



# CHECKPOINT LEARNING EMPLOYEE MODULE USER GUIDE



---

## PROPRIETARY MATERIALS

No use of these proprietary materials is permitted without the express written consent of or license from Thomson Reuters. Altering, copying, distributing or reproducing any of these proprietary materials in any manner is expressly prohibited.

## DISCLAIMERS

The scenarios, examples, and content within this document are used strictly for instructional purposes only. Thomson Reuters shall not be responsible for any liability directly or indirectly resulting from any outcomes or conclusions drawn from individual research discussed during the class.

In response to IRS Circular 230 requirements, Thomson Reuters advises that any discussions of federal tax issues in its publications and products or in third-party publications and products on its platforms are not intended to be used and may not be used to avoid any penalties under the Internal Revenue Code, or to promote, market, or recommend any transaction or subject addressed therein.

## SOFTWARE LICENSE AGREEMENT

The right to use the software product described in this workbook is specifically conditioned upon your execution of and compliance with a Tax Software and Services Agreement with Thomson Reuters.

All contents are copyright 2018, Thomson Reuters.

All rights reserved.

## Table of Contents

---

<b>Table of Contents</b> .....	<b>3</b>
<b>About the Employee Module</b> .....	<b>4</b>
<b>Compliance Manager</b> .....	<b>5</b>
Generate Compliance Reports .....	5
<b>Employee Manager</b> .....	<b>7</b>
<b>Navigate to an Employee's Account Profile</b> .....	<b>8</b>
<b>Add Employees</b> .....	<b>9</b>
<b>Edit an Employee Account</b> .....	<b>12</b>
<b>Remove an Employee Account</b> .....	<b>14</b>
<b>Add an Activity to an Employee Account</b> .....	<b>15</b>
<b>Add an Activity to Multiple Employee Accounts</b> .....	<b>17</b>
<b>Assign Courses to an Employee</b> .....	<b>19</b>
<b>Edit an Employee's Learning Plan</b> .....	<b>20</b>
<b>Add Regulators to an Employee Account</b> .....	<b>21</b>
<b>Edit a Regulator</b> .....	<b>23</b>
<b>Remove a Regulator from an Employee's Account</b> .....	<b>24</b>
<b>Add an Attachment to an Employee</b> .....	<b>25</b>
<b>View an Employee Status Report</b> .....	<b>26</b>
Navigating the Status Report .....	27
<b>Change an Employee's User Name</b> .....	<b>28</b>
<b>Change One or All Employee Passwords</b> .....	<b>29</b>
<b>Attach an Employee Account to an Organization</b> .....	<b>30</b>
<b>Index</b> .....	<b>31</b>

## About the Employee Module

With Checkpoint Learning's **Employee** module, Firm Administrators can:

- Add, remove, and edit professional accounts within the organization.
- Assign regulators to track their CPE requirements.
- Produce regulator status reports to submit for license renewals and audits.
- Analyze the status of professionals meeting specific regulator requirements.

From **Employee**, access the Compliance Manager and the Employee Manager.

The [Compliance Manager](#) page serves as the Firm Administrator's home page. It provides a report of selected staff's compliance status, including compliance deadline and number of credits needed to maintain compliance.

The [Employee Manager](#) page displays selected staff and their professional account information including user name, employee title, office, department, number of CE tracking seats, whether the professional has a learning seat, and whether the firm owns the professional's account.

## Compliance Manager

The **Compliance Manager** is the Firm Administrator's home page in Checkpoint Learning. When Checkpoint Learning is first accessed, the Compliance Manager page is the default. Any other time, click **Employee** and then click **Compliance Manager** in the left side panel.

The Compliance Manager enables you to:

- Display the employee's compliance for accountancy and legal regulators.
- Change the password for all your employees.
- Link another employee's Checkpoint Learning account to your organization.
- Add or create employee accounts.
- Add externally sponsored activities to employee's accounts.
- Generate compliance reports

### Generate Compliance Reports

Use the Compliance Manager to generate compliance reports. Export the reports to an MS Excel spreadsheet by clicking the **Export to Excel** button in the upper right corner of the report.

To display specific criteria in the report, add any or all of the following from in the **Report Filtering** section on the left side panel, and then click the **Filter** button:

- **Deadlines** – To display employees who have a compliance deadline in the next, 30, 60, 90, 120, or 365 days, select the deadline from the drop-down list.
- **Credits Needed** – To display employees who are compliant or have deficits, select from the drop-down list.
- **Show Incompletes** – To display the employees who have not completed answering the status report questions, and therefore lack a status report, but who appear in the Compliance Manager.
- **Public Regulator** – To display employees who have a particular accountancy or legal regulator, select a regulator from the drop-down list.
- **Administrative Groups** – To display employees assigned to a particular group, highlight the group, and then click the **Filter** button. To select multiple groups, press the **Ctrl** key when clicking names.
- **Filter Relationship** – To display employees who belong to only specific Administrative Groups, select **And**. To display employees who belong to any of the groups, select **Or**.
- **Show Members of No Groups** – To display all employees, select **Yes**. To display employees not attached to an administrative group, select **No**.

