



# Continuing Education and Submission Requirements

## Managing your Continuing Education Credits

All full DC registrants must submit and manage their 40 hours of continuing education (CE) credits online. DC 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.
  - 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.

**Please note:** you do not need to upload your CE documentation when you input each event, course or seminar online. Documentation is only required upon request from the College in the event of an audit.

3. Log in to the [Chiropractors Registrant Portal](#).
4. 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, please contact CCHPBC via email ([QAPrograms@cchpbc.ca](mailto:QAPrograms@cchpbc.ca)) for assistance.
5. Click on "Continuing Education" from the Online Services menu, closer to the bottom of the page.



## Recording CE Credits in the Chiropractors Registrant Portal



[Back to my account](#)

- [Update personal information](#)
- [Pay outstanding balance](#)
- [Update Clinics](#)
- [Tax Receipt](#)
- [Continuing Education Credits](#)

Continuing Education link on the sidebar menu

[Back to my account](#)

### Continuing Education Credits

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

View statement for period:

July 01, 2015 - June 30, 2017

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
<b>Total Credits</b>	<b>0</b>	<b>No</b>	<b>Still required 40 total credit hours</b>

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](#)

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	<a href="#">Edit</a>	<a href="#">Delete</a>
2015 AGM - Dr. Kim Humphries & Dr. Dean Greenwood	Nov 06, 2015	Structured,	4	<a href="#">Edit</a>	<a href="#">Delete</a>
AGM 2015 - Dr. Bill Adams DACBR X-ray	Nov 05, 2015	X-Ray,	3	<a href="#">Edit</a>	<a href="#">Delete</a>
AGM 2015 - Dr. Carlo Ammendolia & Dr. Rocco Guerliero	Nov 08, 2015	Structured,	3	<a href="#">Edit</a>	<a href="#">Delete</a>
Research Collaboration SFU	Sep 11, 2015	Structured,	6	<a href="#">Edit</a>	<a href="#">Delete</a>

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

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



## Continuing Education Credits

### Search Criteria

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

Keyword Search:  ×

Select the type of credit you wish to add.

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.

**1**

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