

e-Portfolio Guide: Enter a Study Club Business Meeting

| <p>A Select “Dental Society or Study Club business meetings”.</p> <p>You will see the description below under “Supporting Details”</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>Activity Type</p> <p> <input type="radio"/> Category 1 (Core) Course <input type="radio"/> Self-Study Activity / e-Learning Program <input type="radio"/> General Attendance – Dental Convention <input checked="" type="radio"/> Category 2 and 3 Courses <input type="radio"/> Grand Rounds A <input checked="" type="radio"/> Dental Society or Study Club business meetings <input type="radio"/> Teaching <input type="radio"/> Authorship <input type="radio"/> Academic Reading <input type="radio"/> Lecturing </p> <p>Supporting Details – Dental Society and Study Club business meetings</p> <p>Attending a business meeting for a dental society (e.g., component society of the Ontario Dental Association) or approved study club is eligible for points in Category 3.</p> <p>Please note dental societies and study clubs are considered approved sponsors. Courses hosted by a dental society or approved study club should be entered under Category 1 (Core) Courses or All Other Courses where appropriate.</p> </div> | | | | | | | | | | | | | | | | |
|---|--|----------------------|---------------|----------------------|-------------------|-------------------|-------------------|-------------------|--------|------|--|------------------|--------------|--|--|---|-------------------|
| <p>B Enter the date of the business meeting</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>Meeting Description: Business Meeting</p> <p>Meeting Date: <input type="text" value="mm/dd/2023"/> B</p> </div> | | | | | | | | | | | | | | | | |
| <p>C Click on Study Club dropdowns.</p> <p>Select your Study Club.</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>C Name of Study Club: <input type="text"/></p> <p>-OR- Dental Society: <input type="text"/></p> <p style="text-align: right; background-color: #e0f2f1; padding: 5px; border-radius: 5px;">2 Points</p> </div> | | | | | | | | | | | | | | | | |
| <p>D OPTIONAL</p> <p>Upload verification document – e.g., letter of attendance from Study Club</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>D Please upload verification of your CE activity.</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Choose file(s)</div> <ul style="list-style-type: none"> 1. The entire verification document must be uploaded. Excerpts are not sufficient. Hover over the icon for examples of acceptable verification documents. 2. If you have uploaded your verification document(s), once your entry to e-Portfolio has been approved (see status field), no other documentation is required by the College to satisfy CE requirements. You may choose to keep your original certificates or attendance records but are not required to do so. 3. If you have elected to maintain paper copies, you must retain your attendance records for at least 5 years after the end of the CE cycle, and provide them to the College when requested for audit of your e-Portfolio. 4. Please do not upload files larger than 125 MB. </div> | | | | | | | | | | | | | | | | |
| <p>E Complete Attestations (confirmations) to the College</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>Attestations (confirmations) to the College</p> <p>I attest that I have Continuing Education (CE) verification documents (e.g., certificate, attendance reports etc.) that match the CE activity claimed in this entry. I understand that I may upload the documents or retain paper copies. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I attest that the information entered is accurate. <input type="checkbox"/> Yes <input type="checkbox"/> No E</p> </div> | | | | | | | | | | | | | | | | |
| <p>F Save & Submit</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p>F <input type="button" value="Save & Submit"/> <input type="button" value="Save As Draft"/> <input type="button" value="Cancel"/></p> </div> | | | | | | | | | | | | | | | | |
| <p>G Automatic Approval</p> <p>Your submission will be automatically approved for 2 points in Category 3.</p> | <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Home CE Activities Help Logout</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Activity Type</th> <th>Activity Description</th> <th>Activity Date</th> <th>Category 1 Points</th> <th>Category 2 Points</th> <th>Category 3 Points</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Edit</td> <td>Dental Society or Study Club business meetings</td> <td>Business Meeting</td> <td>Jul 04, 2023</td> <td></td> <td></td> <td style="background-color: #fff9c4;">2</td> <td style="text-align: center;">Approved G</td> </tr> </tbody> </table> </div> | | Activity Type | Activity Description | Activity Date | Category 1 Points | Category 2 Points | Category 3 Points | Status | Edit | Dental Society or Study Club business meetings | Business Meeting | Jul 04, 2023 | | | 2 | Approved G |
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