**Note:** The **Compliance Manager** can be set to display specific employee and regulator criteria in the Administrator's settings.

To generate regulator compliance reports:

1. Click **Employees** from the **Main Menu**.  
The **Employee Manager** page appears.
2. Click **Compliance Manager** from the **Global Menu** on the left side panel.  
The **Compliance Manager** page appears.
3. In the **Compliance Status** title bar, select a regulator from the **Regulator (Categories)** drop-down list.
4. Click the **Go** button. The **Regulator Options** page appears.  
Each regulator view contains one or more requirements to select.
5. Select the check box next to any requirement to be displayed in the compliance report.
6. Click the **Submit** button.  
The **Regulator Report** for the selected regulator appears.

To generate fraud compliance reports:

1. Click **Employees** .  
The **Employee Manager** page appears.
2. Click **Compliance Manager** from the **Global Menu** on the left side panel.  
The **Compliance Manager** page appears.
3. Click **Fraud Compliance** from the **Global Menu**.  
The **Fraud Compliance** report appears.

**Note:** This report displays any employees who have any or all of the jurisdictions that contain a fraud requirement: California, In-Firm Requirement (ADV 1 year), and Association of Certified Fraud Examiners.

To generate ethics compliance reports:

1. Click **Employees**.  
The **Employee Manager** page appears.
2. Click **Compliance Manager** from the **Global Menu** on the left side panel.  
The **Compliance Manager** page appears.
3. Click **Ethics Compliance** from the **Global Menu**.  
The **Ethics Compliance** report appears.

**Note:** This report displays any employees who have any regulators with an ethics requirement.

## Employee Manager

The **Employee Manager** displays the firm's employees, regardless of whether they are tracking regulators. The Employee Manager displays the employee's name, user name, title, office, department, number of CE Tracking Seats (accountancy and/or law) the employee is using, whether the employee has been assigned a learning plan, whether the firm has ownership of the account, and the ability to remove the employee.

The information on the Employee Manager can be exported to MS Excel by clicking the **Export to Excel** button in the upper right corner of the report.

To display specific employees on the Employee Manager page, enter any of the following criteria in the **Report Filtering** section on the left side panel, and then click the **Filter** button.

- **Last Name** – To display those employees whose last name begins with specific letters, select the specific letter or letter range.
- **Relationship** – To display only those employee accounts owned by the firm, select the check box.
- **Administrative Groups** – To display employees assigned to a particular group, highlight the group, and then click the **Filter** button. To select multiple groups, press the **Ctrl** key when clicking names.
- **Filter Relationship** – To display employees who belong to only specific Administrative Groups, select **And**. To display employees who belong to any of the groups, select **Or**.
- **Show member of no groups?** – To display all employees, select **Yes**. To display employees not attached to an administrative group, select **No**.

## Navigate to an Employee's Account Profile

Throughout the Help, many procedures begin with the step "Navigate to the employee's Account Profile." This refers to performing the steps in this topic. For convenience, the term "Account Profile" in those topics is a hyperlink that connects back to this topic for a reminder if necessary.

**To navigate to an employee's account profile, do the following:**

1. Click **Employees** from the **Main Menu**.
2. Type the last name of the employee in the **Employee Search** field.
3. Click the **Search** button.

If there is more than one employee with the same last name, the search results display all matching employees. If there is just one employee with that particular last name, the **Compliance Manager** page for the employee appears.

4. Click the name of the appropriate employee.



## Add Employees

Checkpoint Learning enables the administrator to create employee accounts within their organizational account. Each employee account is assigned a unique user name. Once a user name is used, it cannot be used again. Checkpoint Learning recommends using the employee's email address as the user name.

**Note:** If an employee has left the firm and is coming back, you can reattach their account to your organization. See the topic [Attach an Employee Account to an Organization](#).

