# College of Chiropractors Of British Columbia

## 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. <u>Structured CE:</u> supporting documentation must include the title, course description, speaker, hours and proof of attendance through a certificate or receipt.
- b. <u>Unstructured CE:</u> 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.



< Back to my account

Update personal information

Pay outstanding balance

**Update Clinics** 

Tax Receipt

Continuing

menu

Education link on the sidebar

Continuing Education Credits

< Back to my account

**Continuing Education Credits** 

Period: July 01, 2015 - June 30, 2017

View statement for period:

credit is added.

July 01, 2015 - June 30, 2017

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

a new credit item (see

page 3)

Dates for the period currently in display

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

Print Statement

Click here for more information on CE requirements

Credit Requirements

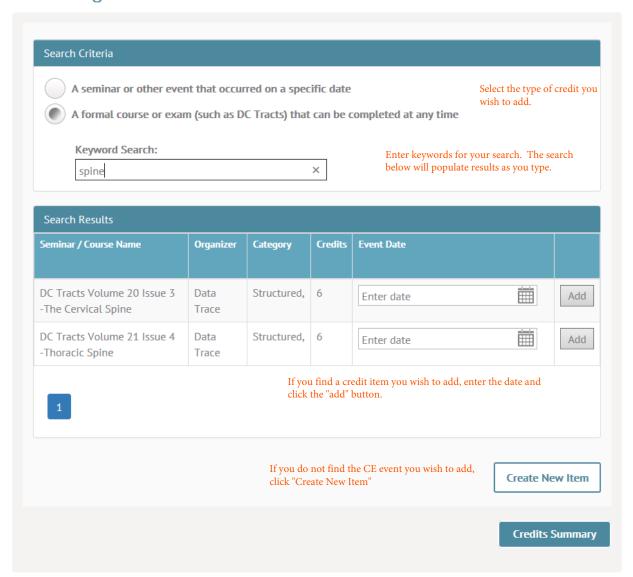
Summary generated Jan 12, 2016						
Category	Credits	Requirements met?	Notes			
Structured	0	No	Still required 0 hours			
Unstructured	0	No	Still required 0 hours			
X-Ray	0	No	Still required 6 hours			
Total Credits	0	No	Still required 40 total credit hours			
Totals for each of the 3 categories of CE credits. This will update each time a new			Click on Add Credits to search for or create  Add Credits			

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**



### Create a New Item

Please enter all relevant information below. Enter the you submit this form, the CE credit information will it	ne number of credits earned into the credit categories listed. Once immediately appear in your profile.
A seminar or other event that occurred or A formal course or exam (such as DC Trac Reading or informal personal research	wish to add.
Name / Title	Organizer / Host
Research Seminar w/ Radiology	Dr. Bones
2016-01-11 E	Enter the name/title, organizer, date completed and any additional details such as an event description.
Additional Details	
Additional Notes	
	Specify the amount of credits received and in which categories. You may enter different credit types for one learning event.
i Unstructured credit(s) i Structu	ured credit(s)      X-Ray credit(s)
0.00 4.00	2.00
	Select "Add Item". The new credit item will be reflected in your CE credit balance.  Cancel Add Item