

# e-Portfolio Guide: Enter a Category 1 (Core) Course

<p><b>A</b> Select "Category 1 (Core) Course".</p> <p>You will see the description below under "Supporting Details"</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Activity Type</b></p> <p><b>A</b> <input checked="" type="radio"/> Category 1 (Core) Course      <input type="radio"/> Self-Study Activity / e-Learning Program      <input type="radio"/> General Attendance – Dental Convention</p> <p><input type="radio"/> Category 2 and 3 Courses      <input type="radio"/> Grand Rounds      <input type="radio"/> Dental Society or Study Club business meetings</p> <p><input type="radio"/> Teaching      <input type="radio"/> Authorship      <input type="radio"/> Academic Reading</p> <p><input type="radio"/> Lecturing</p> <hr/> <p><b>Supporting Details – Category 1 (Core) Course</b></p> <p>Category 1 (Core) Courses have been approved by the RCDSO's Quality Assurance Committee and are offered through an approved sponsor.</p> <p>Core courses are relevant to the practice of dentistry and have been designed to promote continued competence and maintenance of professional standards. Please see the RCDSO's website for a current list.</p> <p>New in 2023: If you attend the <u>same</u> course more than once in your three-year Continuing Education (CE) cycle, the first time will be approved for Category 1 points. Subsequent entries will be eligible for Category 2 points.</p> </div>																
<p>Select the Course Name from the dropdown</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Course Name</p> <p>Dental Recordkeeping - Back to Basics - Live</p> </div>																
<p>Enter the session date</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Session Date</b></p> <p>mm/dd/2023</p> </div>																
<p><b>B OPTIONAL</b></p> <p>Upload verification document – e.g., certificate of attendance</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Please upload verification of your CE activity.</b></p> <p><b>B</b> <input type="button" value="Choose file(s)"/></p> <p>1. <b>The entire verification document must be uploaded.</b> Excerpts are not sufficient. Hover over the  icon for examples of acceptable verification documents.</p> <p>2. <b>If you have uploaded your verification document(s)</b>, 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.</p> <p>3. <b>If you have elected to maintain paper copies</b>, 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.</p> <p>4. Please do not upload files larger than 125 MB.</p> </div>																
<p>Select the Clinical Competency Areas that apply to this course</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Clinical Competency Area(s) Covered</b></p> <p><input type="checkbox"/> Access to Care      <input type="checkbox"/> Caries      <input type="checkbox"/> Dental anesthesia</p> <p><input type="checkbox"/> Endodontics      <input type="checkbox"/> General Dentistry      <input type="checkbox"/> General medicine</p> <p><input type="checkbox"/> Implants      <input type="checkbox"/> Infection prevention and control      <input type="checkbox"/> Jurisprudence and ethics</p> <p><input type="checkbox"/> Local anesthesia      <input type="checkbox"/> Medical emergencies      <input type="checkbox"/> Operative and preventive dentistry</p> <p><input type="checkbox"/> Oral medicine and pathology      <input type="checkbox"/> Oral surgery      <input type="checkbox"/> Orthodontics</p> <p><input type="checkbox"/> Pediatric dentistry      <input type="checkbox"/> Periodontics      <input type="checkbox"/> Pharmacology</p> <p><input type="checkbox"/> Prosthodontics      <input type="checkbox"/> Radiology      <input type="checkbox"/> RCDSO Standard – Sedation and Anesthesia</p> <p><input type="checkbox"/> RCDSO Standard – CT      <input type="checkbox"/> RCDSO Standard – other (e.g Dental Record keeping)      <input type="checkbox"/> Clinical – other</p> <p><b>Non-Clinical Competency Area(s) covered:</b></p> <p><input type="checkbox"/> Non-clinical - Practice Management      <input type="checkbox"/> Non-clinical – other</p> </div>																
<p><b>C</b> Complete Attestations (confirmations) to the College</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Attestations (confirmations) to the College</b></p> <p>I attest that at least one clinical competency area was covered in this activity. <input type="radio"/> Yes <input type="radio"/> No</p> <p>I attest that I have Continuing Education (CE) verification documents (e.g., certificate, attendance reports etc) that match the CE activity claim in this entry. I understand that I may upload the documents or retain paper copies. <input type="radio"/> Yes <input type="radio"/> No</p> <p>I attest that the information entered is accurate. <input type="radio"/> Yes <input type="radio"/> No</p> </div>																
<p><b>D</b> Save &amp; Submit</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>D</b> <input type="button" value="Save &amp; Submit"/> <input type="button" value="Save As Draft"/> <input type="button" value="Cancel"/></p> </div>																
<p><b>E Automatic Approval</b> for Category 1 points.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Activity Type</th> <th style="width: 30%;">Activity Description</th> <th style="width: 10%;">Activity Date</th> <th style="width: 10%;">Category 1 Points</th> <th style="width: 10%;">Category 2 Points</th> <th style="width: 10%;">Category 3 Points</th> <th style="width: 10%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>E</b></td> <td style="text-align: center;">Category 1 (Core) Course</td> <td style="text-align: center;">Dental Recordkeeping - Back to Basics</td> <td style="text-align: center;">Jul 17, 2023</td> <td style="text-align: center;">3</td> <td></td> <td></td> <td style="text-align: center;">Approved</td> </tr> </tbody> </table>		Activity Type	Activity Description	Activity Date	Category 1 Points	Category 2 Points	Category 3 Points	Status	<b>E</b>	Category 1 (Core) Course	Dental Recordkeeping - Back to Basics	Jul 17, 2023	3			Approved
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