**To create an employee account, do the following:**

1. Click **Employees**.
2. Click **Add Employee** from the **Global Menu** on the left side panel.
3. In the **Logon Information** section, do all of the following:
  - **Username** – Enter a user name for the employee. User names must be a minimum of six characters and are not case sensitive. Checkpoint Learning recommends using the employee email address as the user name.
  - **Password** – Enter a password for the employee. Employees have the ability to log in to their account and change their individual password. Passwords must be a minimum of six characters and are not case sensitive.
  - **Confirm Password** – Reenter the password for the employee. The characters entered in this field must match the characters entered in the Password field or you will receive an error message.
4. In the **Professional Account Settings** section, do all of the following:
  - **First Name** – Enter the employee's first name.
  - **Last Name** – Enter the employee's last name.
  - **Email Address** – Enter the employee's email address.
  - **Time Zone** – Select the appropriate time zone from the drop-down list.
  - **Email Reminder** – Select Yes or No for the employee to receive automatic email reminders of his or her CE Tracking Status Reports as established by the organization's automatic email reminder routine.
  - **Write Permission for Employee** – Select Yes or No for the employee to have the ability to add and/or edit activities and regulators within their Checkpoint Learning account.
  - **Enable Thomson Reuters University** – Select Yes or No to determine whether the employee has access to any Thomson Reuters course. The option must be Yes if you plan to assign Thomson Reuters courses to a professional.
  - **Professional Authorized to Edit Pilot Test Information** – Select Yes or No to determine whether the employee is authorized to edit pilot test information.

- **Update Status Report Permission** – Select Yes or No to determine whether the employee has permission to update status reports.
- **Professional requires 508 Complaint Courses** – Leave the default set to No.
- **Send Professional Email with Login Information** - Select Yes or No to determine whether the employee will receive an email with the login information.

5. In the **Professional Designation** section, do all of the following

- **Select Professional Designation** - Select a designation from the drop down list
- **IRS PTIN Number** - Enter the corresponding designation ID Number and click **Add**

**Note:**

1. If the employee is an IRS Registered Tax Return Preparer (RTRP) or an Enrolled Agent (EA), enter the PTIN. The PTIN must be a capital "P" followed by eight (8) numbers. Do not enter a PTIN designation if the employee is an attorney, certified public accountant, or certain other individual who does not prepare Form 1040 series returns.

2. If the employee is a Certified Financial Planner (CFP), enter the CFP ID. The CFP ID is the certificant / CFP Board ID number issued with the employee's initial certification from CFP.

3. If the employee is a California Registered Tax Preparer (CRTP), enter the CTEC ID number. The CTEC ID number is a 4- to 6-digit number that may or may not be preceded by an "A".

6. In the **Attributes for Organization Account** section, do all of the following:

- **Title** – Enter the employee's title.
- **Office** – Enter the employee's office.
- **Department** – Enter the employee's department.
- **Employee ID** – Enter the employee's ID if applicable.
- **Enable Learning Plan** – Select the check box to assign a learning plan seat to the employee.

**Note:** This option should not be selected unless the administrator has purchased and intends to assign the learning plan seat to the individual.

- **Enable Competency Model** – Select the check box to allow employee access to the Competency Model.

**Note:** This option should not be selected unless the administrator has purchased and intends to assign the learning plan seat to the individual.

- **Write-Permission for Organization Account** – Select Yes or No to enable the Firm Administrator to manipulate the employee account. It is recommended to always select Yes.
7. In the **Administrative Group Filter** section, select one or more groups that apply to the employee, then click the **Add** button to move to the Selected side.
    - **Administrative Groups** – Employees can have more than one group selected. Use the right arrow to move groups from the Not Selected list to the Selected list.
  8. In the **CE Tracking Modules** section, select **Accountancy & Law** to assign individual tracking seats to the employee. Available options are:
    - No CE Tracking
    - Accountancy and Law

**Note:** This option should not be selected unless the Firm bought **CE Tracking** seats in bulk. Most firms buy a subscription package with **CE Tracking** included and would therefore not select this option.

9. In the **Employee's Coaches** section, do any or all of the following:
  - **Coach** – Select the check box to the left of the coaches name to assign the coach to the employee.
  - **Edit Learning Plans** – Select the check box to indicate that the assigned coach will have the ability to edit the employee's learning plans.
  - **Compliance Emails** – Select the check box to indicate that the assigned coach will receive the employee's status report to appear on the Coach's compliance summary email.
  - **Registration Emails** – Select the check box to indicate that the assigned coach may override or veto the employee's course activity registrations.
10. In the **Notes** section, enter any notes pertaining to the employee in the text box (examples: date of birth, previous employers, location of CPE records from previous employers, society web site login information).
11. In the **Available Products** section select the respective library/bundle checkbox to assign a purchased product to the employee.
12. Click the **Submit** button to save the employee account record.

## Edit an Employee Account

Checkpoint Learning enables the administrator to edit an employee's account settings and employee-related settings from the employee's account profile.

