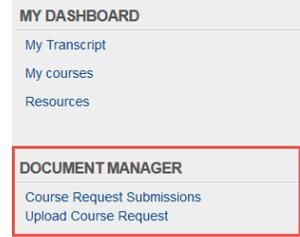


Managing Your Elective CME: Document Manager

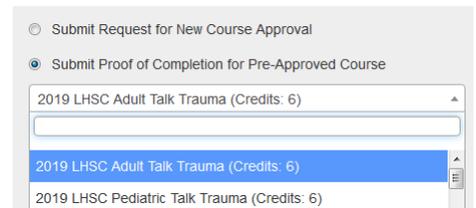
How to get started:

1. Log into the Paramedic Portal of Ontario and click Online Training
2. Locate the Document Manager menu located on the left hand side
3. Select one of the following options:
 - Course Request Submission—*view pending, approved and rejected requests*
 - Upload Course Request—*submit a new CME request*



How to submit a new CME request:

1. Click on Upload Course Request
2. Select one of the following options:
 - Submit request for a NEW COURSE approval
 - Submit proof of completion for PRE-APPROVED COURSE



Important Note: Always check the pre-approved list before submitting a new request. The pre-approved dropdown list contains a searchable text field where you can type in the course name.

Submit proof of completion for a PRE-APPROVED course:

1. Click on Submit Proof of Completion for Pre-Approved Course
2. Use the drop down list to select the course name
3. Click New Document Upload
4. Upload your supporting documents:
 - Drag and drop your file(s) or click the blue arrow to locate the files on your computer
 - Click Upload this file
5. Enter the course date
6. Click Upload Now

Important Note: Uploading documentation is now a requirement for ALL CME requests. You must upload documentation that supports your proof of completion (e.g. course certificate, sign-in sheet, email confirmation).

The screenshot shows the 'Upload supporting document(s)' form. It includes a 'Course' dropdown menu with 'ACP Preceptor' selected. Below it is the 'Upload Document(s)' section with a file upload icon and a blue arrow icon. A dashed box indicates the drop zone with the text 'You can drag and drop files here to add them.' Below the drop zone is the 'Course Date(s)' section with dropdown menus for '2', 'August', and '2019'. At the bottom are 'Upload now!' and 'Cancel' buttons. A note at the bottom states 'There are required fields in this form marked *.'

Submit request for NEW COURSE APPROVAL:

You may use this form to submit a CME activity for:

- Pre-approval *PRIOR* to attending the activity
- Approval *AFTER* attending the activity

Important Note: If a CME activity has not been approved by SWORBHP, then pre-approval must be obtained prior to attending. If you chose to take a CME activity without pre-approval, you risk not receiving CME if the activity does not meet the requirements.

1. Click on Submit Request for New Course Approval
2. Click New Document Upload
3. Type the Course Name
4. Upload your supporting documents:
 - Drag and drop your file(s) or click the blue arrow to locate the files on your computer
 - Click Upload this file
5. Enter the Course Date
6. Enter additional information in the Comments section
 - State your learning objectives
 - Describe how it enhances your clinical practice at your certification level
7. Click Upload Now

Important Note: Uploading documentation is a requirement for ALL CME requests. You must upload documentation that supports your request (see below for more information).

The screenshot shows a web form for submitting a new course approval request. It features the following sections:

- Course Name***: A text input field.
- Upload Document(s)***: A section with a maximum file size limit of 256MB. It includes a file selection interface with a blue arrow pointing to a dashed box containing the text "You can drag and drop files here to add them."
- Course Date(s)***: A section with dropdown menus for the day (2), month (August), and year (2019), along with a calendar icon.
- Comments (optional)**: A rich text editor with various formatting tools (bold, italic, list, link, image) and a text area.
- Buttons**: "Upload now!" and "Cancel" buttons at the bottom.

What type of documentation should I upload?

Pre-approval PRIOR to attending:

Documentation that outlines the course:

- Content/description
- Date
- Location
- Length of time

Examples:

Agenda, brochure, course syllabus, website

Approval AFTER attending:

Documentation that supports proof of completion:

- Your name
- Course name
- Date
- Length of time

Examples:

Course certificate, sign-in sheet, email confirmation

How to view pending, approved and/or rejected CME requests:

1. Click Course Request Submissions from the Document Manager menu
2. Your CME request(s) will appear in the table and display the current status/action (see below for more information)

Important Note: Only your pending CME requests will initially appear in this table. To view all CME requests, click the Show more link and change the By status filter to All.

