

The LinkedIn Learning Process

Through LINC, you have access to LinkedIn Learning, an on-demand library of over 6,000 instructional videos and courses- many of which are CPE eligible- covering a vast range of technology, professional, and technical skills.

Follow the steps below to access, participate in, and obtain credit for LinkedIn Learning courses.

Step
1

Accessing LinkedIn Learning

LinkedIn Learning is available through the Learning Management System, LINC. Once in LINC, route to the **LinkedIn Learning Catalogs** by selecting *Program Catalog* on the left panel. Next, filter by a LinkedIn Learning Catalog to locate all courses available. You can select from two catalogs:

LinkedIn Learning- CPE Approved	These courses are state accountancy board approved (NASBA sponsored) and credits will apply to state jurisdiction and Firm CPE requirements
LinkedIn Learning- CPE Approval Required	Courses will be reviewed as requested and may count towards Firm CPE requirements

Determine which catalog and associated courses to complete, select the course and click Preview → Enroll → Launch.

NOTE: When participating in a LinkedIn Learning course **for the first time** via LINC, the account must be activated. Refer to the *Activating LinkedIn Learning* directions located in the LINC Resource Center for step-by-step directions on how to complete this process.

Step
2

Participating in LinkedIn Learning Courses

LinkedIn Learning courses are comprised of multiple videos/modules that can be viewed independently as desired. All videos/modules and activities associated with a course must be completed to earn completion/CPE credit.

After routing to your selected course from LINC, you have the option to further explore LinkedIn Learning directly in the LinkedIn Learning system.

NOTE: Any activity completed directly in the LinkedIn Learning system that branches from the course originally accessed via LINC will not be recorded in LINC, including compliance and transcript details.

Step
3

Obtaining Credit for LinkedIn Learning Course Completion

Once a course is completed, LinkedIn Learning generates a certificate. Complete the following steps to ensure that CPE credit is allocated to your compliance profile.

- 1- Save the LinkedIn Learning certificate.
- 2- Access LINC.
- 3- **Complete the process for submitting an external certificate.** Refer to the *Submitting External Certificates Quick Reference Guide* in the LINC Resource Center for all details. Providing the details of the course, including learning objectives, and uploading the saved certificate are required.
- 4- Upon completion of the review and approval process from the Center for Learning and Development (CLD), the applicable credits and certificate will be reflected in the compliance profile and transcript.

NOTE: Courses from the *LinkedIn Learning-CPE Approved* catalog will immediately provide credits in the compliance profile and transcript upon completion; submittal of the certificate through the external certificate process is still required. Courses from the *LinkedIn Learning- CPE Approval Required* catalog will not reflect any credits in the compliance profile or transcript until the CLD has reviewed and approved the course and certificate for eligibility through the external certificate process.

Tip!

Accessing a LinkedIn Learning Certificate

If you forgot to save your LinkedIn Learning certificate, it can be accessed from your LinkedIn Learning account. If connected to your LinkedIn profile, select *Learning* on the top toolbar of your LinkedIn account, or log-in to your separate account if not connected. Next, click Me → Learning History → locate the needed course → More → Download Certificate

Contact the Center for Learning and Development at learninganddevelopment@cohnreznick.com with any questions!