

PET USER GUIDE

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PET User Guide Introduction

The "[Practice Enhancement Tool](#)" is one of the elements of the Quality Assurance Program of the Dentistry Act. It is an independent, online evaluation that assesses a dentist's knowledge, skill and judgment through a series of multiple-choice questions in six competency areas. All dentists must complete the PET five years after registration with the RCDSO and every five years thereafter.

The assessment is open-book. There is no single source of information to assist you with every question. Some questions have the source reference listed and can be found at the bottom of the screen following the answer key options. You can refer to textbooks, journals and many other resources to help you answer the questions as this is all part of the learning process. We have compiled a list of [useful resources](#) to help you.

You can pause during a session, log out and research a particular subject area before proceeding, or flag questions that you want to review before answering. Your progress is automatically saved. You may also go back and change any of your answers before completing your assessment.

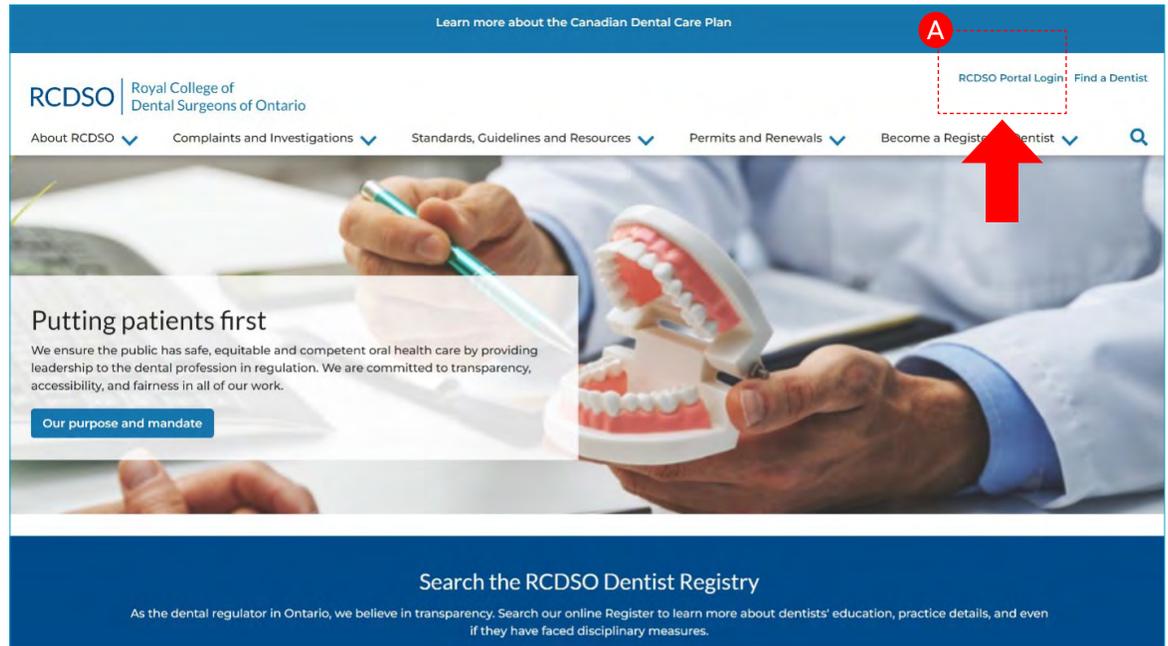
This user guide has step-by-step instructions on how to:

- get started on your PET assessment
- navigate through your PET
- submit your assessment
- review your results



1: RCDSO Portal Login

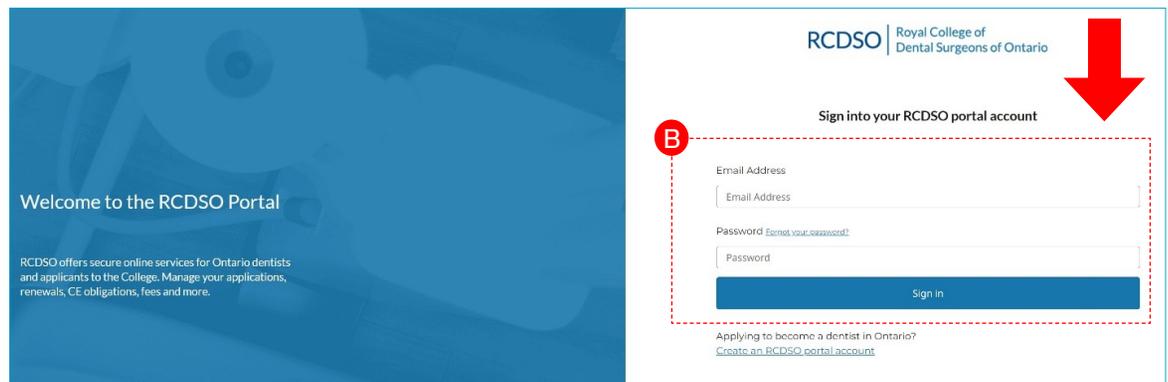
1.1 The PET is accessed through the RCDSO Portal. Go to the RCDSO website and click on RCDSO Portal Login **A**.



1.2 **B** Login with your email and password.

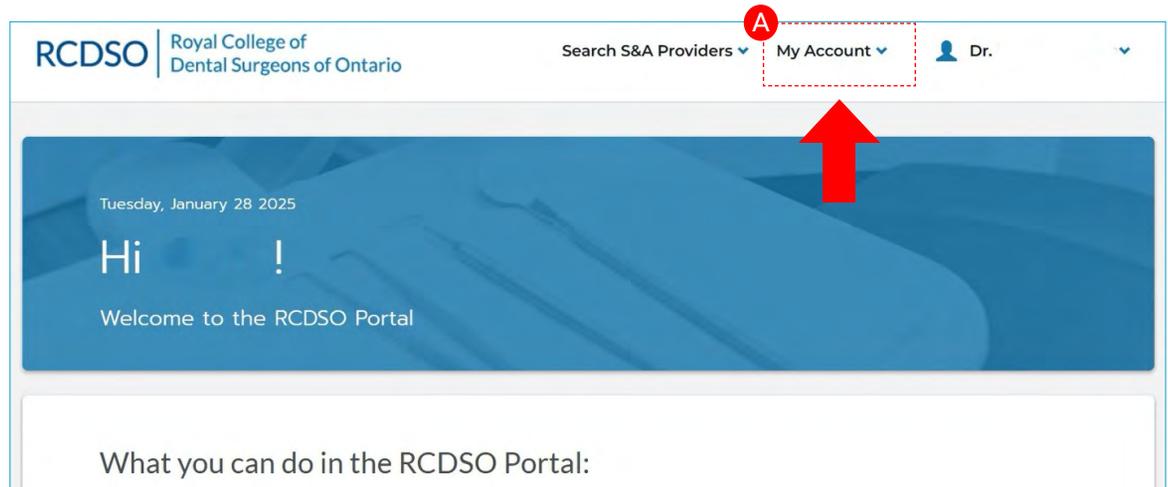
HINT

If you have forgotten your login information or are having difficulty, please contact us at paperless@rcdso.org

