



# CCHPBC Online Courses

## Accessing the Online Course Portal and completing online courses

Please read important information about CCHPBC's online courses:

### How to access your Online Course Portal/Brightspace account and start the course

- If you are ready to begin the course, go directly to the [Online Course Portal](#) (also known as Brightspace).
- Your username for the Online Course Portal is your RMT number in the format "RMT-00XXXX" or "RMT-0XXXXX", where "RMT" is in upper case, "0" is a numerical zero, and "XXXX" or "XXXXX" will be your four-digit or five-digit CCHPBC registration number.
- If you do not remember your password, you can reset it by clicking on the "Forgot your password?" link on the login page.

### How to navigate inside the Online Course Portal

- Find the "My Courses" section.
- Select a course thumbnail.
- Read the instructions carefully and follow the steps for successful completion of the course.

### Tips for successfully completing the course

- Read everything.
- Check your junk/spam folder for emails from [QAprograms@cchpbc.ca](mailto:QAprograms@cchpbc.ca). If you're expecting a course-related email and don't see it in your inbox, it may be in your junk/spam folder. Change your settings so your devices recognize this address is not spam.
- Select all interactive elements in the course modules. There is curriculum embedded within each interactive element. Often, one click reveals material that leads to "learn more" elements.
- "Back" and "Forward" arrows are located at the top and bottom of each webpage inside the course.
- Review the "Learning Objectives" at the beginning of each module. The end-of-module quiz addresses the learning objectives to ensure you've met them.
- Take your time.
- Reflect on how the content relates to your practice.
- Engage in the interactive elements to reflect on your practice and your decision-making processes.



- Complete the course over multiple sittings, not one or two condensed sittings. You're responsible for absorbing the material; it's not a hoop to jump through but an opportunity to reflect on patient care.

### What device and browser should I use to complete the course?

- Information below about the recommended devices and browser for online course completion reflects what CCHPBC has learned from RMTs' experiences with College-authored online courses. The learning management system used by CCHPBC, Brightspace, is available on electronic devices with web access; however, there are optimal ways to complete the courses. The following advice is not designed to limit your options but to optimize the learning experience and enable you to get the most out of your investment in the College's online courses.
- Delivering curriculum online is a choice made by the College's Quality Assurance Committee and Board of Directors to meet RMTs' learning needs, and to ensure RMTs understand the practice standards and other regulatory requirements. Thank you for following these recommendations to have the best possible learning environment.

### Recommended devices: Desktop or laptop computers

Although the course is accessible on all electronic devices with browsers, the curriculum includes many images and interactive elements that need a laptop or desktop computer to function properly and are not visible on smartphones (and some tablets). The curriculum can be viewed and completed on most devices, but additional learning tools – the full learning experience supported by images and interactive elements – are only available on desktop and laptop computers.

### Smartphones

- Smartphones are not advised for course completion.
- Not all of the curriculum content (images and interactive elements) will upload on mobile devices. The curriculum appears static and text-based on a smartphone. Please use a desktop or laptop computer.

### Tablets

- For tablet-only users: current tablets with the latest operating system support the Brightspace learning system, but this choice is not optimal.
- Desktop or laptop computers are significantly better and provide an enriched learning environment.
- Do not plan to complete the final exam on a tablet. Although it's possible to do so, some prompts and information are missing/not visible on a tablet.

RMTs who do not have a desktop or laptop computer should arrange to complete the course on a computer in a public facility, a shared workspace, or elsewhere in their community.



### Recommended browser

- We recommend you use the latest version of a supported browser (such as, Google Chrome, Safari, Edge, Firefox) to access the Online Course Portal.
- Some webpages may not upload properly if the browser is out of date.
- In the College's experience with previous online courses, RMTs who had technical difficulties said the problems ended when they switched to the updated version of Google Chrome.

### Apple/Mac users

If you have Safari as your default browser, please ensure that your browser is updated. You may consider downloading an updated version of Google Chrome on your Apple device to avoid any technical issues.

### Operating system: Update your OS before viewing the course

Please ensure the operating system (OS) of your device is updated. If you are having trouble upgrading to the latest version, it may be that your device is comparatively out of date and can't be updated to the latest version of the OS. In that case, your browser will likely also be out of date. For that reason, you will not be able to update your browser. Please switch to a different device to avoid any technical errors.

### Accommodations for RMTs with a disability

The Online Course Portal (Brightspace) has built-in accommodations for learners with disabilities. The end-of-module quizzes and the final exam for the course have a time limit in which learners must complete the tasks. RMTs with disabilities who require additional time are asked to contact [Qaprograms@cchpbc.ca](mailto:Qaprograms@cchpbc.ca) to ask for accommodations. CCHPBC will accommodate learners with verifiable documentation of any disability recognized under BC's [Human Rights Code](#).

Please note that CCHPBC does not provide a paper version of the online course; the course must be completed online.

## Mandatory College-authored online course

RMTs are not required to complete a college-authored online course in 2025.

The College is currently focused on transitioning to the new requirements under the *Health Professions and Occupations Act (HPOA)* for all four professions it regulates.

## Previous College-authored Online Courses

Please Note: Previous College-authored online courses are not available for enrollment in 2025.