

Navigating the e-Portfolio

GENERAL INFORMATION

What is the e-Portfolio?

The e-Portfolio is a secure online place to record your Continuing Education (CE) activities and store your verification documents such as certificates, attendance reports and more.

Dentists are required to maintain their e-Portfolio as confirmation that they have satisfied the Continuing Education requirements of the [Quality Assurance Program](#).

Access your e-Portfolio through your [RCDSO Member Portal](#).

When does my three-year CE cycle begin?

For newly registered dentists, your first CE cycle begins with your date of registration with the RCDSO and ends three years later on December 14. Thereafter, your next CE cycle will begin on December 15, together with all other registered dentists.

How do I access my e-Portfolio?

Log into your [RCDSO Member Portal](#) then navigate to the My e-Portfolio link in the drop-down menu.

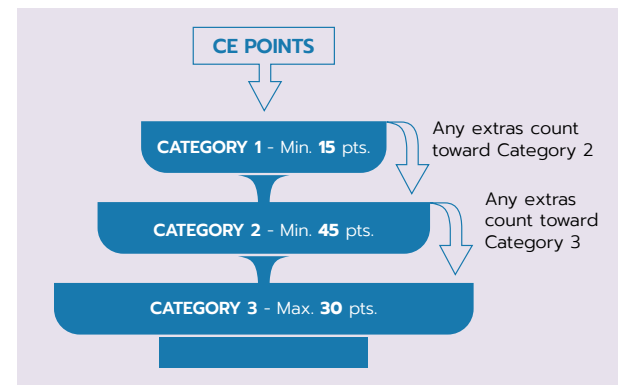
How do I navigate within the e-Portfolio and add my CE activities?

There is helpful information on the [RCDSO website](#), including a video and a downloadable PDF [User Guide](#). This information is also available in the Help tab in your e-Portfolio. You may also contact ce@rcdso.org for further guidance.

Can I use excess CE points from Category 1 towards my CE point requirements in Category 2?

Yes. Continue to enter all of your Category 1 courses in your e-Portfolio and the e-Portfolio will calculate your total CE points. Any excess Category 1 points will count towards Category 2, and any excess Category 2 points will count towards Category 3.

Excess points cascade from Category 1 to Category 2 to Category 3 in the calculations. They will, however, continue to show in the original category when you look at your dashboard.



LOGGING CE ACTIVITIES AND COURSES

How can I see CE activities logged from previous CE cycles?

CE cycles that ended from 2023 onwards can be viewed in the e-Portfolio through the cycle selection at the top of the Home page. You will notice the image of a lock beside the years to indicate that changes may not be made.

For CE cycles that ended before 2023, please contact ce@rcdso.org to obtain a printout.

How do I enter courses where the duration in hours on my attendance verification is not a whole number?

Enter the duration in your e-Portfolio as stated on your attendance certificate. The e-Portfolio will round up or round down accordingly, e.g. 1.5 hours = 2 CE points; 1.25 hours = 1 CE point.

How do I enter CE points for attending a course that spans several days and includes clinical and non-clinical topics? My attendance verification lists the courses attended and duration for each topic.

You can group the clinical topics and make one entry in your e-Portfolio for those points in the CE Activity type for Category 2 or 3 Course. Group the non-clinical topics and enter those separately as another course. The total points entered must equal the total points indicated on your certificate.

How do I know which CE category to log a course?

You do not need to remember the details of the points category assigned to each activity. This will be assigned automatically based on the activity and the information entered in your e-Portfolio.

See more information about [CE points and CE requirements](#) on the RCDSO website.

VERIFICATION DOCUMENTS

What are CE attendance verification documents, and am I required to obtain one when I attend a CE activity?

These are proof of CE attendance issued by the course provider or course sponsor confirming your attendance at a specific CE event. These documents include your name as the attendee, the date of the CE event, the title and duration of the event.

You are required to obtain supporting attendance verification for each CE activity you complete.

Do I have to submit my CE attendance verification documents to the College? What do I do with my CE certificates and other proof of attendance documents?

You are required to enter your CE activities in your online e-Portfolio and ensure that you have obtained supporting attendance verification for those activities.

You may upload your attendance verification to your e-Portfolio or choose to keep the original documents.

If you choose to keep the original documents, you must do so for five years after the end of a cycle. If you upload documents, you are not required to keep separate copies.

I did not receive attendance verification for attending the Ontario Dental Association's ASM. How do I obtain my CE record?

The ODA issues all attendance verifications for their ASMs to dentists by email. Please contact the ODA at 416-922-3900 or visit their website at www.oda.ca for more information.