

Managing Your Continuing Education Credits

All full registrants must submit and manage their 40 hours of continuing education (CE) credits online. Registrants are responsible for determining and demonstrating the relevance of the learning experience. Emailed, faxed or mailed seminar/event information will not be added on your behalf.

Completing and submitting your credit hours:

1. Complete your learning event (course, seminar, reading, etc.).
2. Keep on record a physical or electronic copy of supporting documentation to demonstrate the relevance for each event, course or seminar. It is imperative that you maintain adequate records in the case of a credit audit after the cycle concludes.

Please note: you do not need to upload your CE documentation when you input each event, course or seminar online. Documentation are only required upon request from the college.

- a. Structured CE: supporting documentation must include the title, course description, speaker, hours and proof of attendance through a certificate or receipt.
- b. Unstructured CE: supporting documentation must include a detailed description of the activity that you completed and any titles of journals or research articles that were reviewed.
3. Go to <http://www.chirobc.com/>
4. Click on the “Registrant Login” link at the top right hand corner.
5. Enter your email address and password and click “Sign In”.
 - a. If you have forgotten your password, click on “click here to reset your password” or select “Sign in with your cellphone” and follow the steps to reset your password. If you still have difficulty, contact the CCBC office during business hours via phone or email.
6. Click on “Continuing Education” from the Online Services menu, closer to the bottom of the page.

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- Update personal information
- Pay outstanding balance
- Update Clinics
- Tax Receipt
- Continuing Education Credits**

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Continuing Education Credits

Obtain a printed statement of your records by clicking on this button

View statement for period:


Default to current CE term. Use the drop down to view past periods

[Print Statement](#)

Period: **July 01, 2015 - June 30, 2017**

Dates for the period currently in display

Click here for more information on CE requirements

 [Credit Requirements](#)

Summary generated Jan 12, 2016

Category	Credits	Requirements met?	Notes
Structured	0	No	Still required 0 hours
Unstructured	0	No	Still required 0 hours
X-Ray	0	No	Still required 6 hours
Total Credits	0	No	Still required 40 total credit hours

Totals for each of the 3 categories of CE credits. This will update each time a new credit is added.

Click on Add Credits to search for or create a new credit item (see page 3)

[Add Credits](#)

Continuing Education link on the sidebar menu

A list of CE credits already entered is displayed below your total balances.

Seminar and course / exam details					
Seminar / Course Name	Date Completed	Category	Credits		
AGM 2015 Dr. Kopansky-Giles & Dr. Judith Peranson & Health Panel Discussion	Nov 06, 2015	Structured,	3	Edit	Delete
2015 AGM - Dr. Kim Humphries & Dr. Dean Greenwood	Nov 06, 2015	Structured,	4	Edit	Delete
AGM 2015 - Dr. BILL Adams DACBR X-ray	Nov 05, 2015	X-Ray,	3	Edit	Delete
AGM 2015 - Dr. Carlo Ammendolia & Dr. Rocco Guerriero	Nov 08, 2015	Structured,	3	Edit	Delete
Research Collaboration SFU	Sep 11, 2015	Structured,	6	Edit	Delete

Edit or delete CE Credits on your account. You will not have the ability to edit credits that were entered by CCBC staff.

Continuing Education Credits

Search Criteria

A seminar or other event that occurred on a specific date
 Select the type of credit you wish to add.

A formal course or exam (such as DC Tracts) that can be completed at any time

Keyword Search:

Enter keywords for your search. The search below will populate results as you type.

Search Results

Seminar / Course Name	Organizer	Category	Credits	Event Date	
DC Tracts Volume 20 Issue 3 -The Cervical Spine	Data Trace	Structured,	6	<input type="text" value="Enter date"/>	<input type="button" value="Add"/>
DC Tracts Volume 21 Issue 4 -Thoracic Spine	Data Trace	Structured,	6	<input type="text" value="Enter date"/>	<input type="button" value="Add"/>

If you find a credit item you wish to add, enter the date and click the "add" button.

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If you do not find the CE event you wish to add, click "Create New Item"

Create New Item

Credits Summary

Create a New Item

Please enter all relevant information below. Enter the number of credits earned into the credit categories listed. Once you submit this form, the CE credit information will immediately appear in your profile.

- A seminar or other event that occurred on a specific date
- A formal course or exam (such as DC Tracts) that can be completed at any time
- Reading or informal personal research

Select the type of credit you wish to add.

Item Details

Name / Title

Research Seminar w/ Radiology

Organizer / Host

Dr. Bones

Date Completed

2016-01-11



Enter the name/title, organizer, date completed and any additional details such as an event description.

Additional Details

Additional Notes

Credits

Specify the amount of credits received and in which categories. You may enter different credit types for one learning event.

Unstructured credit(s)

0.00

Structured credit(s)

4.00

X-Ray credit(s)

2.00

Select "Add Item". The new credit item will be reflected in your CE credit balance.

Cancel

Add Item