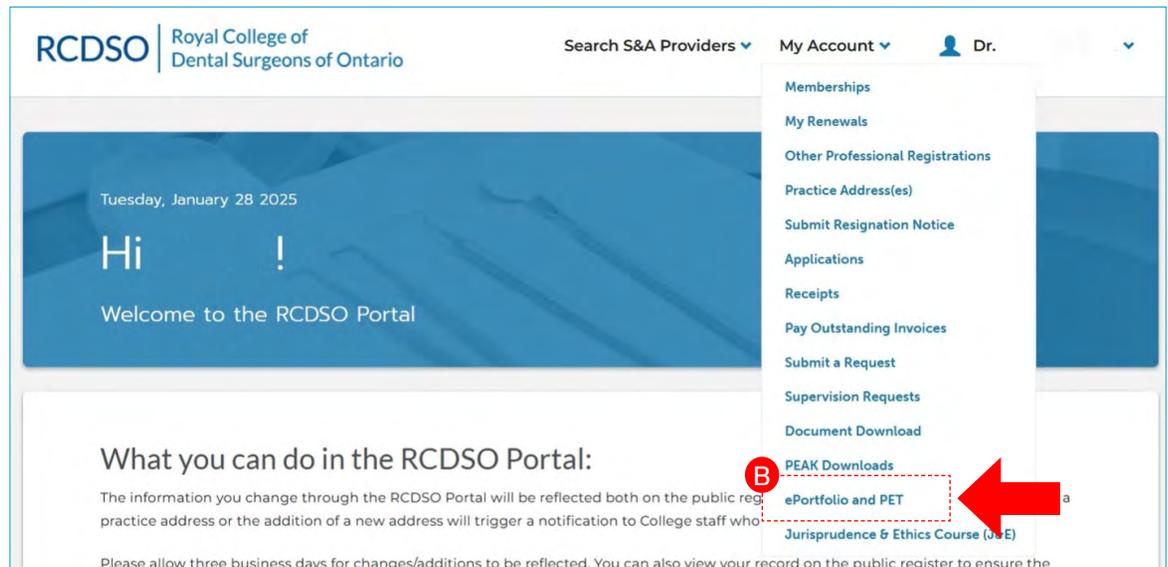


2: PET Assessments

2.1 **A** Click on My Account to see the dropdown menu.



2.2 **B** Scroll down and click on ePortfolio and PET.



3: View Details of Current PET

3.1 **A** Scroll down to PET Assessments to see Current PET and Previous PET.

PEAK DOWNLOADS
EPORTFOLIO AND PET
JURISPRUDENCE & ETHICS COURSE (J&E)

PET Assessments

If you have any current and/or previous PET assessments, they are listed below. To see the details of your current PET, select View Details from the drop down menu below. To start your PET, select Take PET from the same drop down menu. Once you have started, you have 30 days to complete and submit your PET.
The PET is not eligible for any CE points.

Current PET

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS	REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started	▼

Previous PET

NAME	ASSESSMENT TYPE	PET START DATE	PET COMPLETION DATE	STATUS	EXEMPTION REASON
Initial - 2014-08-15	Initial	08/15/2014	09/04/2014	Pass	▼

PET USER GUIDE
RCDSO

4

PEAK DOWNLOADS

EPORTFOLIO AND PET

JURISPRUDENCE & ETHICS COURSE (J&E)

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B

Current PET

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started 

Previous PET

3.2 B In the Current PET section, you will find your current assessment. You can log in any time within your three-month start window to begin the assessment. You have 30 days to complete and submit your assessment once you begin. **C** Click on the dropdown arrow and select View Details to view details of your assessment, including the six competency areas assigned **D**.

Current PET

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started 

C

- Take PET
- View Details

Previous PET

PET Assessment Details

[Home](#) / [J&E & Ethics](#) / PET Assessment Details

Dentist Name *

Assessment Type *
Initial

Dentist's Certificate
General Certificate for

First Possible Start Date *
01/15/2025

Last Possible Start Date
01/22/2025

PET Start Date
01/22/2025

PET Due Date
02/22/2025

PET Completion Date
-

Number of Questions
138

D

PET Assessment Competencies

COMPETENCY	COMPETENCY RESULT	STATUS REASON
Infection Prevention & Control		Active
Orthodontics		Active
Radiology		Active
Periodontics		Active
Public Health		Active
Medical Emergencies		Active

4: Taking PET

4.1 **A** To begin, click on the dropdown arrow and select Take PET **B** to access the PET platform.

PEAK DOWNLOADS

EPORTFOLIO AND PET

JURISPRUDENCE & ETHICS COURSE (J&E)

