LEARNING MANAGEMENT SYSTEM (LMS)
VIEWING CONTINUING EDUCATION (CE) 
REQUIREMENTS

This QRG shows supervisors how to view their Continuing Education Plan in the LMS. For example, this feature can help track progress with NIH Supervisory Refresher Training and/or FAC-COR continuous learning point (CLP) requirements.

1. Log on to the LMS.
   
   **NOTE:** For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Click the Learning link in the left menu.

   ![Learning link](image)

   **Figure 1 – Learning link in the left menu**
3. Click the **Continuing Education Plans** link.
4. To view the details of the Continuing Education Plan, select the **View Details** link.

![Figure 3 – View Details link on the Continuing Education Plans page](image-url)

**Continuing Education Plans**

A Continuing Education (CE) Plan is a way of tracking the training credits earned within a given time period. The CE Plan is complete once you earn the credits equal to or greater than the credits defined in the plan.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Completion Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Grace Period (Days)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH Supervisory Refresher Training (2013-2015)</td>
<td>Active</td>
<td>Complete</td>
<td>01/01/2013</td>
<td>12/31/2013</td>
<td>35</td>
<td>View Details</td>
</tr>
<tr>
<td>NIH Supervisory Refresher Training (2013-2015)</td>
<td>Active</td>
<td>Complete</td>
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<td>35</td>
<td>View Details</td>
</tr>
</tbody>
</table>
5. Details such as the start and end date, total credits, and credits from plan period will be shown.

![Figure 4 – Continuing Education Plan details screen](image)

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)