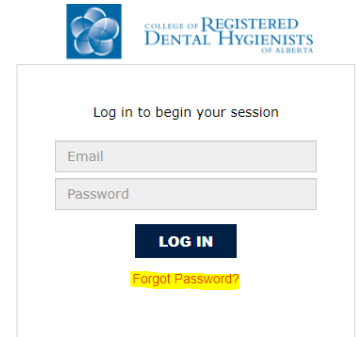


Entering CE Activities in the Continuing Competence Module

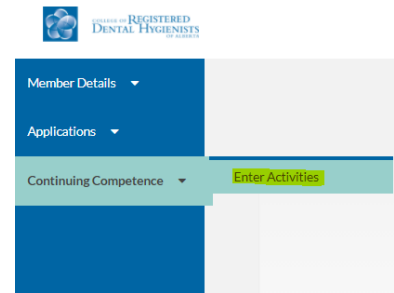
1. Before you begin to enter any activity, make sure you have the information about the activity and any supporting documentation handy. **You may enter all CE Activities as of January 1, 2020 or later.** Determine the Category and Type of Activity you need to enter. These are described in detail in the [Continuing Competency Program and Rules](#) document.

NOTE: After June 1, 2021, the 120-day rule will be reinstated.

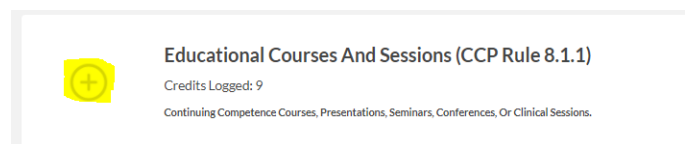
2. Login to the registrant database (<https://registrants.crdha.ca/>) using your email address and password. *If you've forgotten your password, click "Forgot Password" to reset it.*



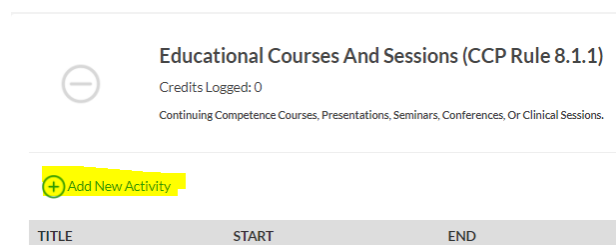
3. In the navigation pane to the left-hand side of the screen, hover over the "Continuing Competence" menu and click on "Enter Activities"



4. Determine the Category and Type of Activity you need to enter. These are described in detail in the Continuing Competency Program and Rules document.
5. Scroll down and click on the + sign located next to the appropriate Type of Activity (example screenshot).



6. Click on +Add New Activity.



7. Complete the form that pops up.
 - a. Title of Learning Activity
 - b. Name of Instructor
 - c. Activity Sponsor/Provider – select from the dropdown list. If the course or session has no sponsor, select “Not Sponsored”. If the course sponsor is not listed, select “Other Sponsor” and enter the name in the field that will be provided.
 - d. Start Date
 - e. Completed Date
 - f. Claimed Credits – enter the number of credits you are claiming for this activity. Credit can be claimed hour-for-hour in 15-minute increments. For example, a 75-minute course would be 1.25 credits.

8. *If you have supporting documents, such as a completion certificate, select Yes under “I will be uploading supporting documents”. Do not use this option to upload a self-reflection form.*
 - a. Name of file that you will be uploading. For example, *Oral Cancer Webinar certificate*.
 - b. Choose a file to upload: - click the blue upload button to the right of the field. This will open a window where you can locate the file you need to upload. Once the name of your file is visible in the field, it has been uploaded.
 - c. You can upload additional documents by clicking **+Document** as needed

9. *If you DO NOT have supporting documents, select No under “I will be uploading supporting documents”. This will switch the form to allow you to enter the Self-Reflection responses directly.*

10. Carefully read the declaration statements at the bottom of the form and check each box.

11. Review the entire form for accuracy and completeness. **You will NOT be able to modify an entry after you click the SAVE button.**

ADD NEW ACTIVITY ✕

Educational Courses and Sessions (CCP Rule 8.1.1)

Title of Learning Activity

Name of Instructor

Activity Sponsor/Provider

Start Date Completed Date

Claimed Credits

I will be uploading supporting documents
 Yes No

Upload Document(s)

Name of File: ✕

Choose a file to upload:
 📎

[+ Document](#)

I understand that, as per CCP Rules Section 3.1., I must retain supporting documentation for all learning activities reported.

I understand that I may be required to provide supporting documentation for this learning activity upon request and/or if I am selected for a CCP audit.

Please verify all information provided above. Once you click SAVE, you will not be able to modify this entry.

SAVE

I will be uploading supporting documents
 Yes No

You have identified the Reflection Document/Form as supporting documentation for this learning activity. You must respond to the questions below before submitting the learning activity for program credit.

Identify one specific example of what you have learned.

Provide two concrete examples of how you can apply this to your practise.

What are some challenges that you may encounter in applying your new knowledge and how do you propose overcoming those challenges?

I understand that, as per CCP Rules Section 3.1., I must retain supporting documentation for all learning activities reported.

I understand that I may be required to provide supporting documentation for this learning activity upon request and/or if I am selected for a CCP audit.

Please verify all information provided above. Once you click SAVE, you will not be able to modify this entry.

SAVE