

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](#) (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://nabip.inreachce.com/>. You can also access the OLI on the [NABIP website](#) by selecting the “Online Learning Institute” under Professional Development in the navigation.
2. On the OLI homepage, in the upper right corner, 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.

NABIP Shaping the future of healthcare

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Hello, Guest
Sign In

Sign In
New Customer? Start Here
Frequently Asked Questions

NABIP Benefit Specialist Online Learning Institute is the industry central repository for professional development. This learning management system provides essential content for users and employers sales teams that wish to increase professional's knowledge of the public and private healthcare sector through an easy to use platform. Students purchase education content, including recordings, supporting documents, quizzes and final exams, at their convenience. Most courses provide continuing education credits to maintain their designation with the passing of a final exam. Students can conveniently access their completion and continuing education credit certificates from their account. Employers can use these reports for their employees' HR files. NABIP corporate partners can work with a member of our staff to develop a training strategy that supports their company goals.

Through the Online Learning Institute, professionals can earn the **Registered Employee Benefits Consultant® (REBC)** designation and graduates can maintain their REBC, Registered Health Underwriter® (RHU) and Chartered Healthcare Consultant® (ChHC) designations.

NABIP members receive a savings of 30% off of NABIP education tuition and a plethora of resources that pair with continued professional success. If you are not a member, [join NABIP today](#).

