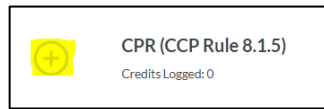


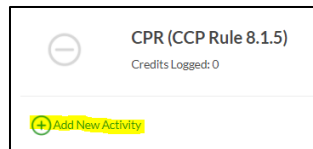
How to Enter your CPR in the Registrant Database

1. If your CPR Issue date (the date you took the course) is **less than 12 months ago**:

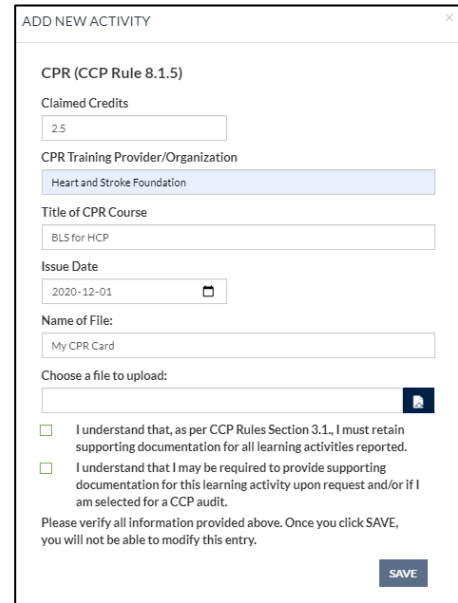
- Enter your CPR under the CPR (8.1.5) section
- Click the + symbol next to CPR



- Click “Add a New Activity”

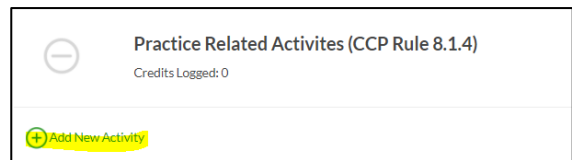


- Complete the fields in the form that pops up with the required information, upload your CPR Card, review the declaration statements, and click the SAVE button.



2. If your CPR Issue date is **more than 12 months ago**:

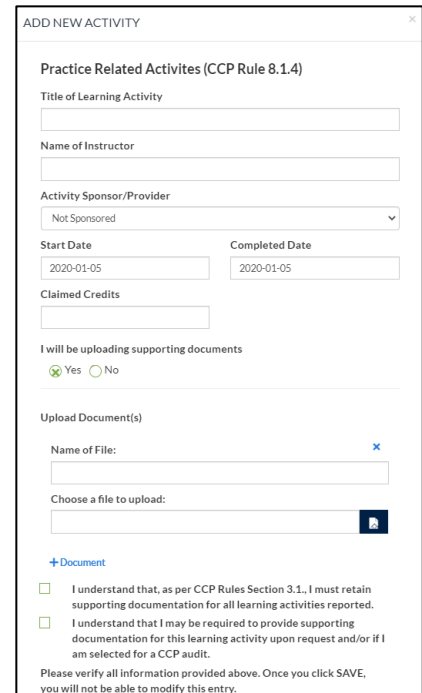
- enter your CPR under the Practice-Related Activities (8.1.4) to receive the CE credits.



- Complete the fields in the form as follows:

- **Title of Learning Activity:** ENTER “CPR (taken 12+ months ago)”
- **Name of Instructor:** ENTER the name of the CPR Training Provider/Organization
- **Activity Sponsor:** SELECT “Not Sponsored”
- **Start Date:** ENTER the Issue Date of your CPR Training
- **Completion Date:** ENTER the Issue Date of your CPR Training
**Start Date and Completion Date should be the same*
- **Claimed Credits:** ENTER the time spent on CPR Training, hour-for-hour, in 15 min (0.25 hour) increments.
- **I will be uploading supporting documents:** SELECT ‘Yes’
- **Name of File:** ENTER the Title of the CPR Course you took.
- **Choose a file to upload:** UPLOAD an image or PDF of your CPR Card by clicking the blue button on the right-hand side of the field box.

- Review the statements and click the SAVE button



Please NOTE: if your CPR issue date is more than 12 months ago, you will be required to upload a current CPR Card in Section 8.1.5 before the 2021/22 renewal period, otherwise you will not be able to access your renewal application at that time.