**To edit employee account settings, do the following:**

1. Navigate to the employee's [Account Profile](#).
2. Click **Edit Professional Account Settings** from the **Employees Menu** on the left side panel.

The **Edit Professional Account Settings** page appears.

3. In the Professional Account Settings section, do any or all of the following:

- **First Name** – Edit the employee's first name.
- **Last Name** – Edit the employee's last name.
- **Email Address** – Edit the employee's email address.

**Note:** The email address must be unique. Should the email address already be used, either contact Customer Support at 1.800.431.9025 or email [checkpointlearning.cpecustomerservice@thomsonreuters.com](mailto:checkpointlearning.cpecustomerservice@thomsonreuters.com) to locate the account or provide another email address.

- **Time Zone** – Select the appropriate time zone from the drop-down list.
  - **Email Reminder** – Select Yes to enable the employee to receive automatic email reminders of his or her CE Tracking Status Reports as established by the organization's automatic email reminder routine. Select No to disable this function.
  - **Write Permission for Employee** – Select Yes to enable the employee to add, modify, and/or delete CE Tracking records associated with his or her account when logged into the account. Select No to disable the employee's ability to perform these functions.
  - **Enable Thomson Reuters University** – Select Yes to enable the employee to access to any Thomson Reuters course. The option must be Yes if you plan to assign Thomson Reuters courses to an employee. Select No to disable the employee's ability to perform this function.
  - **Professional Authorized to Edit Pilot Test Information** – Select Yes to enable the employee to edit pilot test information. Select No to disable the employee's ability to perform this function.
  - **Update Status Report Permission** – Select Yes to enable the employee to update status reports. Select No to disable the employee's ability to perform this function.
  - **Professional requires 508 Complaint Courses** – Leave the default set to No.
  - **Professional Designation** – Select a designation from the drop down list and enter the corresponding designation ID Number.
4. Click the **Submit** button to save changes to the employee account settings.

**To edit employee-related settings do any or all of the following:**

1. Navigate to the employee's [Account Profile](#).
2. Click **Edit Employee-Related Settings** from the **Employees Menu** on the left side panel.

The **Edit Employee-Related Settings** page appears.

3. In the sections below, do any or all of the following:
  - **Title** – Edit the employee's title.
  - **Office** – Edit the employee's office.
  - **Department** – Edit the employee's department.
  - **Employee ID** - Edit the employee's ID.
  - **Enable Learning Plan** – Select the check box to enable the Learning Plan for the employee.
  - **Enable Competency Model** – Select the check box to enable the Competency Model for the employee.
  - **Write-Permission for Organization Account** – Select Yes to enable the organization to add, modify, and/or delete records for the employee. Select No to disable this function.
  - **Administrative Group Filter** – Edit the employee's administrative groups.
  - **CE Tracking Modules** – Edit the CE Tracking Module for the employee.
  - **Employee's Coaches** – Edit the employee's coach or coach abilities.
  - **Notes** – Edit the employee's notes.
4. Click the **Submit** button to save changes.


### Remove an Employee Account

Checkpoint Learning enables the administrator to remove employee accounts from their organization. Once an account is created, it exists indefinitely with the ability to be freestanding or linked from one organization to another.

**To remove an employee account, do the following:**

1. Click **Employees** .

The **Employee Manager** page appears.

2. Locate the employee to be removed by doing either of the following:
  - Type the employee's last name in the **Employee Search** field and click the **Search** button.
  - Scroll to locate the employee name on the Employees Records list.
3. Do one of the following:
  - Click the **Remove** icon  for the employee account.
  - Select the check box for one or more employees from the left hand side and click the **Remove Employee** button.
4. Click the **OK** button to remove the account.

**Note:** For firms using the University Module for in-house registrations, the **Confirm** button will remove the employee from all future in-house registrations.

5. Click the **Confirm** button to remove the account.

**Note:** Click the **Cancel** button to cancel the activity.

The employee account is removed from the **Employee** list.

## Add an Activity to an Employee Account

Checkpoint Learning enables you to add activities (and their CPE credits) to an employee account and those regulators attached to the employee.

**To add an activity to an employee account, do the following:**

1. Navigate to the employee's [Account Profile](#).
2. Click **Activities** from the **Employees Menu** on the left side panel.

The **Activities** page appears.

3. Click **Add Activity** from the **Employees Menu**.

The **Add Activity** page appears.

4. Complete the following fields in the **Activity Details** section:

- **Title** – Enter the class title.
- **Sponsor** – Select the class sponsor from the **Select** drop-down list.

