

LOMA's Learning System

[LOMA's learning system](#) provides a wealth of information about our professional designation programs and courses, short online courses, and short online course collections. When you log in to LOMA's learning system, you can see all of your LOMA learning options in one place. Filters allow you to search the online catalog for courses based on

- Course topic
- Designation program
- Course type
- Course provider
- Language
- Keyword or phrase

As a registered user, you'll have access to product pricing information for your company. Plus, you'll be able to purchase course enrollments, access any courses you've enrolled in, view your learning history, and see your progress toward professional designations. You can also download copies of the awards you've earned so far.

Student Responsibilities:

If you choose to participate as a student in LOMA education, you are responsible for:

- Knowing course and program requirements and keeping up with changes as described in LOMA's Course Catalog on loma.org and in LOMA's learning system
- Enrolling for the correct course(s) you wish to take to achieve your professional development goals
- Studying from the correct editions of all assigned study materials for each course in which you enroll
- Adhering to LOMA's rules and standards to guarantee the integrity of LOMA courses, programs, and designations
- Following the specific computerized examination guidelines set by your company, if applicable
- Adhering to all deadlines, Terms of Use, License Agreements, Honesty and Integrity Statements, procedures, and regulations for proctored and self-proctored exam components
- Reporting any cheating or violations of Terms of Use, License Agreements, Honesty and Integrity Statements, procedures, or regulations to LOMA immediately

All LOMA course enrollments are considered individual enrollments and are for your own personal educational purposes only. Use of any part of a LOMA course or course materials for any other purpose requires a separate license agreement from LOMA. Each course contains specific Terms of Use to which users are bound as participants in LOMA's education programs. Contact us at education@loma.org to inquire about separate license agreements or to report violation of LOMA's Terms of Use.

NOTE: Past exams are not recommended as study aids and are not available from LOMA.

Your LOMA Learning Account

To maintain confidentiality, a login ID and password are required to access your learning account.

If You Are a New User:

- Visit www.loma.org, and click on “Learning System Login” at the upper right.
- From the learning system’s log-in screen, click “Create Account.” Complete the online registration form to create your account. Make sure to provide a valid e-mail address. Enrollment confirmations and other important study reminders are sent via e-mail.
- To receive your company’s membership benefits of lower course enrollment fees, be sure to enter your company’s Organization/Company ID in the online registration form. Contact your company’s Ed Rep to request this information.

If you had a learning record in one of our previous systems, LOMA’s Help Desk can assist you in accessing your account. Call 1-800-ASK-LOMA (275-5662) (Option 1).

TIP: It is a good idea to check your account information in your LOMA learning account at least once per year to make sure your contact information is correct

Enroll for Courses

Follow these three steps to enroll in courses through LOMA’s learning system:

Step 1: Log In to LOMA’s Learning System. Go to www.loma.org . Follow the instructions to login to LOMA’s learning system and create a new learning account or to access your existing account.

Step 2: Select Your Courses. All of LOMA’s course offerings are listed in the system’s Learning Catalog. Use the search filters to narrow your search by language, topic, course type, and more. Each course’s description includes details about the course format, learning objectives, cost, and demos (when available).

After reviewing the course’s description, click “Add to Cart” to enroll for the course. You can return to the catalog to continue searching for courses or to add additional items to your shopping cart. Once you have selected all the items you would like to purchase, click on the shopping cart icon at the top of the screen to complete your purchase.

Your enrollment for a LOMA course includes your enrollment for that course’s exam(s). No separate exam enrollment is required.

Step 3: Complete Your Purchase. Review your shopping cart to make sure all of your selections are correct, then click “Check Out.” You must accept LOMA’s “Terms and Conditions,” then click “Buy Now” to complete your purchase. An enrollment confirmation will be e-mailed to you.

If you are an independent student, see [Independent Student Enrollments \(loma.org\)](http://www.loma.org) for enrollment information.

NOTE: If, during the enrollment process, you enroll for the wrong course or type of exam by mistake, you must contact LOMA within 72 hours of your enrollment to have the error corrected at no charge.

Access Online Study Materials

Learners can access the study materials for all LOMA courses through LOMA's learning system. Once your purchase is complete, the courses you enrolled in will appear on your "**Upcoming Learning**" page, along with the expiration date of your course access period. To access the course, click on the course title in "Upcoming Learning."

- **Short Online Courses:** The access period for a short online course or short online course collection is **six months** from the date of enrollment. In order to receive credit for a short online course, you must successfully complete all examination components built into the online course during the course access period.
- **Fully Online Designation Courses:** Study materials and integrated end-of-module examinations for fully online courses are available online. The access period for a fully online designation course is **six months** from the date of enrollment. In order to receive credit for a fully online designation course, you must successfully complete all examination components built into the online course during the course access period.
- **Text-Based Designation Courses:** Enrollment in a text-based course — regardless of exam delivery format — includes access to all of the necessary study materials for **six months** from the date of enrollment. If you have selected a self-proctored exam option for a course, you will access the exam(s) through the online course portal. Proctored exams are provided at specified locations through LOMA's I*STAR system.

PDF Textbook Option

A learner enrolled in a text-based course is entitled to print for personal use one copy of the PDF text and, if available, one copy of the PDF Test Preparation Guide. If you choose to print your study materials or to study offline via a PDF, be sure that your materials are current. The assigned study materials for each course are listed in the Learning Catalog in LOMA's learning system.

E-book Options

Study materials for some LOMA courses include interactive e-books. LOMA e-books include videos, interactive questions throughout the text, and an interactive practice question section at the end of every chapter. We recommend and support two e-readers: **Kotobee™ Reader** (available for Windows, Mac, iOS, and Android) and **Apple Books®** (available for Mac and iOS). Both of these e-readers are available for free download inside the course portal. Courses with e-book options also include a PDF of the text, for learners who prefer to download or print a copy. However, students who use a PDF version of the text or any other e-reader will not enjoy the full interactive experience.

Print Your Awards

A "Notice of Completion" is available for any course you successfully complete. This printable notice is accessible from the Learning History page in your LOMA learning record. A "Certificate of Completion" is also available upon completion of all courses within a designation program or short online course

collection. This printable certificate is accessible from the Learning History page in your LOMA learning record.

Track Designation Progress

LOMA's learning system provides quick access to the most current designation program information and materials. Although learners may enroll in individual courses within any of LOMA's programs without pursuing a professional designation, the Designation tab in LOMA's learning system makes earning a professional designation easier by helping learners and administrators stay on target.

When you enroll in a course that offers credit toward a designation, this feature automatically displays the LOMA professional designations that award credit for that course and allows you to see the progress you've made toward each designation, as well as the remaining courses needed to achieve your designation goals. With this tab, you'll always know what your next steps should be in order to complete the designation.

Credit for Retired Designation Courses:

In some cases, learners may receive credit for courses that are no longer offered by LOMA or participating partner organizations. Credit for discontinued courses is subject to change without notice. Please review the Course Credit Notes for each designation program on www.LOMA.org.

[FLMI](#)

[AIRC](#)

[ARA](#)

[ACS – Property and Casualty \(US\)](#)

[ACS – Property and Casualty \(Canada\)](#)

If you want to see what other designations are available, simply search the Learning catalog and select the "Designation" category to see all available designations and the courses required for each.