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Current PET

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started ▼ A

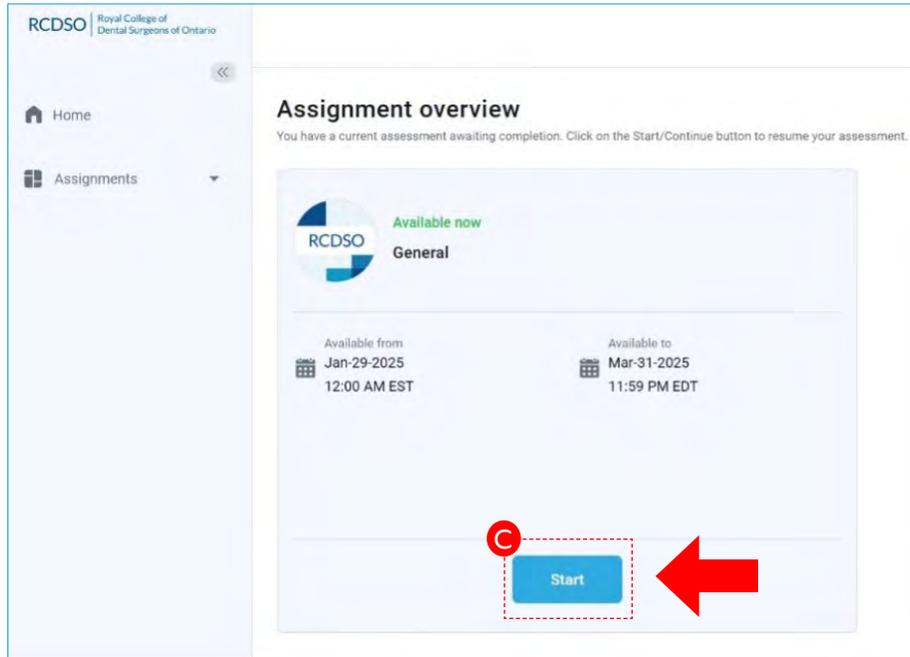
Previous PET

Current PET

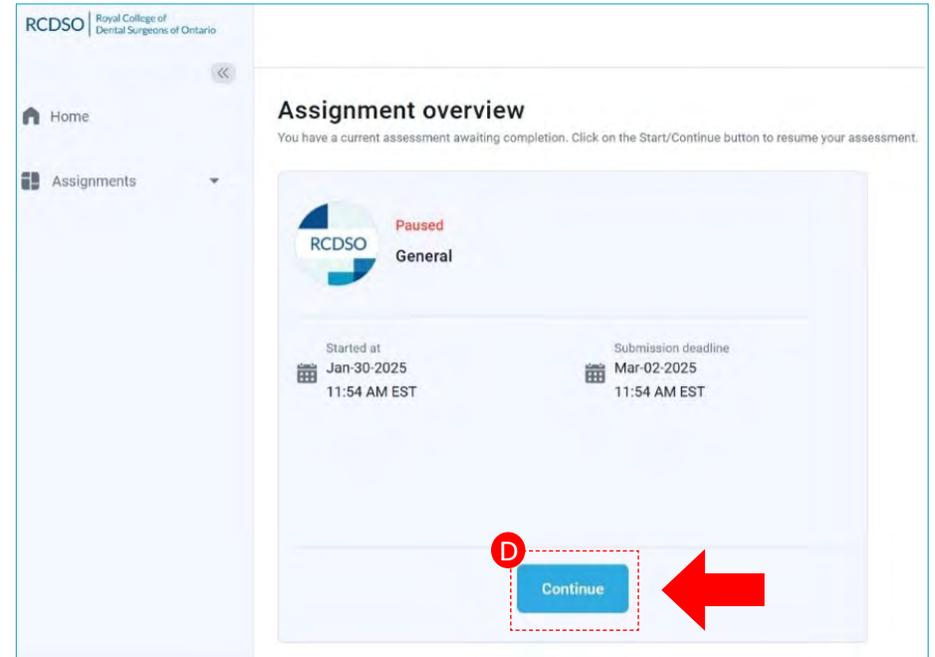
NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started B Take PET View Details

Previous PET

4.2 **C** Click on the Start button to begin your assessment.

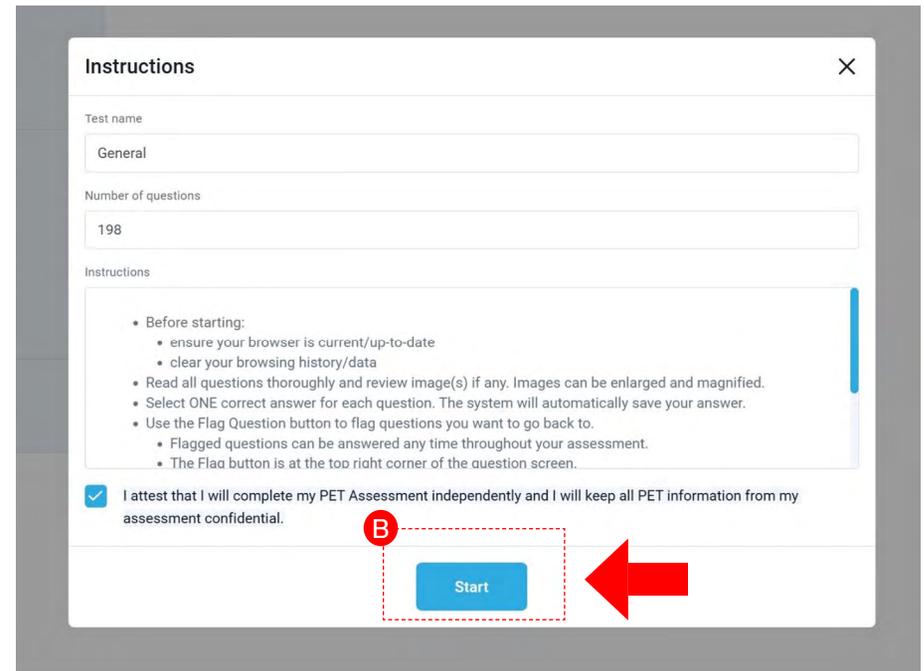
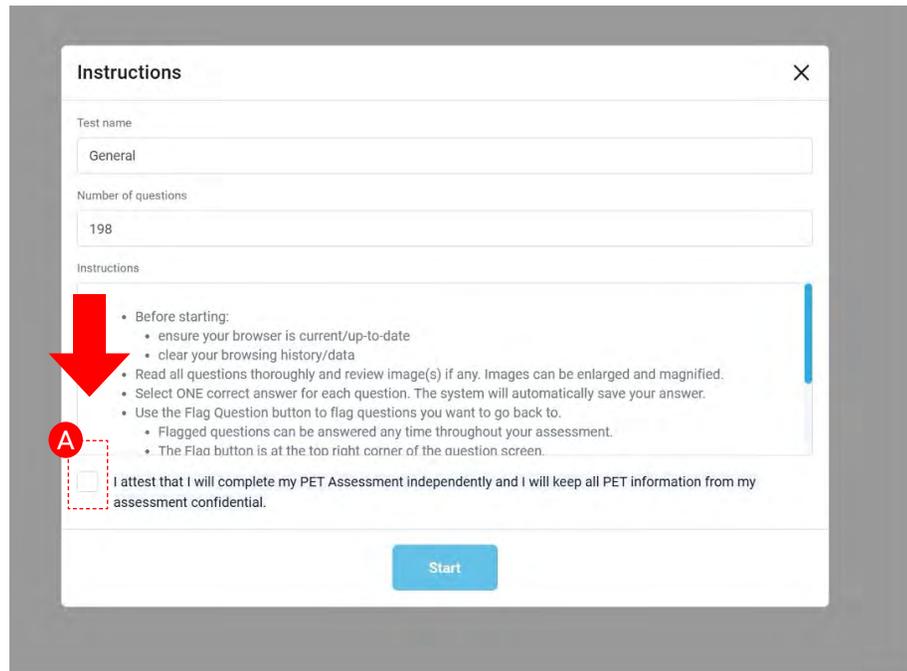


4.3 **D** If you have already started, a Continue button will appear. Click on the Continue button to resume your assessment.



5: Instructions and Attestation

5.1 Review the instructions and attestation. To proceed, click on the checkbox **A** to agree to the attestation and click the Start button **B**.



5.2 To view the Instructions again during your assessment, click on the book icon at the top right under the Next question button **C**.

