DELPROS PORTAL DASHBOARD – REGISTERED USERS

Continuing Education Tracker

Quick Reference Guide

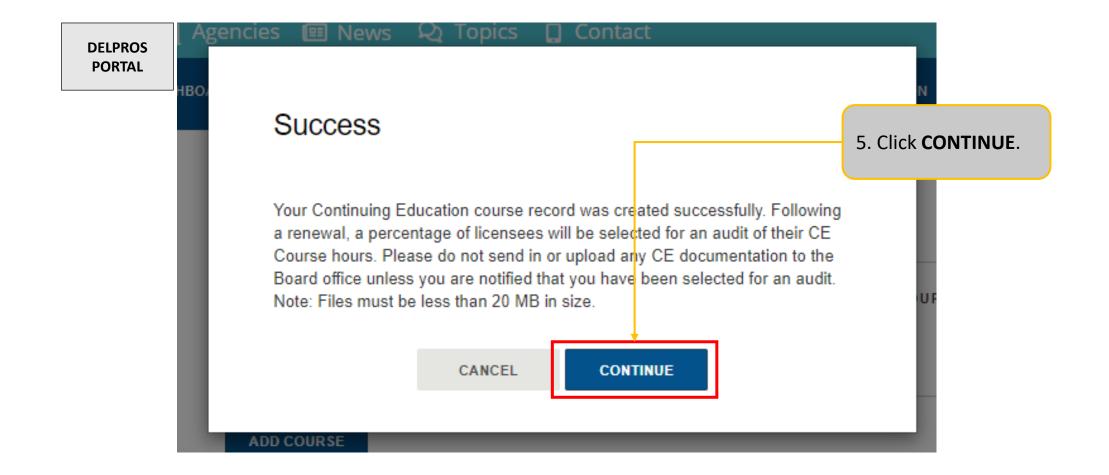July 2022

Continuing Education Hours - Add CE Hours

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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1. Click the **CONTINUING EDUCATION** button.

Continuing Education Hours - Add CE Hours

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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DASHBOARD   LICENSE LOOK-UP   FILE A COMPLAINT   SERVICE REQUEST   CONTINUING EDUCATION   🛒 0

Continuing Education Tracker

Use the search box below to determine if a user record already exists. For best results, search by a license number or your first and last name. If searching by appears on your license, i.e. XX-0000000. Do not enter XX0000000.

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

Search License By Number/Applicant Name/Licensee Name

Theresa

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

No Result

> 2. Search License or Name and SELECT to begin to add courses for the CE Tracker for that Profession and License Type.

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

Search License By Number/Applicant Name/Licensee Name

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

Click Edit to change your selection   [EDIT]

> 3. Click **ADD COURSE** to add course for the CE Tracker.

[ADD COURSE]

Continuing Education Details

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Continuing Education Hours - Add CE Hours

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4. Populate the required fields marked with an (*).

Continuing Education Details

Retain the original CE document(s) to provide proof of completion of the CE requirements in case you are selected for audit.

To add your continuing education, click **ADD COURSECOURSE**. Provide all of the required information, marked by an (*), for each course entry, then click **SAVE**. Repeat this process for each additional course.

Entering Continuing Education During A Renewal

To return to your renewal application, click on '**DASHBOARD**' in the header at the top of the screen. Select the license tile you are renewing, click on '**OPTIONS**', and then click 'Renew' to complete the application.

Profession
* Medical Practice

Provider
* Search Providers

Course Name
* Search Courses

Hours
* Hours Completed

Category
Category

Completion Date
* Completion Date

First Name
* THERESA

Last Name
* LASTNAME1055

License Type
* Respiratory Practitioner

License Name
* C9-0000013

5. Click **SAVE**.

CANCEL SAVE

Note: Profession, First Name, Last Name, License Type and License Number will be auto-populated and cannot be edited.

Continuing Education Hours - Add CE Hours

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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Agencies 📰 News 💬 Topics 📱 Contact

Success

Your Continuing Education course record was created successfully. Following a renewal, a percentage of licensees will be selected for an audit of their CE Course hours. Please do not send in or upload any CE documentation to the Board office unless you are notified that you have been selected for an audit. Note: Files must be less than 20 MB in size.

CANCEL   **CONTINUE**

ADD COURSE

5. Click **CONTINUE**.

Continuing Education - Uploading Audit Documents

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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Continuing Education Details

ADD COURSE

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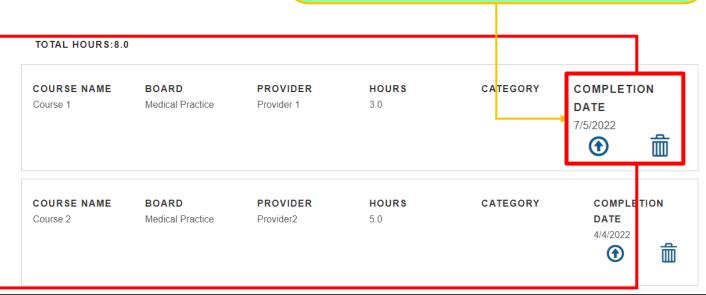**Entering Continuing Education During A Renewal**

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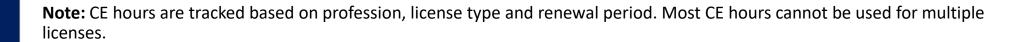
Renewal Cycle
All

Completion Year
-- Select --

YOU ARE VIEWING ALL THE CONTINUING EDUCAT... TRACKER

If you are selected for Audit of your continuing education, to upload any required audit documents, click on the **UP arrow** next to the trashcan icon.

TOTAL HOURS:8.0

COURSE NAME	BOARD	PROVIDER	HOURS	CATEGORY	COMPLETION DATE
Course 1	Medical Practice	Provider 1	3.0		7/5/2022

COURSE NAME	BOARD	PROVIDER	HOURS	CATEGORY	COMPLETION DATE
Course 2	Medical Practice	Provider2	5.0		4/4/2022

Note: CE hours are tracked based on profession, license type and renewal period. Most CE hours cannot be used for multiple licenses.

Continuing Education - Uploading Audit Documents

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

Search License By Number/Applicant Name/Licensee Name

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

Click Edit to change your selection   EDIT

You can see all CE courses added in your Continuing Education Tracker from your Dashboard.
Total Hours will show for that license type only.

ADD COURSE

Continuing Education Details

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TOTAL HOURS:8.0

COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	CATEGORY	COMPLETION DATE
Course 1	Medical Practice	Provider 1	3.0			7/5/2022

COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	CATEGORY	COMPLETION DATE
Course 2	Medical Practice	Provider2	5.0			4/4/2022

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Continuing Education - Uploading Audit Documents

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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Select your file from the file location saved on your phone or PC and click **OPEN**.

Continuing Education - Uploading Audit Documents

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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The screen will show a green spinning circle while the document attaches. Then after completing, the title of the attached document will show.

NOTE: *You can add more than one document to a CE record, BUT only ONE document title will show.*