**Note:** To add a sponsor to the list, click the **Add sponsor** link, complete the fields, and click **Submit**.

- **Format** – Select the format type from the drop-down list.
- **Completion Date** – Enter the completion date in MM/DD/YYYY format or click the **Calendar** icon to select the date.
- **Notes** – Enter notes or additional information in the text box.

5. In the **Accrediting Regulators** section, use the arrows to move regulators from the **Not Selected** list to the **Selected** list.

**Note:** You can also double-click the regulators to move them. Press the Ctrl key to highlight and move more than one regulator at a time. Click the single arrow icon to move individual regulators. Click the double arrow icon to move all regulators.

6. Select the **Use Content Distributor** check box if you want Checkpoint Learning to determine which category credits will appear. Then, click the **Next** button.

- If you did not select the **Use Content Distributor** check box, skip directly to step 8.
- If you selected the **Use Content Distributor** check box, the **Credit Distribution Assistant** page appears. Continue to step 7.

7. In the **Accountancy: Credit Distribution Assistant** section, do the following for each regulator:

- Enter the Participation Time in minutes for the appropriate Field of Study category.
- Select Yes or No that the activity is sponsored by a NASBA Registry provider and meets NASBA Registry standards of accreditation (if applicable).
- Select Yes or No that the activity is sponsored by a NASBA QAS provider and meets NASBA QAS standards of accreditation (if applicable).
- Enter the sponsor's number (NASBA registry # or QAS #) (if applicable).
- Select the option that best describes the sponsor of the activity.
- Select the option that best describes the style of a technologically-delivered activity (if applicable).
- Select the option that best describes the content of the activity.
- Enter the location of the activity.

8. Click the **Next** button.

The **Add Activities** page appears.

**Note:** If you did not select the **Use Content Distributor** check box in step 6 and skipped to this step, you must manually enter the category/credit amount on the **Add Activities** page.

9. Review and edit the **Attributes**, **Category/Credits**, and **Properties** for each regulator displayed.

**Note:** If the certificate of completion documents the state-specific sponsor #, locate the regulator and enter the sponsor # in the regulator's sponsor field.

10. Click the **Submit** button.

The **Activity Profile** page appears.



## Add an Activity to Multiple Employee Accounts

Checkpoint Learning enables the administrator to add one activity to multiple employee accounts and their respective regulators at the same time.

**To add an activity to multiple employee accounts do the following:**

1. Click **Employees**.

The **Employee Manager** page appears.

2. Click **Add Activities** from the **Global Menu** on the left side panel.

The **Add Activities** page appears.

3. Complete the following fields in the Activity Details section:

- **Title** – Enter the title of the class.
- **Sponsor** – Enter the name of the sponsor of the class using either the **Select** drop-down list or the **Other** field.

**Note:** To add a sponsor to the list, click the **Add sponsor** link, complete the fields, and click **Submit**.

- **Format** – Select the format type from the drop-down list.
- **Completion Date** – Enter the completion date (MM/DD/YYYY) or click the **Calendar** icon to select the date.
- **Notes** – Enter any notes or additional information in the text box.

4. In the **Accrediting Regulators** section, use the arrows to move regulators from the **Not Selected** list to the **Selected** list.

**Note:** Double-click the regulators to move them. Press the Ctrl key to highlight and move more than one regulator at a time. Click the single arrow icon to move individual regulators. Click the double arrow icon to move all regulators.

5. In the **Employees** section, select the check boxes next to the desired employee names.
6. Select the **Assist me with credit distribution** check box to determine in which category the credits will appear. Then, click the **Next** button.
  - If the **Assist me with credit distribution** check box is not required, do not select it and skip directly to step 8.
  - If the **Assist me with credit distribution** check box has been selected, the **Credit Distribution Assistant** page appears. Continue to step 7.

7. In the **Accountancy: Credit Distribution Assistant** section on the **Credit Distribution Assistant** page, do the following for each regulator:
  - Enter the Participation Time in minutes for the appropriate **Field of Study** category.
  - Select Yes or No that the activity is sponsored by a NASBA Registry provider and meets NASBA Registry standards of accreditation (if applicable).
  - Select Yes or No that the activity is sponsored by a NASBA QAS provider and meets NASBA QAS standards of accreditation (if applicable).
  - Enter the sponsor's number (NASBA registry # or QAS #) (if applicable).
  - Select the option that best describes the sponsor of the activity.
  - Select the option that best describes the style of a technologically-delivered activity (if applicable).
  - Select the option that best describes the content of the activity.
  - Enter the location of the activity.

8. Click the **Next** button.

The **Add Activities** page appears.

**Note:** If you did not select the **Assist me with credit distribution** check box in step 6, and skipped to this step. You must manually enter the credit amount on the **Add Activities** page.