The screenshot shows a question interface with the following elements:

- Question:** "According to the RCDSO guidelines, radiographs for an adult patient must be retained for how many years after the last entry in the chart?"
- Options:** A. 6, B. 8, C. 10, D. 12
- Question attachments:** Two PDF attachments titled "Reference to S.6. RCDSO..."
- Navigation:** "Previous question" and "Next question" buttons at the top. A red arrow points to a book icon next to the "Next question" button, which is labeled with a red 'C'.
- Progress bar:** Shows 7/144 questions completed.
- Question grid:** A grid of question numbers from 78 to 119. Question 93 is highlighted in blue.
- Remaining time:** 15:18:14:05

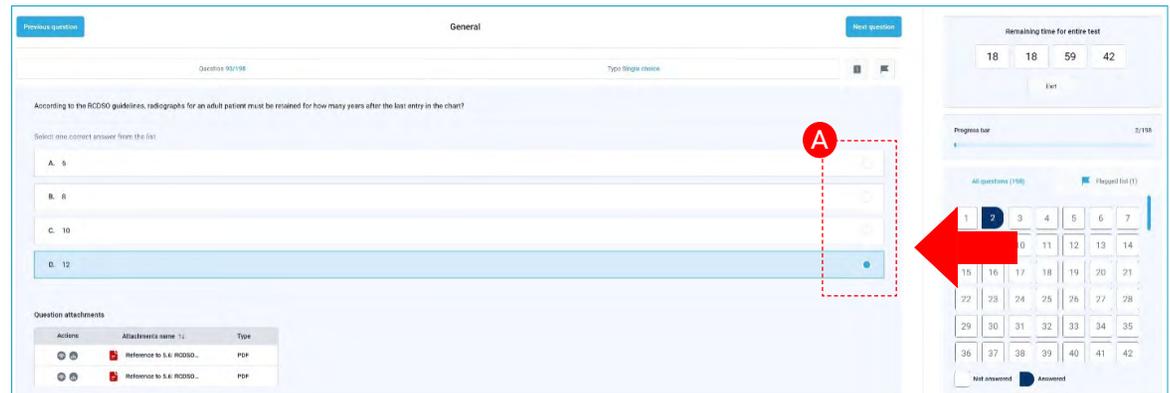
Instructions

- Before starting:
 - ensure your browser is current/up-to-date
 - clear your browsing history/data
- Read all questions thoroughly and review image(s) if any. Images can be enlarged and magnified.
- Select **ONE** correct answer for each question. The system will automatically save your answer.
- Use the **Flag Question** button to flag questions you want to go back to.
 - Flagged questions can be answered any time throughout your assessment.
 - The Flag button is at the top right corner of the question screen.
 - Your flagged questions will be listed in the Flag list
- You can log out and log back in repeatedly during the 30-day period. Your progress will always be saved.
- To continue later, click on the Exit button to be redirected to the RCDSO Portal or simply exit the page by closing the browser.
- All questions must be answered before the assessment can be submitted. The Finish button will appear at the last question when all questions are answered.
- Submit your assessment by the due date (30 days from your actual start date).

Close

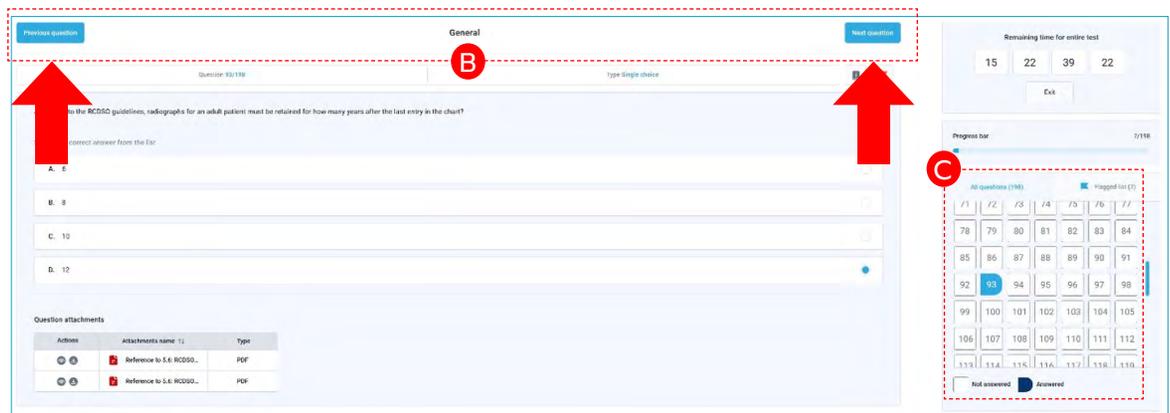
6: Selecting an answer

Select ONE correct answer for each question by clicking on the radio button located to the right of the answer key **A**. Your selected answer will be highlighted in blue. The system will automatically save your answer. Click another radio button to change your answer.



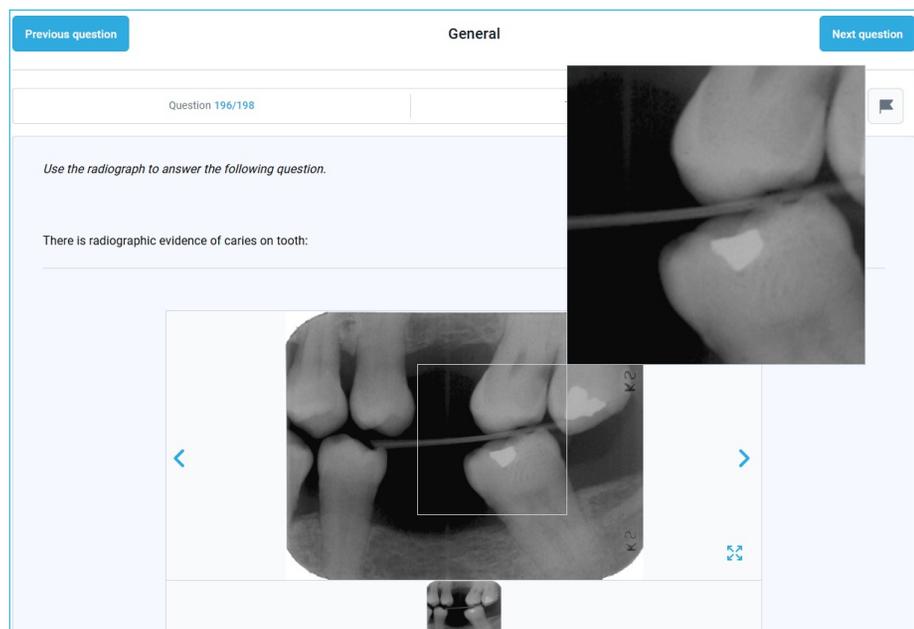
7: Navigating to a question

To go back or advance to a question, click on the Next or Previous button **B**. Alternatively, you can use the All questions grid by finding and clicking on the question number **C**.

