

1. Enter the Learning Center (be sure to be signed in to your RPI profile first!).

The screenshot shows the top navigation bar of the RPI website. On the right side, there are links for "Search", "About", "FAQs", "Sign In" (highlighted with a red box), and "Join RPI". Below the navigation bar is the RPI logo, which consists of a stylized starburst icon and the text "Recognition Professionals International". To the right of the logo is the tagline "We make thanks matter." Below the logo and tagline are three navigation buttons: "EDUCATE", "CONNECT", and "RESOURCES" (highlighted with a red box). Below the navigation buttons is a banner for "RPI's 2020 Business Partners" featuring logos for "PLATINUM", "GOLD", and "SILVER" levels, along with logos for "WORLDWIDE", "Engage2Excel", "inspirus", "C.Q. SHORT", and "Maritz". A "Learn More" button is located at the bottom left of the banner. On the right side of the banner, a dropdown menu is open, showing options for "Member Central", "Mobile App", "Learning Center" (highlighted with a red box), and "Career Center".

The screenshot shows the RPI Learning Center page. At the top, there is a header "RPI Learning Center". Below the header is a large image of a library with a curved staircase and bookshelves. A teal banner at the bottom of the image contains the text "LEARNING CENTER". To the right of the image is a yellow button with the text "Access the RPI Learning Center" (highlighted with a red box). Below the button is the text "The RPI Learning Center includes:" followed by a bulleted list of features:

- Registration for all four CRP online courses;
- Online Recognition Fundamentals;
- Over 50 on demand webinars;
- Strategy model;
- White papers;
- Videos;
- Industry trends;
- and more.

2. Once you are in your Learning Center Profile, toggle to the "Credit Tracker" tab.



We make thanks matter.


Recognition Professionals
International

EDUCATE

CONNECT

RESOURCES

Media Types ▾ Category ▾ Global Search on Seminars, Faculty Search Joe's Account 0 Cart 0



Joe Flannigan
Recognition Professionals International
✉ joef@ewald.com

[Edit Profile](#) [Notification Options](#) [Sign Out](#)

Contact Us

☎ Account Support: 651-290-7490
☎ Technical Support : 877-602-9877
✉ Support Email: certification@recognition.org

My List 5 | All Transactions 7 | Docs 0 | Donations | **Credit Tracker** | Membership | Communications | Support Tickets 0

3. Next, click the blue “Add Courses” button.

My List 1 | All Transactions 2 | Docs 0 | Donations | **Credit Tracker** | Membership | Support Tickets 0

Credit Tracker

Date Filter
Filter down to the dates between which you completed these programs. What shows on the table below will be the courses that are shown on your Transcript if you choose to download that as well.

Credit Earned between:

4. Then add credit information for each course taken.

- Course Date:** date the course or event was attended. If multi-day event, add the first date.
- Sponsor:** who hosted the course or event, any RPI course or event (in-person or online) will already be in your credit tracker).
- Course Title:** title of the course or event you attended
- Course Type:** Live, Webinar, Conference etc...
- Credit Type:** Contact Hours
- Number of Credits:** 0.25 increments, 1.0 = 1 Hr.
- Certificate (optional):** upload any certificate associated with the course or event.
- Don't forget to hit “Save Changes”!**

★ Add Course

Course Date

Sponsor

Course Title

Course Faculty

Course Type

Credit Type One

Note

Course title Faculty Course type Credits Note

Sponsor

Course Title

Course Faculty

Course Type

Credit Type One

Note

Certificate No file chosen

Course title Faculty Course type Credits Note

5. As they are added, your courses will appear in the credit tracker. You can download a transcript for your records at any time by clicking the blue "Download Transcript" button.

Credit Tracker

[Download Transcript](#) [Add Courses](#)



Date Filter

Filter down to the dates between which you completed these programs. What shows on the table below will be the courses that are shown on your Transcript if you choose to download that as well.

Credit Earned between: [Search](#)

You have earned the following credits:

CRP: 0.6

Completion Date	Sponsor	Course Title	Faculty	Course Type	Credits	Note	Certificate	Tools
08/03/2010	Recognition Professionals International	CRP I: Structuring Recognition Programs for Success		Course	CRP: 0.6			

Showing 1 to 1 of 1 entries

1

You have earned the following credits:

CRP: 0.6