9. Review and edit the **Attributes**, **Category/Credits**, and **Properties** for each regulator displayed.
10. Click the **Submit** button.

The **Add Activities Confirmation** page appears.

## Assign Courses to an Employee

Checkpoint Learning enables the administrator to assign courses to an individual employee. To assign multiple courses to multiple employees, see Assign a Learning Path.

**Note:** Assigning courses requires that the Firm has purchased the University and Learning Paths modules. If the Firm has not purchased the University and Learning Paths modules, the following topic does not apply. Contact Customer Support for more information.

### To assign a course to an employee, do the following:

1. Navigate to the employee's [Account Profile](#).
2. Click **Learning Planning** from the **Employees Menu** on the left side panel.  
The **Learning Planning** page appears.
3. Click **Assign Courses** from the **Employees Menu**.  
The **Search for Courses to Assign** page appears.
4. Enter the following information:
  - **Title** – Enter the name, keyword, or topic of a course.
  - **Sponsors** – Select the check box of the sponsor.
5. Click the **Search** button.  
The **Course Search Results** page appears.
6. Enter the following information:
  - **Mandatory** – Select the check box next to the course to indicate that is mandatory for the employee.
  - **Target Date** – Enter the date by which the employee must complete the course in MM/DD/YYYY format. Or click the **Calendar** icon to select a date.
7. Click the **Submit** button.

**Note:** The administrator can also assign an in-house Firm-sponsored course by navigating to the parent course profile and then clicking **Assign to Employees**.

### Edit an Employee's Learning Plan

Checkpoint Learning enables the administrator to edit an existing Learning Plan (a series of courses) assigned to an employee.

**To edit an employee's learning plan, do the following:**

1. Navigate to the employee [Account Profile](#).
2. Click **Learning Planning** from the **Employees Menu** located on the left side panel.  
The **Learning Plan** page appears.
3. Click **Edit Learning Plan** from the **Employees Menu** located on the left side panel.  
The **Edit Learning Plan** page appears.
4. Edit any of the following information:
  - **Mandatory** – Select the check box to indicate the respective course is mandatory for the employee.
  - **Target Date** – Enter a new target date in MM/DD/YYYY format. Use the **Calendar** icon to select a date.
  - **Status** – Select the appropriate status from the drop-down list.
  - **Comments** – Enter or edit a comment if applicable.
5. Click the **Submit** button to save the changes.

## Add Regulators to an Employee Account

Checkpoint Learning tracks 130 jurisdictions across the Accountancy and Legal industries including all state license requirements and several society requirements. In addition to these state and society regulators, Checkpoint Learning offers two customizable regulators for the administrator to track their employee's CPE requirements:

- **In-Firm CPE Requirement** – Add this regulator to the employee's account to track the total number of CPE earned in a calendar year, including an ethics requirement (if applicable) as deemed by the organization.
- **In-Firm Requirement (Adv 1 year)** – Add this regulator to the employee's account to track the total number of CPE earned per year, including a specified number of Accounting and Auditing, Taxation, and Ethics and Fraud requirements as deemed by the organization. You can also determine the 12-month cycle (such as FY, CY) that the organization wants to track.

**Note:** For more information, check **Resources** to see the full list of regulators that Checkpoint Learning can track.

**To add a regulator to an employee account, do the following:**

1. Click **Employees**.

The **Employee Manager** page appears.

2. In the **Employee Search** field, type the last name of the employee.
3. Click the **Submit** button to display the search results.
4. Click the name of the employee.

The employee's **Account Profile** page appears.

5. Click **Status Reports** from the **Employees Menu** on the left side panel.

The **Status Report Manager** page appears.

6. Do the following for either industry:
  - Accountancy – Click **Manage Regulators** from the **Employees Menu** to add accountancy regulators to the employee's account.
  - Law – Click **Manage Regulators** from the **Employees Menu** to add legal regulators to the employee's account.

7. Select a regulator from the **Regulator** drop-down list on the **Manage Regulators** page.

8. Click the **Add** button.

The **Status Report Questionnaire** page appears.

**Note:** Each status report questionnaire is specific to the regulator.

9. Answer the questions prompted in the Status Report Questionnaire to complete adding the regulator to the employee account. Click the **Submit** button after answering each question.

The selected regulator's **Status Report** page appears.

## Edit a Regulator

Checkpoint Learning enables the administrator to edit the data entered into regulators for the current reporting period only. To make changes to previous reports, contact Customer Support at 1.800.431.9025.

