

Manage Your CPE Credits with Credly

Updated: September 2023

In June 2023, the SEC Professionals Group transitioned to a new CPE management system called Credly. Credly is a CPE management platform that allows you to create an account and access the CPE credits you earn at SEC Pro Group virtual events and chapter meetings on demand without having to rely on receiving a certificate via email.

Creating Your Credly Account

To access, manage, and download your Credly badges for SEC Pro Group-issued events, you'll need to start by creating your account. You can create an account one of two ways –

By clicking on the 'Accept Your Badge' button in the email you receive after attending an event

1. Open the email you received from 'Workiva via Credly'
2. Click the 'Accept Your Badge' button - a new page will open
3. Click the Create Account button in the top right hand corner
4. Fill in the fields and complete your account setup

By going directly to Credly.com and creating a new account with your email

1. Go to https://www.credly.com/users/sign_in, scroll down to the bottom of the form, and click on "Create account". (Note: You'll need to complete this form with the email you used to register for the event in order to link to the correct information. **SEC Pro Group strongly recommends using the same email address to register for all events.**)
2. Fill in the fields and complete your account setup (Note: You may receive an account activation email to complete the process.)

Accessing & Managing Your Badges

Once your account is created, you can access and manage your recently earned badges as well as any badges you earn at future events. To get started:

1. Login and click the 'Accept Badge' button
2. Click 'Share Your Badge'
3. Under 'Publish', click the Download Certificate button

FAQs

What's the difference between a badge and a certificate?

Think of a badge in Credly as a premium certificate. While you can download it as a traditional PDF certificate, you also have the ability to share or embed it as a badge on LinkedIn and other social media and professional networking sites.

Which email address will my Credly badges be sent to?

SEC Pro Group will issue badges through Credly based on the email address that you used to register for your chapter's quarterly meeting. Once issued, you will receive an email from "Workiva via Credly" that notifies you of your new badge and provides you with a link to access it. However, once you have created your Credly account, you can login and directly access them in your profile without needing to access it through the email sent by Credly.

Can I find *all* of my CPE credentials from *all* SEC Pro Group events in Credly?

SEC Pro Group uses Credly to manage CPE credits issued one of two ways: 1) quarterly chapter meetings (in-person or virtual), unless otherwise specified by your chapter sponsor; or, 2) virtual events (webinars). This includes CPE credits for 10-Q/10-K Prep Disclosure Series webinars and virtual broadcasts of SEC Pro Group national sessions – these will continue to be issued directly from ON24.

How do I access CPE credentials from prior to June 2023?

Contact SEC Pro Group at info@secprofessionals.org to ask about or receive a copy of any CPE certificate that was issued to you prior to June 2023.

What do I do if I change jobs or email addresses?

Not to worry! If you change jobs or email addresses, you can add multiple email addresses to your account and still access your badges in one single account.

Resources

[Credly Help Center](#)

[Accepting a Badge - Help Articles](#)

[Accepting a Badge - Video Tutorial](#)

[Credly FAQs](#)

[Submit a Request](#)