The screenshot shows a search interface with a 'Name/comment search' field, a 'By user' dropdown menu set to 'ParamedicTest TestAccount (test6543)', and an 'Apply filters' button. A 'Show more...' link is highlighted with a red box. Below the filters is a table with columns: Name, Document Name, Course Date, Status, Action, Credits, and Course. Two rows are visible, with the second row's 'Status' and 'Action' cells highlighted in red. At the bottom, it says 'Showing 1 to 2 of 2 entries (filtered from 119 total entries)'.

Name	Document Name	Course Date	Status	Action	Credits	Course
Paramedic Test TestAccount (test6543)	Emergency Medicine Course	2019-03-30	Pending admin approval	Waiting for admin.	N/A	N/A
Paramedic Test TestAccount (test6543)	Road to Mental Readiness (R2MR)	2019-05-14	Rejected by administrator	Resubmit proof now	4	Road to Mental Readiness (R2MR)

Overview of the Statuses and Actions

Status: Pending admin verification
Action: Confirming Proof

Your documentation is pending review. If it meets the requirements, your request will be approved.

Status: Pending admin approval
Action: Waiting for admin

Your CME activity and documentation is pending review. If they meet the requirements, your request will be approved.

Status: Completed
Action: None

Your request was approved.

Status: Rejected by administrator
Action: Resubmit proof now

Action required—Your documentation was reviewed and it *did not* meet the requirements. You must re-submit different documentation.

Status: Proof of completion required
Action: Submit Proof/Submit Now

Action required—Your CME activity was pre-approved. You need to upload proof of completion once the activity is completed.

Status: Rejected
Action: None

Your request was denied. The CME activity *did not* meet the requirements and CME credits will not be awarded.

Important Note: If your CME activity and/or documentation was rejected you can go to the Course Request Submissions page and click on the Document Name to review the details of your request. You will see the reason and date it was rejected.

The screenshot shows a detail box for a 'Rejected' status. It includes a 'Status' field with the value 'Doesn't expire', a 'Verified' field with the value 'Rejected', a 'Rejection Reason' field with the text 'Your documentation does not meet the requirements. Please re-submit your proof of completion.', and a 'Date Rejected' field with the value '2019-08-14'. The 'Rejected by' field is empty.

Status	Doesn't expire
Verified	Rejected
Rejection Reason	Your documentation does not meet the requirements. Please re-submit your proof of completion.
Date Rejected	2019-08-14
Rejected by	

How to view your elective CME from the Transcript page:

1. Click My Transcript from the My Dashboard menu on the left hand side
2. Your transcript will be divided into different colour coded sections
 - Courses listed in the YELLOW sections will count towards your CME
 - Courses listed in the GREY sections will NOT count towards your CME
3. To determine your total number of CME for the calendar year, you must add together the "Credits Achieved" for all of the yellow sections.



Example:

SWORBHP 2019 Mandatory CME - Credits achieved: 12/12

SWORBHP 2019 Elective CME - Credits achieved: 5/12

Total CME for 2019: 17 credits

5. You can click the drop down for Show 10 entries to display more CME activities
6. To see details of a specific CME request, click the ↓ icon. If there is no arrow icon, click the course name.

SWORBHP 2019 ACP - Elective CME

Below is your elective Continuing Medical Education for 2019.

As an ACP you are required to complete 12 elective CME credits by Dec 31, 2019 in addition to the 12 mandatory credits obtained through your annual 2019 Mandatory CME.

[Click here to Submit New CME Request](#)

[Click here to view SWORBHP Webinars](#)

Total # of credits achieved for your 2019 Elective CME:

Credits achieved 10 / 12

Show 10 entries

Search:

Course	Session(s)	Date Completed	Grade	Credits	Status
PCP Preceptor	Online Session	2019-01-07	N/A	4 / 4	COMPLETED
5th Annual Pediatric Emergency Medicine Refresher Day	Online Session	2019-05-01	N/A	6 / 6	COMPLETED

Showing 1 to 2 of 2 entries

Previous Next

IT Support

If there are any discrepancies with your CME or you require technical support, please contact us at:

Tel: 519-667-6718, Option 3

Email: paramedicportalontario@lhsc.on.ca