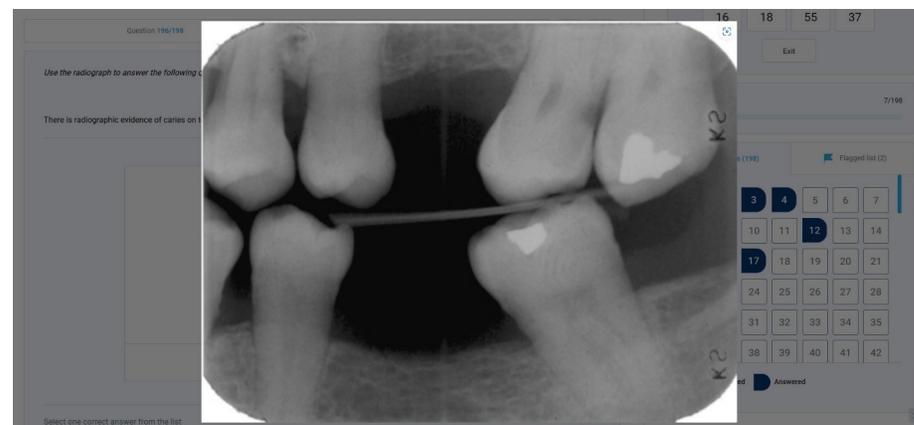
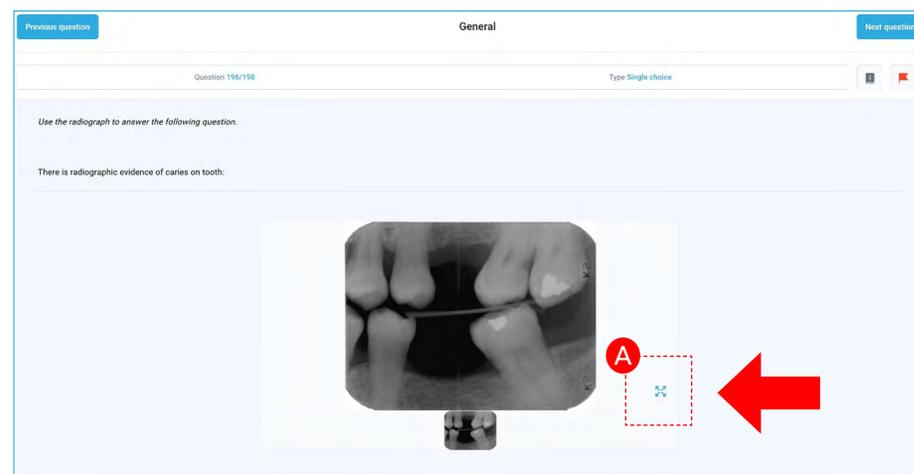


8: Magnifying an image

8.1 To use the magnification feature, click on the radiograph/image and move your cursor to the specific area you wish to magnify.

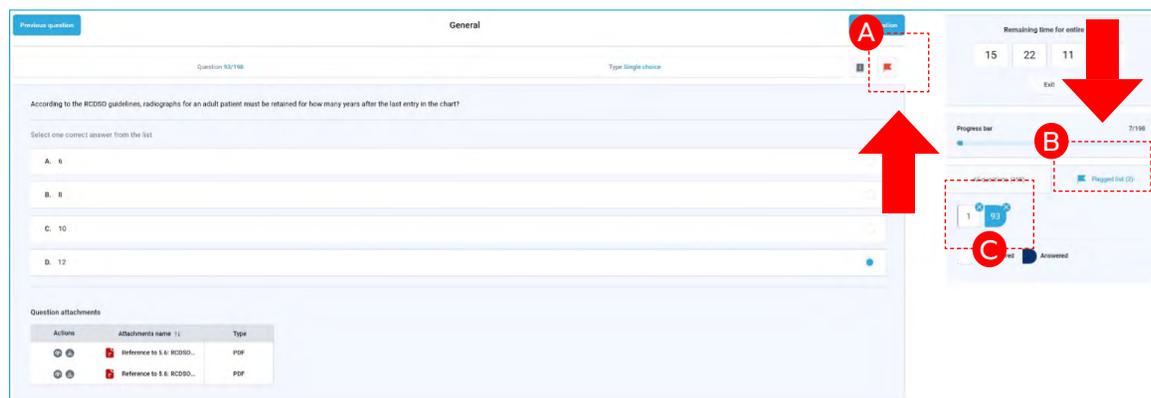


8.2 To enlarge the radiograph/image to full screen size, click on the enlarge icon next to the radiograph/image **A**. Click anywhere on the screen to close the enlarged image and return to the question.



9: Flagging and Unflagging a question

You can flag a question so that you can return to it at a later time. Click on the flag icon located at the top right corner **A**. The flag icon will turn red once activated. The flagged question will also appear in the Flagged list located on the far right of the screen **B**. To unflag a question, click on the flag icon (flag will return to its original colour) or go to the Flagged list tab and click on the "x" on the question number to remove it from the list **C**.

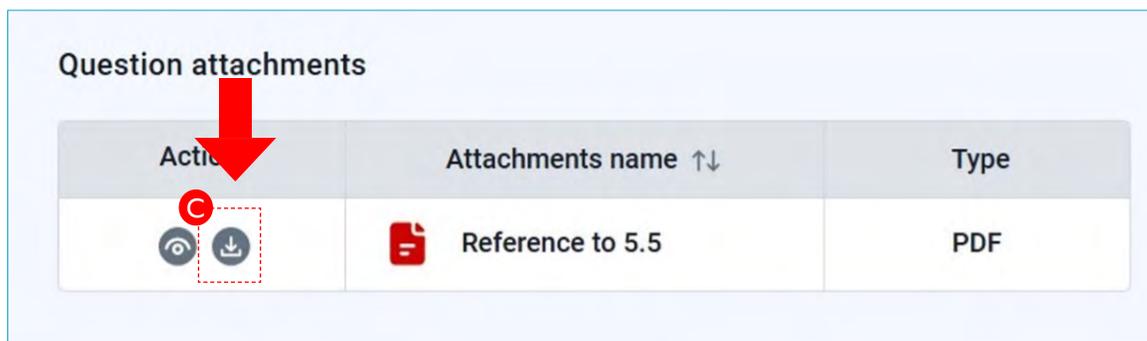
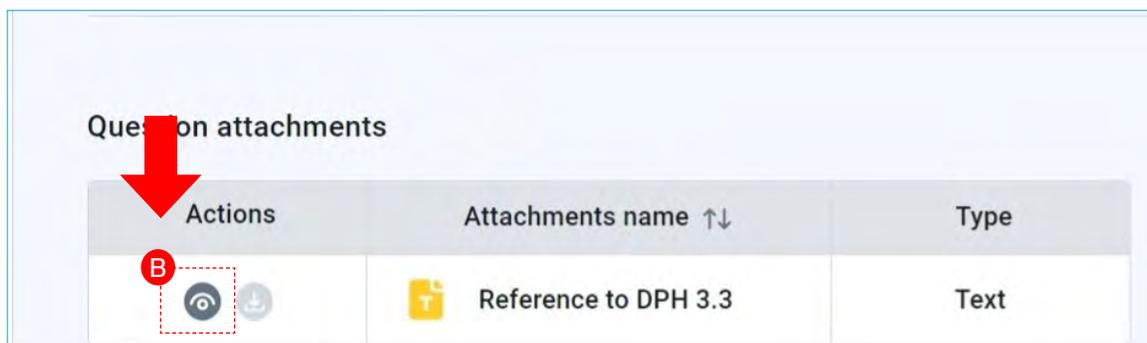
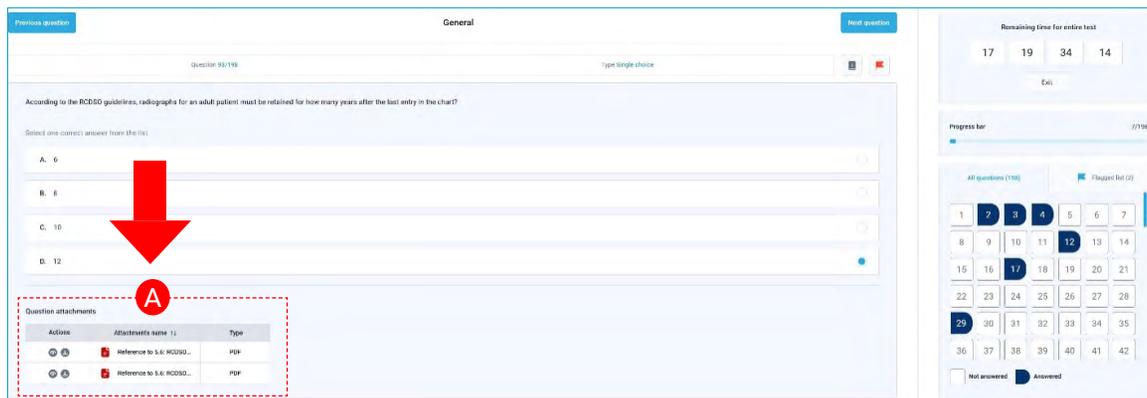