**To edit a regulator for a professional, do the following:**


1. Navigate to the employee's [Account Profile](#).
2. Click **Status Reports** from the **Employees Menu** located on the left side panel.  
The **Status Report Manager** page appears.
3. Click the **Compliance Deadline** date for the desired regulator.  
The selected regulator's **Status Report** page appears.
4. Click **Edit Report Profile** from the **Employees Menu** on the left side panel.
5. Answer the questions by entering updated or correct information. Click the **Submit** button after each question to advance through the regulator's questionnaire.
6. Click the **Confirm** button to confirm changes made to the regulator.

### Remove a Regulator from an Employee's Account

Checkpoint Learning enables the administrator to remove regulators from your employee accounts.

**Note:** Checkpoint Learning recommends setting the employee exempt from the CPE requirements instead of removing the regulator for employees' regulators that have more than one reporting period.

**To remove a regulator from an employee account, do the following:**

1. Navigate to the employee's [Account Profile](#).
2. Click **Status Reports** from the **Employees Menu**.  
The **Status Report Manager** page appears.
3. Click **Manage Regulators** next to the appropriate industry from the **Employees Menu**.  
The **Manage Regulators** page appears.
4. Click the **Delete** icon  for the regulator to be removed in the **Enabled Regulator(s) from the (Accountancy/Legal) Industry** section.  
A confirmation message appears.
5. Click **OK** to confirm removal of the regulator.



## Add an Attachment to an Employee

Checkpoint Learning enables the administrator to add attachments (such as certificates of completion, copies of licenses) to employee accounts.

The only document types that may be attached are PDF, MS Word, TXT, and GIF.

**To add an attachment to an employee account, do the following:**

1. Navigate to the employee's [Account Profile](#).
2. Select **Attachments** from the **Employees Menu** on the left side panel.
3. Select **Add Attachment** from the **Employees Menu**.

The **Employee Profile** page appears.

4. In the **Upload Attachment** section, do the following:
  - **Attachment Name** – Enter the attachment name.
  - **Attachment** – Click the **Browse** button. When the **Choose File to Upload** window opens, locate and select the document. Click the **Open** button.
5. From the **Employee Profile** page, click the **Click to Upload** button.

The attached document appears in the **Attachment** section of the **Account Profile** page.

## View an Employee Status Report

The administrator can view an employee status report from the [Compliance Manager](#). When Checkpoint Learning is first accessed, the Compliance Manager is the default homepage. However, if the administrator is already working in Checkpoint Learning, the Compliance Manager can be accessed using **Employees**.

**To view an employee status report do the following:**

1. Click **Employees**.

The **Employee Manager** page appears.

2. Click **Compliance Manager** from the **Global Menu** on the left side panel.

The **Compliance Manager** page appears.

3. Enter the employee's last name in the **Employee Search** field.

4. Click **Search**.

The **Compliance Manager** page lists the employees that match your search criteria.

5. Click the employee whose status report you want to view.


The **Status Report Manager** page appears.

6. Click the **Compliance Deadline** date for the appropriate regulator.

The employee's **Status Report** page appears.

**Note:** The Status Report displays a Requirements Summary grid at the top of the page. Each column represents a specific requirement of that jurisdiction. Details by period are broken out below the summary grid.

## Navigating the Status Report

**Employee Name**  
with email link → Andy Allen 

**Compliance Period** → 07/01/2011 - 06/30/2013

**Credits Earned:**  
Summary of the credits earned, the CPE requirement, and deficits

**Activity Information:**  
Date, title, sponsor, format, type, sponsor number, and credits

**Regulator Rule Highlights**

**Status Report Profile**

**Delaware**  
Industry: Accountancy

Date of Licensure: 10/20/2003  
License Number: 345434

**Requirements Summary: 07/01/2011 - 06/30/2013**

	Total	Accounting / Auditing / Tax	Accounting / Auditing	Taxation	Delaware Specific Ethics
<b>Credits Earned:</b>	2.0	2.0	2.0	0.0	0.0
<b>CPE Requirement:</b>	80.0	36.0	8.0	8.0	4.0
<b>Credit Deficit:</b>	78.0	34.0	6.0	8.0	4.0

**07/01/2011 - 06/30/2013**

Date	Course / Activity	Sponsor	Format	Type	Accounting / Auditing	Taxation	Delaware Specific Ethics	General
11/15/2011	<a href="#">GA</a>	AICPA - CA	Live Seminar	Live	2	0	0	0
<b>Credits Earned</b>					2.0	0.0	0.0	0.0
<b>Accounting/Auditing &amp; Tax Sub-Requirements</b>					8.0	8.0		
<b>Accounting/Auditing &amp; Tax Sub-Requirements Remaining</b>					6.0	0.0		
<b>Continuing Education Requirement</b>						36.0	4.0	40.0
<b>Continuing Education Requirement Remaining</b>						34.0	4.0	40.0

**Rule Highlights**

**Revised Accounting/Auditing and/or Taxation Requirement:**

**Effective for biennial periods beginning July 1, 2011 and thereafter:** As part of your total CPE requirement, you are required to earn 36.0 credit hours in accounting, auditing and/or taxation subjects. A minimum of 8.0 credit hours must be earned in accounting/auditing subjects and a minimum of 8.0 credit hours must be earned in taxation subjects. The remainder [or 20.0 credit hours] may be earned in either accounting, auditing and/or taxation subjects.

