

Paramedic Portal: How To Submit CME

CME allows paramedics to maintain and enhance their knowledge, skills and to learn about different clinical situations that occur less often in the field. Our continuing goal is to provide all paramedics with the opportunity to self-direct their CME needs as much as possible. In order to receive CME credits for your self-directed CME activities, it must be submitted in the Paramedic Portal of Ontario. This training bulletin outlines the steps on how to submit a CME request.

STEP 1: Open a web browser and go to www.paramedicportalontario.ca



Secure | <https://www.paramedicportalontario.ca>

STEP 2: Login with your username/EHS # and password, then click “Login”



Please login below with your username and password:

Username / EHS #:

Password:

Login

[Forgot your password?](#)

Helpful Tip:

If you don't remember your password, click [Forgot Your Password](#) or contact Base Hospital to reset it.

Need Help?

Tel: 519-685-8500, ext. 75621

Email: paramedicportalontario@lhsc.on.ca

STEP 3: Select “Paramedic Registry” from the Navigation Menu



Navigation

- [Paramedic Registry](#)
- [Online Training](#)

STEP 4: Select “Manage Education” from the Education Menu



Education

- [Edit Course Requests](#)
- [Manage Education](#)

There are two options for submitting a CME request:

1. Submit a Pre-approved Course (see page 2)
2. Submit a New Course (see page 2)

STEP 6: How to submit a pre-approved course

Submit a Pre-approved Course

Please select a course from the drop down list. If the course does not appear on the drop down, then complete the "Submit a New Course" form below.

Course Name:

Search:

Course Date:

Course Description:

Hours:

Attach Proof?

Certain CME activities will be pre-approved. A list of the pre-approved courses can be found here:

- 1. Course Name:** Select your CME activity from the list of pre-approved courses by clicking on the drop down.
- 2. Search:** You can search for a pre-approved course by typing the name in the "Search" field. Click the drop down to display a list of search results.
- 3 Course Date:** Enter the course date and by selecting the date from the drop down calendar.
- 4. Hours:** The number of approved CME credit(s) will auto-populate once you have selected a course.
- 5. Attach Proof:** Select "Yes" to attach supporting documentation (e.g. attendance certificate).

STEP 6: How to submit a new course

Submit a New Course

Please use this form to enter details of your new course.

Note: The Course Description and Course Topic are optional. All other fields are required.

Course Name:

Course Date:

Course Description:

Learning Objectives:

Course Topic:

Delivery Method:

Location:

Hours:

Attach Proof?

If the course does not appear on the pre-approved list, then complete the "Submit a New Course" form.

You can complete the form by typing the information into the fields or selecting from the drop down lists.

You must state your learning objectives and how the educational activity enhances your clinical practice of paramedicine at your certification level.

When submitting your request, please pay particular attention to answering this question.

Helpful Tips:

- Although the "Attach Proof" is an optional field, you are required to submit proof of attendance for all CME activities. This proof may be in the form of a certificate, email or letter from the course organizer.
- Once SWORBHP has reviewed your CME request, you will receive an email confirmation stating whether your request has been approved or denied. You can also log into the Paramedic Portal of Ontario to see the status of your CME request (see page 4).
- If you have not yet taken your CME activity and would like to have it pre-approved, please complete our [SWORBHP CME Preapproval Form](#).

STEP 7: How to edit a pending CME request

Certification

- [Paramedic Summary](#)
- [Edit Paramedic Summary](#)

Education

- [Edit Course Requests](#)
- [Manage Education](#)

Paramedic: Edit Course Requests

Number of Requests Displayed: 2

ID	Course	Submitted	Proof
30759	2018 Pediatric Talk Trauma (LHSC)	19 Mar 2018	
30760	Test Course	19 Mar 2018	

You can edit the details of your pending CME request by following the steps below:

1. Click on **“Edit Course Request”** located under the Education menu on the left.
2. Click on the **“Course ID”** (e.g. 30760).
3. Edit the information and click Submit.

STEP 8: How to view the status of your CME request

Continuing Education Summary

View courses from

2018 Continuing Education Report				
Course Name	Completed On	Applied On	Points	Status
2018 Pediatric Talk Trauma (LHSC)	1 Mar 2018	19 Mar 2018	8.00	Approved
Test Course	6 Mar 2018		8.00	Pending
Total Continuing Education Points			8	

[Manage Education](#)

You can view the status of your CME request by following the steps below:

1. Click on **“Paramedic Summary”** located under the Certification menu on the left.
2. Scroll to the section called **“Continuing Education Summary”**.
3. You will see a list of your CME requests, the number of CME credits and the current status (pending/approved).
4. The CME requests are filtered by year. You can change the year by selecting the dropdown called **“View courses from”**.

Contact Information

Technical Support:

Tel: 519-685-8500, ext. 75621

Toll Free: 1-866-544-9882, Option 3

CME Questions (Education Coordinator):

Tel: 519-685-8500, ext. 78990

Toll Free: 1-866-544-9882, ext. 78990