

A User Guide for Online Tracking of Continuing Professional Development Points (CPD)

April 2016



COLLEGE OF
APPLIED BIOLOGY
Professional Accountability

www.cab-bc.org

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About the online CPD tracking program

The program is intended to replace the Excel-based CPD tracking forms used by College members. Our intent is that it will improve the ease and convenience with which members can document and retain records of their CPD activities. While the adoption of the program is voluntary at this time, it is anticipated that online tracking of CPD activities will become mandatory for all practicing College members in the coming years. This will enable the College to better fulfill its mandate of ensuring applied biology professionals are maintaining currency in their area(s) of practice.

Overview of how the program works

- A new 'record' must be created the first time an activity is logged for a particular year (in the same way that activities were entered onto new sheets each calendar year in the Excel-based form).
- After selecting the appropriate record based on the calendar year in which the activities were completed, you may continually add activities to this record, delete and edit previously-entered activities.
- Sufficient information describing each activity should be included in the 'description' fields to allow the College to verify the appropriateness of the claim with respect to contributing to CPD requirements (e.g., dates, locations, providers of courses; titles, URLs of resources reviewed).
- For guidance in determining which categories to enter activities into, on each screen there is an option to see a 'Quickview of all CPD activities'. There are also links to Schedule 4 (the detailed CPD eligibility Rules) and this User Guide on each screen.
- A copy of annual CPD records can be saved as a PDF or printed from the 'view' screen.
- Upon the launch of the online CPD program in April of 2016, College members were able to enter activities for the years 2015 and 2016. Entries for subsequent years will be enabled during the first week of January.

In the event of any discrepancy between this program and [Schedule 4](#) of the College of Applied Biology Rules, the provisions of Schedule 4 will prevail.

Confidentiality and security considerations

All information entered into the program, including uploaded files, will be treated as confidential and will be used by College officials strictly for the purposes of ensuring compliance with College requirements. Any information transmitted to the College of Applied Biology is encrypted using an SSL certificate which ensures secure communication between you and the web server. The server is also makes use of Web Application Firewall (WAF) which proactively protects the site from potential hackers or Distributed Denial of Service (DDOS) attacks. The College exclusively uses servers that are based in Canada for the storage of all data.

How to enter the secure CPD tracking area of the College website

1. Click on the 'Member login' tab near the top center area of the homepage



2. Enter your username (format: Firstname Lastname) and password

Member Login

You do not need to login to pay dues

Username *

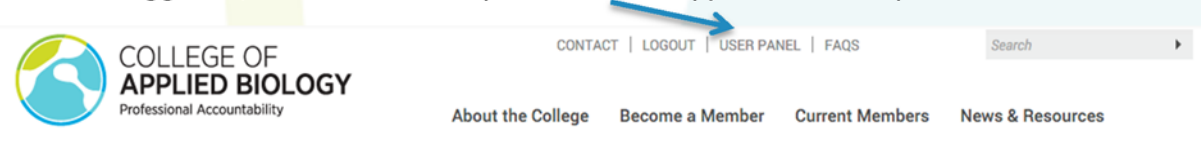
Please log in using your first and last name as the username, in the following case-sensitive format: Firstname Lastname
If you have two last or first names please hyphenate them. For Example: John Alex-Smith

Password *

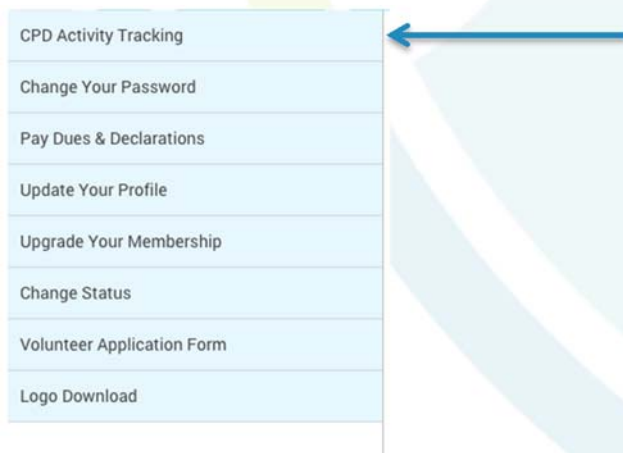
Enter the password that accompanies your username. You would have received this password from the CAB.
If you did not receive a password please [contact the CAB](#).

[LOG IN](#) [Did you forget your password?](#)

3. Once logged in, click on the 'user panel' tab that appears at the top of the screen



4. Select 'CPD Activity Tracking' from the side menu (insert arrow)



How to enter CPD activities

1. If you have not started a record for the particular year in which the activity occurred, click on the blue button to begin a record for the appropriate year.

Continuing Professional Development Activity Tracking

View [Schedule 4](#) for rules about CPD point eligibility.

Read the [Quick Start Guide](#) for online CPD tracking.

BEGIN A RECORD OF CPD ACTIVITIES FOR A NEW YEAR



2. If there is an existing record of CPD activities for the same year in which you want to record an additional activity, click on 'Edit/Add CPD entries for this year' in the appropriate table.