10: Viewing a reference

Some questions have a reference source. The reference is located at the bottom of the screen **A**. Click on the view icon to review the reference **B**. To download PDF references, click on the download icon located next to the view icon **C**.

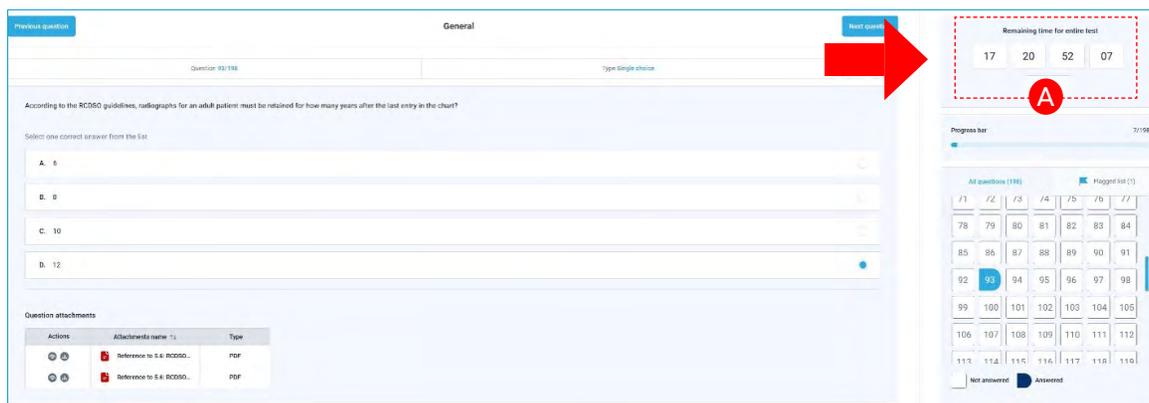
PLEASE NOTE

You will notice that not all questions have a reference. We are working on adding references to all questions with each competency review.



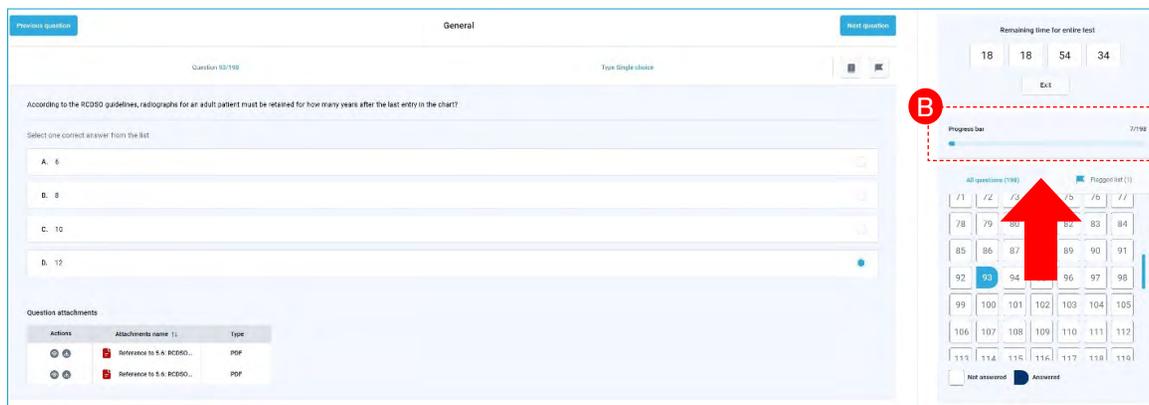
11: Countdown Clock

A The top right of the screen shows you how much time you have left to complete the assessment.



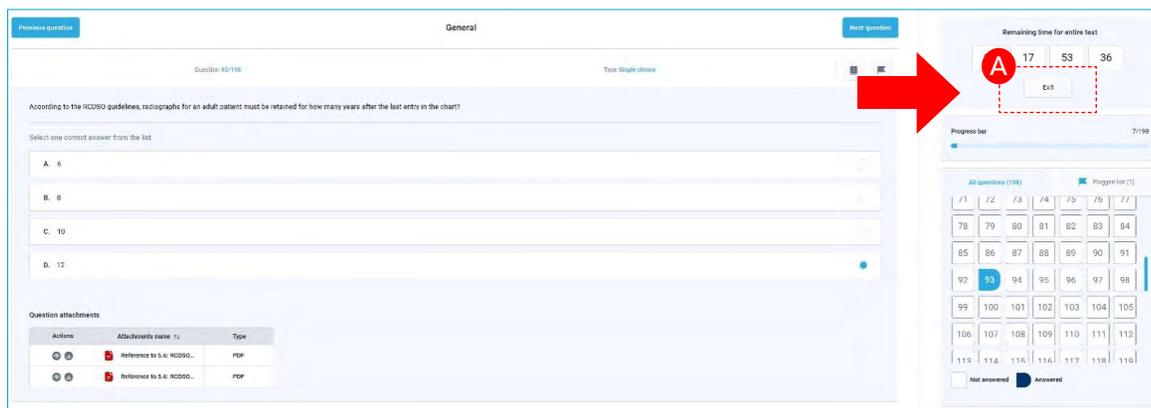
12: Progress Bar

B Your progress is tracked in the Progress bar located above the question grid.

