

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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The screenshot shows the DELPROS Portal interface. At the top, there is a teal navigation bar with the Delaware.gov logo and links for Agencies, News, Topics, and Contact. Below this is a dark blue header with navigation options: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION. The 'CONTINUING EDUCATION' button is highlighted with a red rectangular box. To the right of the navigation bar is a shopping cart icon with '0' and a user profile icon. The main content area features a large heading 'Welcome to your DELPROS Dashboard' followed by instructions on how to use the navigation links. A blue button labeled '+ APPLY FOR A NEW LICENSE' is visible. Below this, there is a section for 'New License Applications'. A yellow callout box with a yellow arrow points to the 'CONTINUING EDUCATION' button, containing the text: '1. Click the **CONTINUING EDUCATION** button.'

Delaware.gov Agencies News Topics Contact

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

Welcome to your DELPROS Dashboard

Use the Links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications.

Use the [Cart Link](#) to navigate to the cart to pay pending fees.

Are you applying for a new facility license? Click [here](#) to create your Facility Account in DELPROS by clicking before starting your application.

+ APPLY FOR A NEW LICENSE

New License Applications

To edit or withdraw an application, please click on the Options button.

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

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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 your first and last name, use the format: First Name, Last Name, License Number. For example, Theresa M. Lastname, C9-0000013. Do not enter XX0000000. 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

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

ADD COURSE

Continuing Education Details

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

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

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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

CANCEL SAVE

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

5. Click **SAVE**.



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

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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

5. Click **CONTINUE**.

ADD COURSE

Continuing Education - Uploading Audit Documents

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ADD COURSE

Renewal Cycle

All

Completion Year

-- Select --

YOU ARE VIEWING ALL THE CONTINUING EDUCATION 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 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

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Search License By Number/Applicant Name/Licensee Name

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

Click Edit to change your selection

EDIT

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

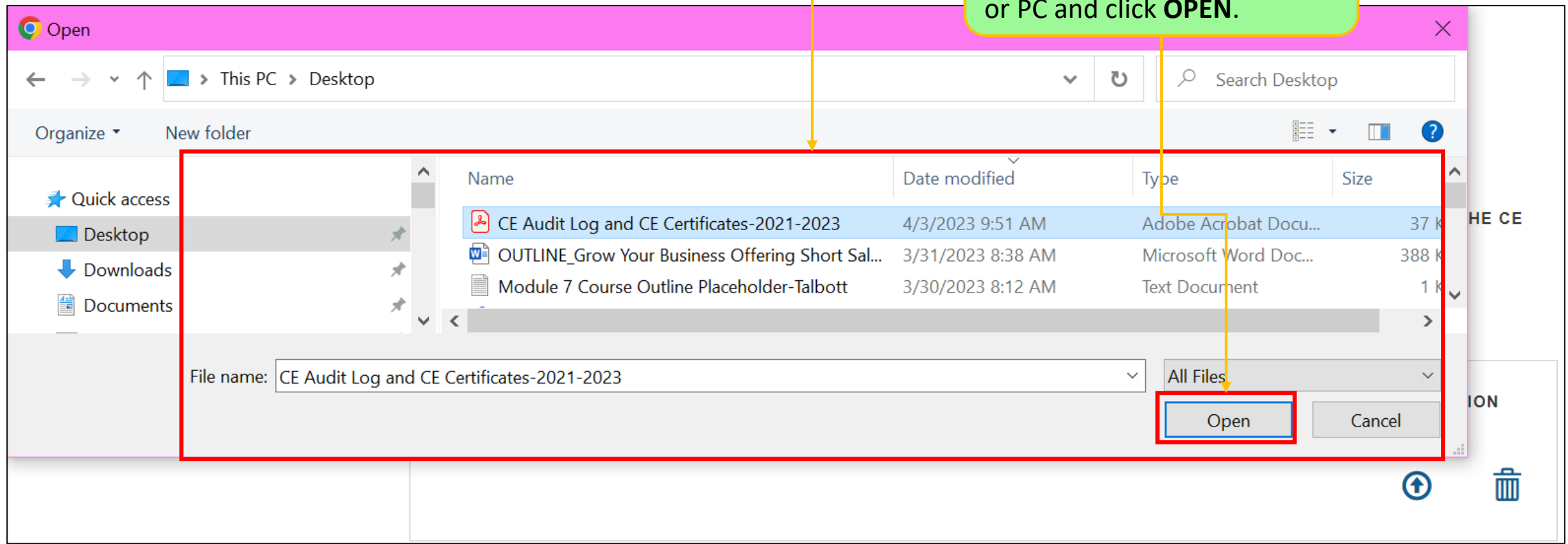
COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	CATEGORY	COMPLETION DATE
Course 2	Medical Practice	Provider2	5.0			4/4/2022

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

Continuing Education - Uploading Audit Documents

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The screenshot shows a table with columns: COURSE NAME, BOARD, PROVIDER, HOURS, and DATE. The first row contains: Course 1, Medical Practice, Provider 1, 3.0, and 7/5/2022. Below the table, the document title "CE Audit Log and CE Certificates-2021-2023.pdf" is displayed with an upload icon and a trash icon. A green spinning circle is overlaid on the "BOARD" cell of the first row, indicating a loading state.

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

CE Audit Log and CE Certificates-2021-2023.pdf

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

The screenshot shows the same table as above, but the "BOARD" cell now displays the document title "CE Audit Log and CE Certificates-2021-2023.pdf" instead of the spinning circle. The table now includes a "CATEGORY" column. The document title is also shown below the table with an upload icon, a pencil icon, and a trash icon.

COURSE NAME	BOARD	PROVIDER	HOURS	CATEGORY	COMPLETION DATE
Course 1	Medical Practice	Provider 1	3.0	CE Audit Log and CE Certificates-2021-2023.pdf	7/5/2022

CE Audit Log and CE Certificates-2021-2023.pdf

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