Continuing Professional Development Activity Tracking

View [Schedule 4](#) for rules about CPD point eligibility.

Read the [Quick Start Guide](#) for online CPD tracking.

BEGIN A RECORD OF CPD ACTIVITIES FOR A NEW YEAR

Year	CPD Records	Add/Edit
CPD entries for 2016	View	Add/Edit CPD entries for this year



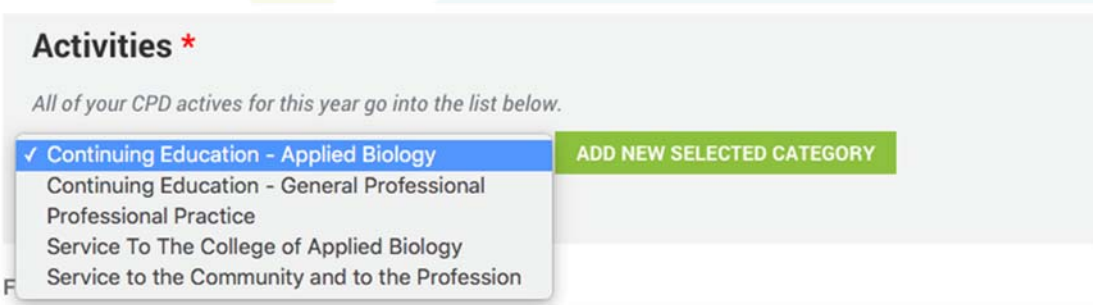
3. Referencing the list of eligible activities in [Schedule 4](#), select from the 5 main activity types in the drop down menu beside the 'add new CPD activity button' (this will be below the table summarizing activities if you have previous entries).

Activities *

All of your CPD actives for this year go into the list below.

- Continuing Education - Applied Biology
- Continuing Education - General Professional Practice
- Service To The College of Applied Biology
- Service to the Community and to the Profession

ADD NEW SELECTED CATEGORY



4. Click on the 'Add new CPD activity' button. Information about point eligibility for the selected activity type will appear.

- CPD Activity Tracking ▼
- Add a new year of CPD activities
- Change Your Password
- Pay Dues & Declarations
- Update Your Profile
- Upgrade Your Membership
- Change Status
- Volunteer Application Form
- Logo Download

Add new CPD Activity

Year of activities *

Year *

2015 ▼

This is the year for hours tracked.

Enter each individual activity for the selected year.

Activities *

All of your CPD actives for this year go into the list below.

Continuing Education - Applied Biology ▼ ADD NEW SELECTED CATEGORY

5. Choose the appropriate activity type from the drop down menu that appears, and complete the fields to describe the activity. If you wish to upload a supporting file, click on the 'choose file' button, navigate to where it is stored, select it, and click 'upload'. Click on 'add this activity to the record' after all of the required details are entered.

Add new Selected Category

Continuing Education - Applied Biology

This category includes activities that members undertake to maintain practice competence in or develop competence in new areas of practice in applied biology.

- All formal and informal (i.e., self-directed activities) are eligible for one CPD point/hour.
- A maximum of 15 points/year can be claimed for combined formal and informal (i.e., self-directed) activities, unless an approved Learning Plan is in place.
- Points earned in this category may be carried forward for three years.

Activity Date *

Click on "Show End Date" for activities longer than one day

Show End Date

Date

01/16/2016

E.g., 01/16/2016

Activity Type *

- Select a value - ▼

Description *

(eg. name of course / workshop / organization / resource / publication)

Total Hours *

Points Claimed *

Are these carryover points?

Attach Supporting Materials (optional)

Choose File No file chosen UPLOAD

(e.g. agendas, images, records)

ADD THIS ACTIVITY TO THE RECORD CANCEL

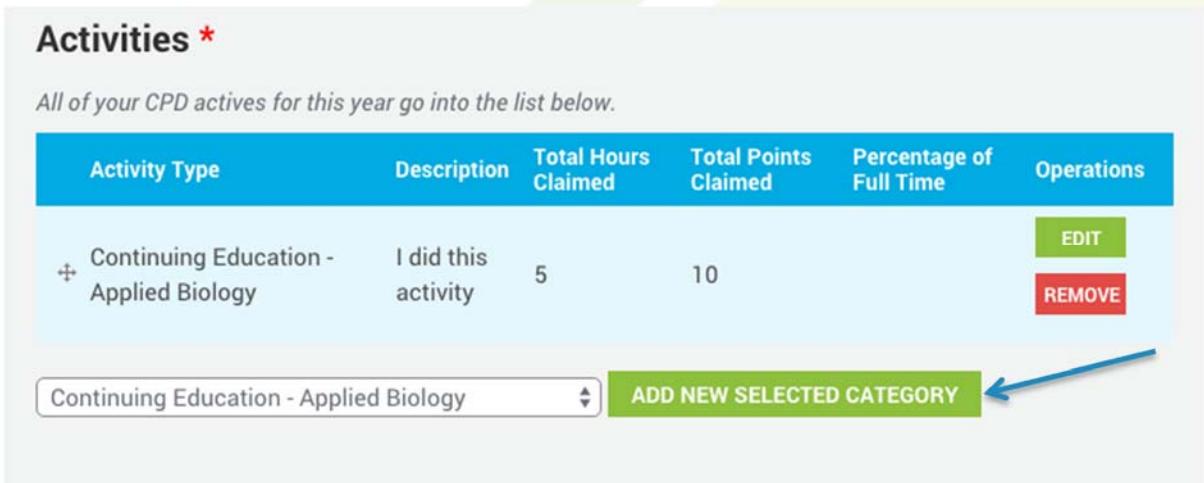
6. The CPD activity you just entered should now appear in a blue summary table. To add more activities, selected the appropriate category from the drop-down menu below the table, and click on the 'add new CPD activity' button. Or, edit or delete previous entries by clicking on the appropriate button in the blue table.