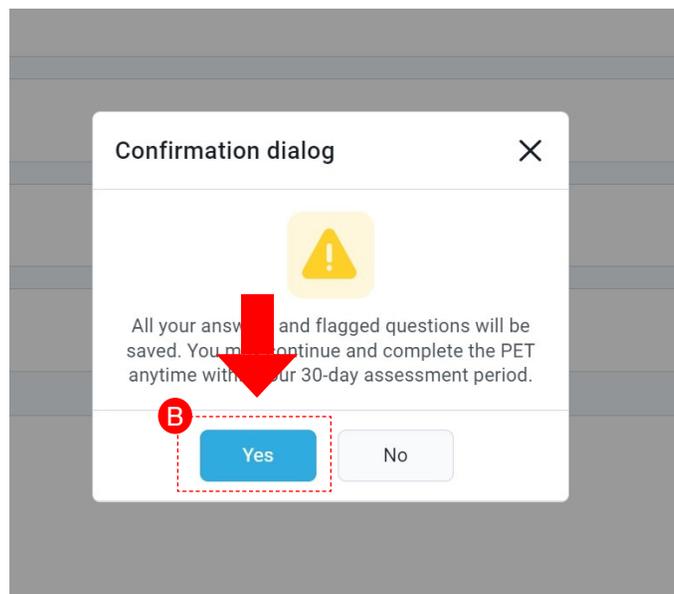


13: Exit/Logout

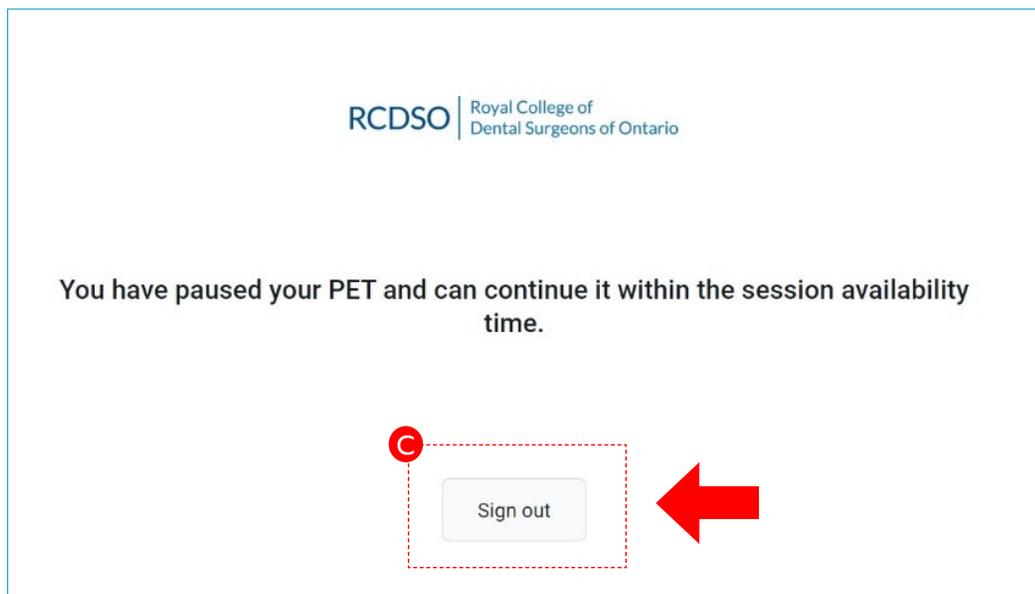
13.1 You can log in and log out at any time within your 30-day allotment. To log out, simply click on the Exit button located underneath the countdown clock at the top right **A**.



