requirements for SOFE CRE and will be providing training to SOFE membership on a regular, ongoing basis. Members may request approval of a provider not listed by NASBA by completing and submitting a CRE Provider Approval Form at [https://www.sofe.org/images/PDFs/SOFE\\_Sponsor\\_Approval\\_Form.pdf](https://www.sofe.org/images/PDFs/SOFE_Sponsor_Approval_Form.pdf)

**Please enter your data carefully.** If you make a mistake while entering your record. Select the red **X** to the left of the record to delete the entire record. Then reenter it correctly.

ID #	Reporting Year Date Added	Course Date / Number / Name Training Provider	Credit Type Presenter Credit?	Credits Earned
109988	2017 11/07/2017 04:32:11 PM	01/01/2017 #101931 <b>Test</b> Provider: NASBA-Approved Provider	Ethics N	1.0
<b>X</b>				

**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](mailto:sofe@sofe.org)