## Change an Employee's User Name

Checkpoint Learning enables the administrator to change an employee's user name.

**To change an employee's user name, do the following:**

1. Navigate to the employee's [Account Profile](#).
2. Click **Change Username** from the **Employees Menu** located on the left side panel.  
The **Change Username** page appears.
3. Enter the new user name in the **Username** field.

**Note:** It is recommended to use the employee's email address as the Checkpoint Learning user name. The email address must be unique. Should the email address already be used, either contact Customer Support at 1.800.431.9025 or email [checkpointlearning.cpecustomerservice@thomsonreuters.com](mailto:checkpointlearning.cpecustomerservice@thomsonreuters.com) to locate the account or provide another email address.

4. Click the **Submit** button to save the changes.

## Change One or All Employee Passwords

Checkpoint Learning enables the administrator to change an individual employee password or all employee account passwords.

**Note:** Passwords are not case sensitive and must be a minimum of six characters.

### To edit an individual employee password, do the following:

1. Navigate to the employee's [Account Profile](#).
2. Click **Reset Password** from the **Employees Menu** located on the left side panel.  
The **Reset Password** page appears.
3. In the **Password Details** section, make the following changes:
  - **New Password** – Enter the new employee password.
  - **Confirm Password** – Reenter the new employee password.
4. Click the **Submit** button to save changes.

### To edit all employee account passwords, do the following:

1. Navigate to the [Employee Manager](#) or [Compliance Manager](#) page.
2. Click **Reset Passwords** from the **Global Menu** located on the left side panel.
3. In the **Password Details** section, make the following changes:
  - **New Password** – Enter the new employee password.
  - **Confirm Password** – Reenter the new employee password.
4. Click the **Submit** button to save changes.

## Attach an Employee Account to an Organization

Once a Checkpoint Learning account is created, it can exist as one of the following:

- As an independent employee who owns his own account
- Attached to an organization that owns the account
- Linked to an organization to see that Firm's calendar for in-house programs or to be assigned the Firm's purchased content

**To attach an account to an organization do the following:**

Please contact Checkpoint Learning Product Support to attach an account to an organization.

1.800.431.9025 (follow option prompts)

[Checkpointlearning.productsupport@thomsonreuters.com](mailto:Checkpointlearning.productsupport@thomsonreuters.com)

Checkpoint Learning Support is available to assist you. To receive this support, do any or all of the following:

- Click [here](#) to access the customer help center, then click **Create a Case** from the **Contact Us** section on the right hand side.
- Send an email request with the employee's first name, last name and email address to [checkpointlearning.productsupport@thomsonreuters.com](mailto:checkpointlearning.productsupport@thomsonreuters.com).

**Index**

---

**A**

- Account Profile 8
- Add Activity to Employee Account 15
- Add Activity to Multiple Employee Accounts 17
- Add Attachment to Employee Account 25
- Add Employees 9
- Add Regulators to Employee Account 21
- Assign Courses to Employee 19
- Assist Me With Credit Distribution 17
- Attach Employee Account to Organization 30

**C**

- Change Employee Password 29
- Change Employee User Name 28
- Compliance Manager 5
- Compliance Reports 5
- Content Distributor 15
- Create Employee Account 9

**E**

- Edit Employee-Related Settings 13
- Edit Employee Account 12
- Edit Employee Learning Plan 20
- Edit Professional Account Settings 12
- Edit Regulator 23
- Employee 19
- Employee Account 12, 14-15, 21, 24-25, 30
- Employee Manager 7
- Employee Module 4

Employee Status Report 26

Ethics Compliance Reports 6

**F**

Fraud Compliance Reports 6

**G**

Generate Ethics Compliance Reports 6

Generate Fraud Compliance Reports 6

Generate Regulator Compliance Reports 6

**L**

Learning Plan 20

**M**

Multiple Employee Accounts 17

**N**

Navigate to Employee Account Profile 8

**R**

Regulator 24

Regulator Compliance Reports 6

Regulators 21

Remove Employee Account 14

Remove Regulator From Employee Account 24

**S**

Status Report 26

**V**

View Employee Status Report 26