13.2 Click Yes to exit **B**.

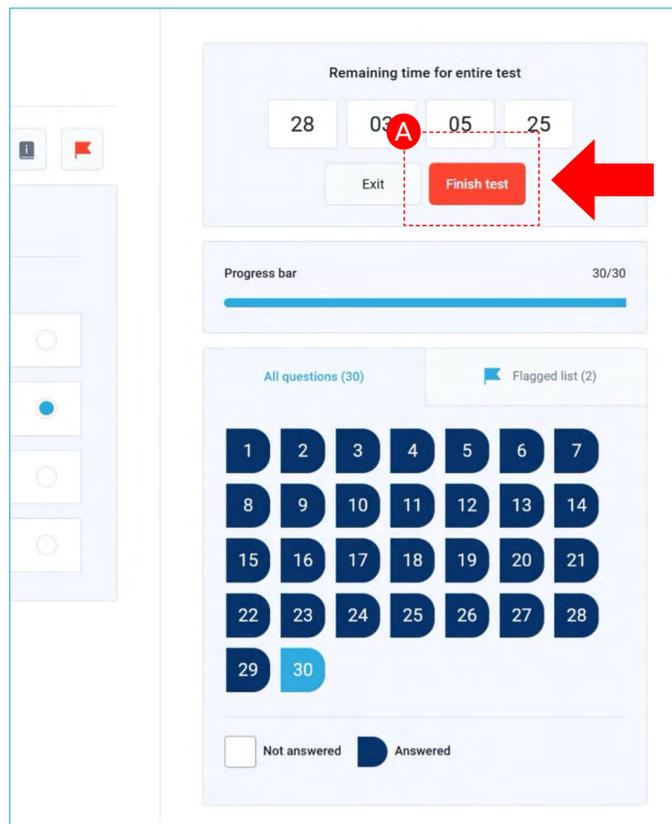


13.3 Click Sign out to return to the RCDSO Portal **C**.

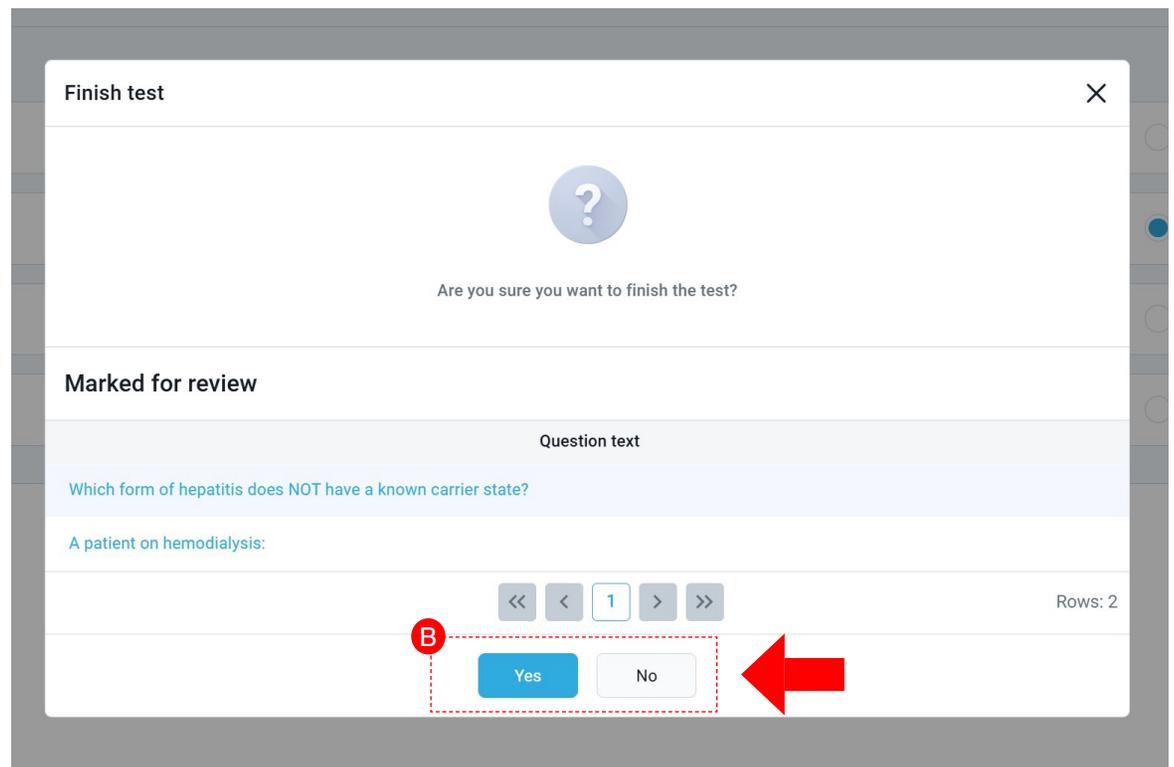


14: Finish Test

14.1 To submit your completed assessment, click on the Finish Test button. If you have unanswered questions, you will not be able to submit your assessment **A**.

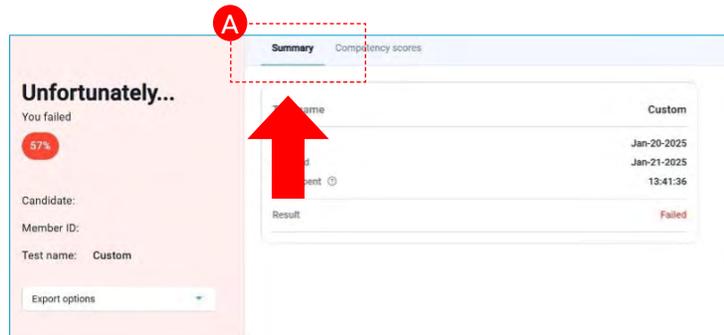
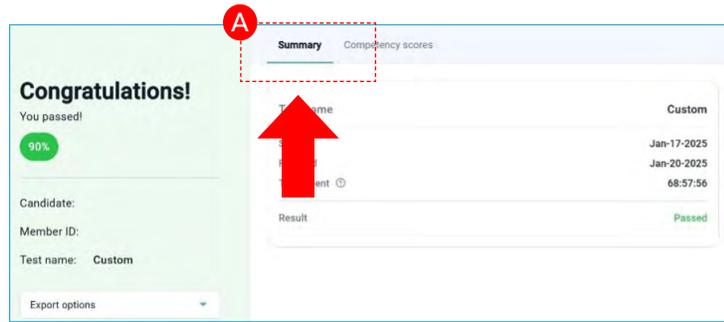


14.2 Click Yes to confirm submission. Click No to return to the last question. If you have any flagged questions, they will appear on this page. To review your flagged questions, click No to return to your assessment and find your flagged questions **B**.



15: Results: Summary & Competency Scores

Once you submit your assessment, your results appear on screen. This includes pass/fail messaging and numerical percentage scores for each of the six competencies. The overall results can be found on the default Summary page **A**, and your percentage scores **B** can be found in the Competency scores page **C**.



16: Previous Assessments

PEAK DOWNLOADS

EPORTFOLIO AND PET

JURISPRUDENCE & ETHICS COURSE (J&E)

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Current PET

NAME	ASSESSMENT TYPE	FIRST POSSIBLE START DATE	LAST POSSIBLE START DATE	PET START DATE	PET DUE DATE	STATUS REASON
Initial - 2025-01-15	Initial	01/15/2025	01/22/2025	01/22/2025	02/22/2025	Started

A Previous PET

NAME	ASSESSMENT TYPE	PET START DATE	PET COMPLETION DATE	STATUS REASON	EXEMPTION REASON
Initial - 2014-08-15	Initial	08/15/2014	09/04/2014	Pass	

B

To view results of your previous assessment(s) go to the Previous PET section located on your ePortfolio and PET page **A**. Click on the dropdown arrow **B** and select View Details **C**.

Previous PET

NAME	ASSESSMENT TYPE	PET START DATE	PET COMPLETION DATE	STATUS REASON	EXEMPTION REASON
Initial - 2014-08-15	Initial	08/15/2014	09/04/2014	Pass	

C

- View Details
- View Certificate

PET Assessment Details

Home / PET & ePortfolio / PET Assessment Details

Dentist Name *

Assessment Type *

Initial

Dentist's Certificate *

—

First Possible Start Date *

08/15/2014

Last Possible Start Date *

—

PET Start Date

08/15/2014

PET Due Date

—

PET Completion Date

09/04/2014

Number of Questions

—

PET Assessment Competencies

COMPETENCY	COMPETENCY RESULT	STATUS REASON
Pharmacology	76	Pass
Periodontics	79	Pass
Caries	83	Pass
Oral Medicine	71	Pass
Radiology	73	Pass
Endodontics	80	Pass

17: Completion Certificate

Previous PET

NAME	ASSESSMENT TYPE	PET START DATE	PET COMPLETION DATE	STATUS REASON	EXEMPTION REASON
Initial - 2014-08-15	Initial	08/15/2014	09/04/2014	Pass	

Annotations: A red arrow points to a dropdown arrow in the Exemption Reason column. A red circle 'A' is next to the dropdown arrow. A red circle 'B' is next to the 'View Certificate' link in the context menu.

To view and/or download your completion certificate for a previous assessment(s), go to the Previous PET section on your ePortfolio and PET page. Click on the dropdown arrow **A** for the assessment and select View Certificate **B**.

PET Assessment Certificate

Home / PET & EPortfolio / PET Assessment Certificate

Access/Download PET certificate

Click on the relevant link to download a copy of your certificate in PDF format.

If your certificate does not appear on this page, click the Request Certificate button.

Note Text

- Initial - 2014-08-15

[- Initial - 2014-08-15 .pdf \(169.07 KB\)](#)

Annotations: A red arrow points to the PDF link.

RCDSO | Royal College of Dental Surgeons of Ontario

This is to certify that

Dr.

Reg. No.:

Has successfully completed the Practice Enhancement Tool on

September 04, 2014

As required under the Quality Assurance Regulation of the Dentistry Act, 1991.

Susan C. Taylor

Susan Taylor
Director, Quality

Please keep this certificate for at least five years after your completion date.


Completion certificate

Contact Us

Who can I contact for help?

Our business hours are Monday to Friday, 8:30 am – 4:30 pm, and we make every effort to respond to your message within two business days.

- For help accessing your RCDSO Portal, please email paperless@rcdso.org.
- To talk about the clinical aspects of the PET, please email PET@rcdso.org.
- For questions about practical matters of completing the PET, please contact Ms. Veronika To, Assessments Administrator, at 416-961-6555, 1-800-565-4591 or by email at vto@rcdso.org.

Where can I get more information?

For more information and resources, go to the [Practice Enhancement Tool](#) section on the RCDSO website. You will find Frequently Asked Questions (FAQ's), videos, drop-in session links and other resources to guide you.