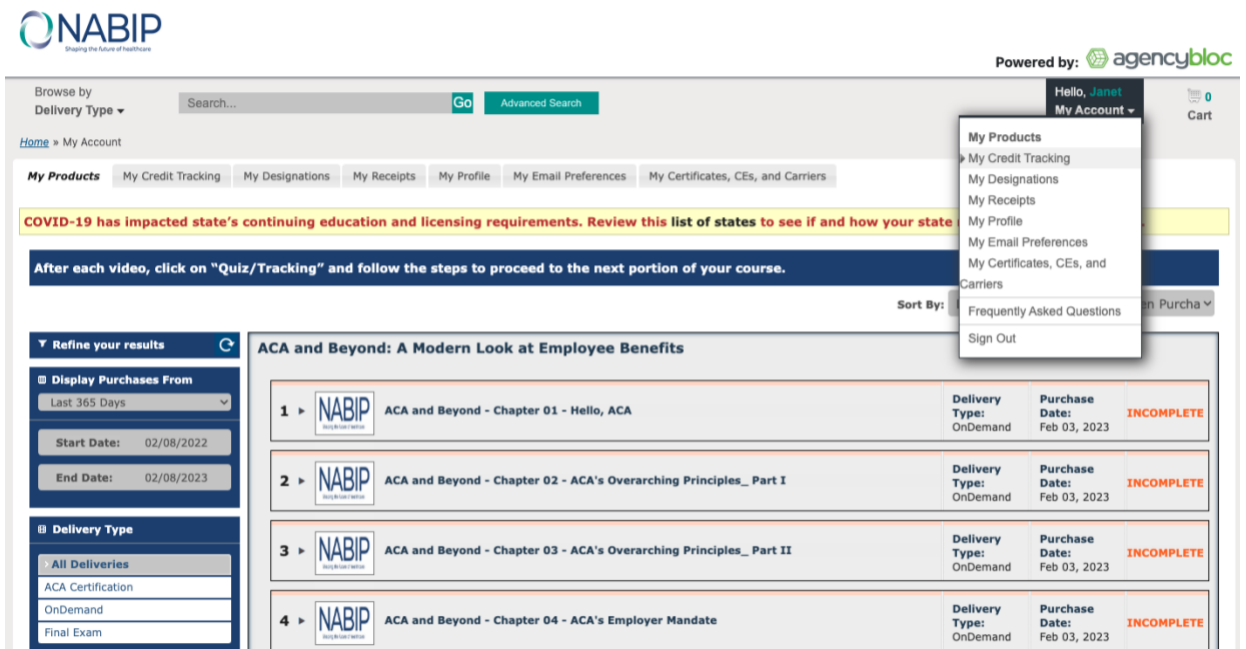
Featured Products

NABIP | **ACA and Beyond Certified** ✓

ACA and Beyond: A Modern Look at Employee Benefits

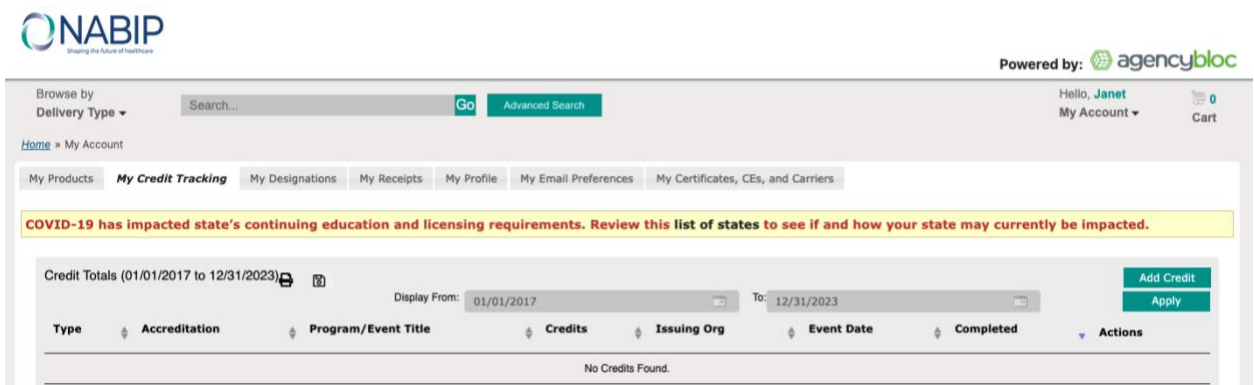
This eleven-part high-level course will cover the components of ACA, an overview of markets pre-ACA, major goals, a high flyover of top ACA items, affordability, overarching principles, tax issues, and major federal laws.

- On the sign in page, enter your username and password. If you are a NABIP member, use your member login. If you require assistance, please email professionaldevelopment@nabip.org or call NABIP’s helpdesk at 844-257-0990.
- Once you login, you will be directed to your products page.
- Put your cursor 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.



The screenshot shows the NABIP user dashboard. At the top right, the user is logged in as 'Hello, Janet' with a dropdown menu open showing options: My Products, My Credit Tracking, My Designations, My Receipts, My Profile, My Email Preferences, My Certificates, CE's, and Carriers, Frequently Asked Questions, and Sign Out. The 'My Credit Tracking' option is highlighted. Below the navigation bar, there is a search bar and a 'Go' button. The main content area displays a list of products under the heading 'ACA and Beyond: A Modern Look at Employee Benefits'. The list contains four items, each with a 'Delivery Type' of 'OnDemand', a 'Purchase Date' of 'Feb 03, 2023', and a status of 'INCOMPLETE'. On the left side, there are filters for 'Display Purchases From' (Last 365 Days), 'Start Date' (02/08/2022), 'End Date' (02/08/2023), and 'Delivery Type' (All Deliveries, ACA Certification, OnDemand, Final Exam).

- Click on the “Add Credit” button on the right of the page.



The screenshot shows the NABIP user dashboard with the 'My Credit Tracking' page selected. At the top right, the user is logged in as 'Hello, Janet'. Below the navigation bar, there is a search bar and a 'Go' button. The main content area displays a table for 'Credit Totals (01/01/2017 to 12/31/2023)'. The table has columns for Type, Accreditation, Program/Event Title, Credits, Issuing Org, Event Date, Completed, and Actions. The 'Add Credit' button is visible in the top right corner of the table area. Below the table, it says 'No Credits Found.'

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

Add Credit

Program/Event Title
|

Event Date
|

Completed
|

Issuing Org
Company Name, Group Name etc.
|

Reference Number
If not provided enter N/A in this field.
|

Activity Location
City, State.
|

Accreditation
(AANP, ACCME, AAPA etc.)
|

Activity Format
Select Format

Credits (if fewer than 1.0, enter as 0.XX)
Enter an amount, select a Credit Type and click the Add button.

Amount	Credit Type
X.XX	Select Credit Type

Certificate (PDF ONLY, max 25MB)
Choose File No file chosen

Save Cancel