

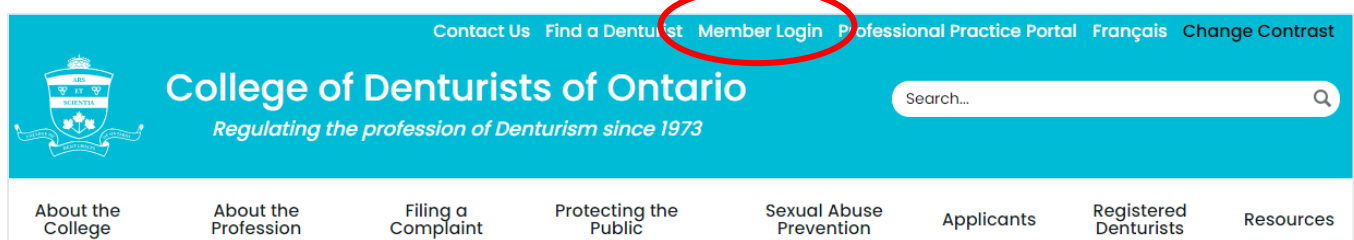


# Continuing Professional Development

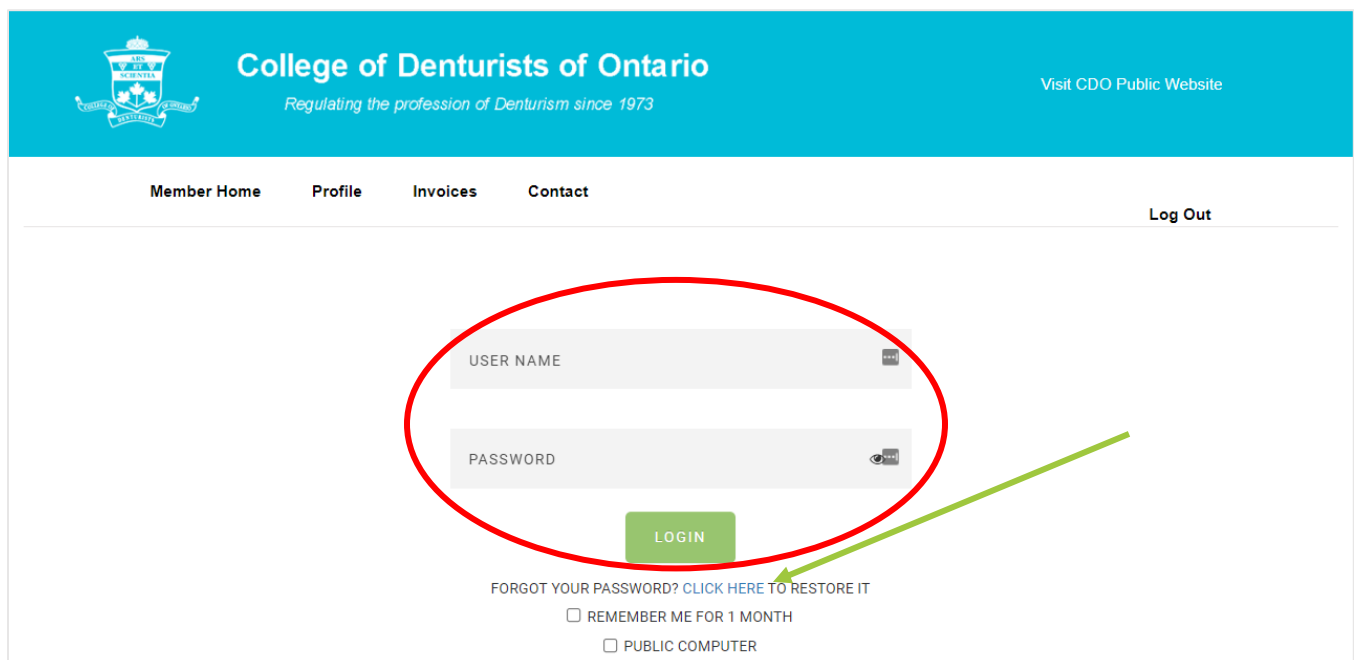
## How to enter credits into your Member Profile

June 2, 2022

**Step 1:** Click **Member Login** at [www.denturists-cdo.com](http://www.denturists-cdo.com) to access your profile through the Member Portal.



**Step 2:** Enter your username and password. If you forgot your password, click on "**CLICK HERE TO RESTORE IT**".





## Continuing Professional Development

How to enter credits into your Member Profile

### Step 3: Click on **Record a New Learning Activity**

|              | Structured Learning Activities | Unstructured Learning Activities | Total |
|--------------|--------------------------------|----------------------------------|-------|
| Annually     | Minimum 10 Credits             |                                  | 10    |
| 3 Year Cycle | Minimum 60 Credits             |                                  | 60    |

| Structured/Unstructured                     | 2019 - 2020 | 2020 - 2021 | 2021 - 2022 | Total    |
|---------------------------------------------|-------------|-------------|-------------|----------|
| <b>Structured</b>                           |             |             |             |          |
| Conferences or Lectures                     | 0           | 0           | 0           | 0        |
| Webinars or Online Learning Modules         | 0           | 0           | 0           | 0        |
| Teaching                                    | 0           | 0           | 0           | 0        |
| <b>Structured - Total</b>                   | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b> |
| <b>Unstructured</b>                         |             |             |             |          |
| Study Clubs, discussion Groups              | 0           | 0           | 0           | 0        |
| Journals, Independent Research              | 0           | 0           | 0           | 0        |
| Publication Authorship                      | 0           | 0           | 0           | 0        |
| Participation in Professional Organizations | 0           | 0           | 0           | 0        |
| <b>Unstructured - Total</b>                 | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b> |
| <b>Total Credits</b>                        | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b> |

