



CE Student Instruction Sheet

**Check Your Course Credit on the
Commission's Website at arec.alabama.gov**

1. Click **Online Services Login** on the Commission's website.
2. Log in by providing your email and password.
3. Next, you will have the opportunity to change your contact information and/or mailing address if needed. If no changes are needed, click **Education History (CE Credit)** under the **Available Services**.
4. This **CE Credit** screen shows current CE courses that are eligible to be used for license renewal or activation. It also shows courses that have been archived from a previous license renewal or activation.
5. You will have the option to evaluate a course for up to 30 days after it is completed. If a course is archived during the 30 days, an evaluation can still be submitted.

IMPORTANT INFORMATION TO REMEMBER

- Schools have 10 days after course(s) completion to report your credit. (*Rule 790-X-1-12*)
- If incorrect course information appears or if course(s) are missing, please contact the school with whom you completed the course(s) in order to correct.
- If your credit is NOT showing under current or archived credit, the Commission does not have it and you **do not** have credit.
- The evaluation is **optional** and does not affect credit in any way. However, the Commission welcomes your comments and would like to hear from you.