

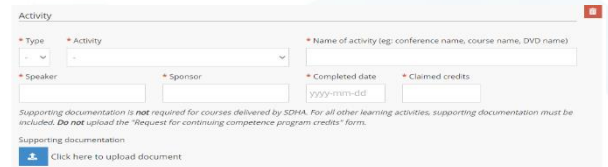
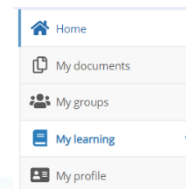
Navigating Your Way

Instructions for Self-Submitting Continuing Education Credits

Registrants are required to self-submit continuing education credits as required by the Continuing Competency Program. These step-by-step instructions are to support the use of the Registrant Portal in self-submitting continuing education credit to the CDHS.

Step- by- Step Instructions

1. Log on to the Registrant Portal.
 - a. Visit www.cdhsk.ca
 - b. Select Registrant Portal link found on the top bar or under Quick Links of the website.
 - c. Enter your email address and password.
2. Select the My learning tab found on the left-hand side of the page.
3. Select the appropriate reporting period. This may vary depending on your reporting cycle.
4. Scroll down to find the 'ADD' button and select.
5. Complete the details of the required fields for the activity and upload a supporting document.
6. Click submit or save for later:
 - a. By selecting submit the form will be sent to the CDHS for review/ approval.
 - b. By selecting Save for later you can return to the form without losing your work before submitting to the CDHS.



Troubleshooting Tips

- If you are trying to submit multiple activities, be sure to ADD them all before clicking submit.
 - Once you have submitted the form the ADD button will disappear until the CDHS has reviewed the submission. Note: this can take up to 5 business days.
- If you do not see your submission under approved activities within 10 business days, email admin@cdhsk.ca.
- If the approved activity differs from your submission:
 - The CDHS *may* have modified the submission to comply with the CCP Guidelines.
 - Email admin@cdhsk.ca if you take concern with any modifications made.
- If you are having issues uploading a document:
 - Ensure your device (desktop, iPad, Tablet, Phone) and apps are up to date.
 - Ensure you only have one tab open while logged into the registrant portal.
 - If your documents are not uploading, try switching to a different browser. We suggest:
 - Chrome;
 - Firefox;
 - Safari; or
 - Microsoft Edge.
 - Ensure you have waited a few moments after clicking the SUBMIT button to allow the system to upload your documents.
 - If system errors arise, please send a screenshot to admin@cdhsk.ca for help troubleshooting.