



## Continuing Professional Development

### How to enter credits into your Member Profile

August 8, 2016

**Step 1: Click [Member Login](#) at [www.denturists-cdo.com](http://www.denturists-cdo.com) to access your profile through the Member Portal. If you forgot your password, please enter your email address and click [Retrieve](#).**

The screenshot shows the top navigation bar of the website. The 'Member Login' link is circled in red. Below the navigation bar, there are two login forms. The first form, titled 'Existing Members please Login', has fields for 'User Name', 'Password', and a checkbox for 'Remember me for 1 month', with a 'Login' button. The second form, titled 'Forgot Your Login/Password?', has an 'Email' field and a 'Retrieve' button. Both forms are circled in red.

**Step 2: Click on [Record a New Learning Activity](#)**

CPD Credits - 3 Year Cycle

Structured/Unstructured	2016 - 2017	2017 - 2018	2018 - 2019	Total
<b>Structured</b>				
Conferences or Lectures	20			
Webinars or Online Learning Modules	20			
Teaching	18			
<b>Structured - Total</b>	<b>58</b>			
<b>Unstructured</b>				
Study Clubs, discussion Groups	10			
Journals, Independent Research	10			
Publication Authorship	5			
Participation in Professional Organizations	10			
<b>Unstructured - Total</b>	<b>35</b>			
<b>Total Credits</b>	<b>93</b>			

Manage your CPD Credits Online:

- [Previous Cycle](#)  
[View/Edit Your Previous Cycle CPD Log](#)
- [Record a New Learning Activity](#)
- [View/Edit Your CPD Log](#)
- [Print Your 2015 CPD Log \(April 15, 2014 - April 14, 2015\)](#)
- [Print Your 2016 CPD Log \(April 15, 2015 - April 14, 2016\)](#)

**Step 3: Enter the information for each area and click [Next](#)**

The screenshot shows the 'CPD CREDITS - Continuing Professional Development' form. Red arrows point from text boxes to specific fields in the form:

- CPD Period \***: Use the dropdown to select the CPD Period, example: April 15, 2016-April 14, 2017
- Activity Name**: Enter the name of activity, example: CPD webinar
- Presenter**: Enter the name(s) of the presenter(s), example: Jane Doe
- Sponsor**: Enter the name of the sponsor, example: CDO
- CPD Hours/Units \***: Enter the # of hours, example: 1
- Date Completed \***: Click on the calendar icon to select the date you completed the activity
- Activity Topic \***: Use the dropdown to select the activity topic, example: Jurisprudence, Ethics and Professional Responsibilities
- Activity Type \***: Use the dropdown to select the activity type, example: Structured - Webinars or Online Learning Modules
- Upload File**: Click Browse to upload proof of completion
- Additional Information**: Enter additional info, if applicable

The 'Next' button at the bottom of the form is circled in red.

Step 4: Review your entry. Click **Save** if no changes are required. Click **Back** if you need to make changes.

**CPD CREDITS - REVIEW**

**Continuing Professional Development**

CPD Period \* April 15, 2016 - April 14, 2017

Activity Name CPD Webinar

Presenter Jennifer Slabodkin

Sponsor CDO

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**"Please note for 1/2 credits round up to the nearest whole number. EG: 5.5 would be entered as 6 for the CPD Hours/Units"**

CPD Hours/Units \* 1

Date Completed \* 07/25/2016

Activity Topic \* Jurisprudence, Ethics and Professional Responsibilities

Activity Type \* Structured - Webinars or Online Learning Modules

Upload File

Is there any additional information that would help the Quality Assurance Committee determine eligibility for continuing professional development credit?

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You can track completion of the annual and 3 year cycle requirements using the chart that can be found on the Member Profile landing page:

CPD Credits - 3 Year Cycle

Structured/Unstructured	2016 - 2017	2017 - 2018	2018 - 2019	Total
<b>Structured</b>				
Conferences or Lectures	20			
Webinars or Online Learning Modules	21			
Teaching	18			
<b>Structured - Total</b>	<b>59</b>			
<b>Unstructured</b>				
Study Clubs, discussion Groups	10			
Journals, Independent Research	10			
Publication Authorship	5			
Participation in Professional Organizations	10			
<b>Unstructured - Total</b>	<b>35</b>			
<b>Total Credits</b>	<b>94</b>			

You can also review past entries and edit them as necessary:

**Manage your CPD Credits Online:**

- [Previous Cycle](#)
- [View/Edit Your Previous Cycle CPD Log](#)
- [Record a New Learning Activity](#)
- [View/Edit Your CPD Log](#)
- [Print Your 2015 CPD Log \(April 15, 2014 - April 14, 2015\)](#)
- [Print Your 2016 CPD Log \(April 15, 2015 - April 14, 2016\)](#)

If you have any questions about the credit entry process, please contact Jennifer Slabodkin, Coordinator of Registration & Quality Assurance at [jslabodkin@denturists-cdo.com](mailto:jslabodkin@denturists-cdo.com) or at 416-925-6331 ext. 224.