#### Manage your CPD Credits Online:

[Record a New Learning Activity](#)

[View/Edit Your CPD Log](#)

[Previous CPD Cycle \(2019-2022\)](#)

[Previous CPD Cycle \(2016-2019\)](#)

[Print Your 2016-2019 CPD Log](#) (April 15, 2016 - April 14, 2019)

[Print Your 2021 CPD Log](#) (April 15, 2020 - April 14, 2021)

[Print Your 2019-2022 CPD Log](#) (April 15, 2019 - April 14, 2022)

[Print Your 2020 CPD Log](#) (April 15, 2019 - April 14, 2020)

[Print Your 2019 CPD Log](#) (April 15, 2018 - April 14, 2019)

[Print Your 2018 CPD Log](#) (April 15, 2017 - April 14, 2018)

[Print Your 2017 CPD Log](#) (April 15, 2016 - April 14, 2017)



**Step 4:** Enter the information for each area and click **Next**

**CPD CREDITS -**  
**Continuing Professional Development**

CPD Period \*

Activity Name

Presenter

Sponsor

**\*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 \*

Date Completed \*

Activity Topic \*

Activity Type \*

Upload File

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

**Callout boxes:**

- Use the dropdown to select the CPD Period, example: April 15, 2022-April 14, 2023
- Enter the name of activity, example: CPD webinar
- Enter the name(s) of the presenter(s), example: Jane Doe
- Enter the name of the sponsor, example: CDO
- Enter the # of hours, example: 1
- Click on the calendar icon to select the date you completed the activity
- Use the dropdown to select the activity topic, example: Jurisprudence, Ethics and Professional Responsibilities
- Use the dropdown to select the activity type, example: Structured – Webinars or Online Learning Modules
- Click Browse to upload proof of completion
- Enter additional info, if applicable

**Step 5:** 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

**\*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?



## Continuing Professional Development

How to enter credits into your Member Profile

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 (60 hours minimum ) April 15, 2022-April 14, 2025 |                                |                                  |             |          |
|------------------------------------------------------------------------------|--------------------------------|----------------------------------|-------------|----------|
|                                                                              | Structured Learning Activities | Unstructured Learning Activities | Total       |          |
| Annually                                                                     | Minimum 10 Credits             |                                  | 10          |          |
| 3 Year Cycle                                                                 | Minimum of 30 Credits          | Maximum of 30 Credits            | 60          |          |
| Structured/Unstructured                                                      | 2022 - 2023                    | 2023 - 2024                      | 2024 - 2025 | Total    |
| <b>Structured</b>                                                            |                                |                                  |             |          |
| Conferences or Lectures                                                      | 0                              |                                  |             | 0        |
| Webinars or Online Learning Modules                                          | 0                              |                                  |             | 0        |
| Teaching                                                                     | 0                              |                                  |             | 0        |
| <b>Structured - Total</b>                                                    | <b>0</b>                       | <b>0</b>                         | <b>0</b>    | <b>0</b> |
| <b>Unstructured</b>                                                          |                                |                                  |             |          |
| Study Clubs, discussion Groups                                               | 0                              |                                  |             | 0        |
| Journals, Independent Research                                               | 0                              |                                  |             | 0        |
| Publication Authorship                                                       | 0                              |                                  |             | 0        |
| Participation in Professional Organizations                                  | 0                              |                                  |             | 0        |
| <b>Unstructured - Total</b>                                                  | <b>0</b>                       | <b>0</b>                         | <b>0</b>    | <b>0</b> |
| <b>Total Credits</b>                                                         | <b>0</b>                       | <b>0</b>                         | <b>0</b>    | <b>0</b> |

You can also review past entries and edit them as necessary as well as print them out.

**Manage your CPD Credits Online:**

[Record a New Learning Activity](#)  
[View/Edit Your CPD Log](#)

[Previous CPD Cycle \(2019-2022\)](#)

[Previous CPD Cycle \(2016-2019\)](#)

[Print Your 2016-2019 CPD Log \(April 15, 2016 - April 14, 2019\)](#)  
[Print Your 2021 CPD Log \(April 15, 2020 - April 14, 2021\)](#)  
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[Print Your 2019 CPD Log \(April 15, 2018 - April 14, 2019\)](#)  
[Print Your 2018 CPD Log \(April 15, 2017 - April 14, 2018\)](#)  
[Print Your 2017 CPD Log \(April 15, 2016 - April 14, 2017\)](#)

If you have any questions about the credit entry process, please contact Tera Goldblatt, Manager, Regulatory Programs at [tgoldblatt@denturists-cdo.com](mailto:tgoldblatt@denturists-cdo.com) or at 416-925-6331 ext. 223.