Activities *

All of your CPD actives for this year go into the list below.

Activity Type	Description	Total Hours Claimed	Total Points Claimed	Percentage of Full Time	Operations
+ Continuing Education - Applied Biology	I did this activity	5	10		EDIT REMOVE

Continuing Education - Applied Biology [ADD NEW SELECTED CATEGORY](#)



7. When you are finished adding activities, ensure you click on the 'Save all CPD activities for this year' button at the bottom of the screen.

Year of activities *

Year *

2015

This is the year for hours tracked.

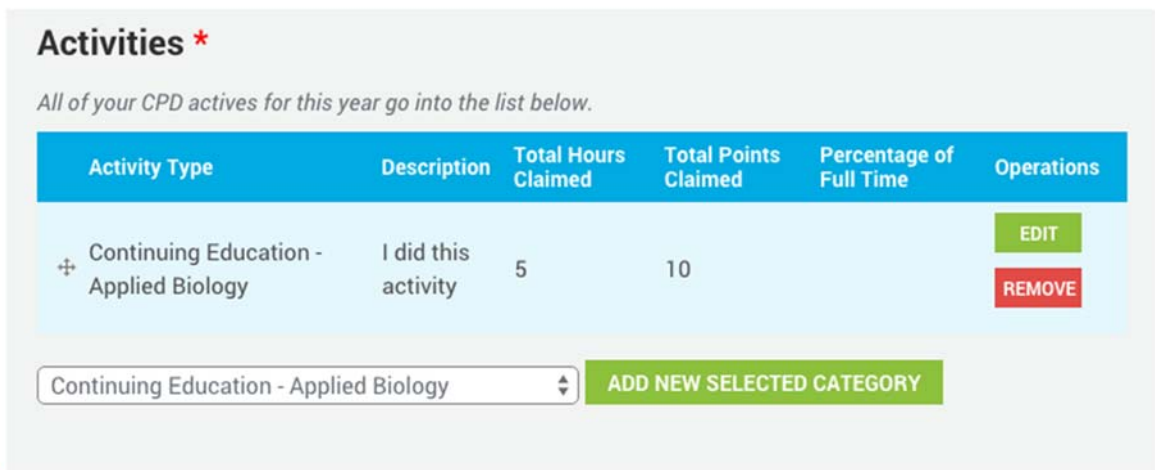
Enter each individual activity for the selected year.

Activities *

All of your CPD actives for this year go into the list below.

Activity Type	Description	Total Hours Claimed	Total Points Claimed	Percentage of Full Time	Operations
+ Continuing Education - Applied Biology	I did this activity	5	10		EDIT REMOVE

Continuing Education - Applied Biology [ADD NEW SELECTED CATEGORY](#)



[SAVE ALL CPD ACTIVITIES FOR THIS YEAR](#)



How to edit existing records of CPD activities

Note: Existing CPD records can only be edited for the current year (i.e., it is not possible to edit CPD records for previous years after finalizing and submitting them).

1. After logging in and selecting 'CPD activity tracking' from the user panel menu, click on the link to 'Edit/Add entries for this year'.

Continuing Professional Development Activity Tracking

View [Schedule 4](#) for rules about CPD point eligibility.

Read the [Quick Start Guide](#) for online CPD tracking.

BEGIN A RECORD OF CPD ACTIVITIES FOR A NEW YEAR

Year	CPD Records	Add/Edit
CPD entries for 2015	View	Add/Edit CPD entries for this year

2. Click on the green 'Edit' button that corresponds with the activity entry that you are editing.

Year of activities *

Year *

2015

This is the year for hours tracked.

Enter each individual activity for the selected year.

Activities *

All of your CPD actives for this year go into the list below.

Activity Type	Description	Total Hours Claimed	Total Points Claimed	Percentage of Full Time	Operations
Continuing Education - Applied Biology	I did this activity	5	10		EDIT REMOVE

Continuing Education - Applied Biology [ADD NEW SELECTED CATEGORY](#)

SAVE ALL CPD ACTIVITIES FOR THIS YEAR

3. After editing any necessary fields, click on the green 'update selected category' button.

Activity Type *
Organizing meetings or Seminars

Description *
Changed some information

(E.g., include details and position held, activity performed, names of mentees)

Total Hours *
10

Organizing events for College members = 1 point/hour to max. of 5/year

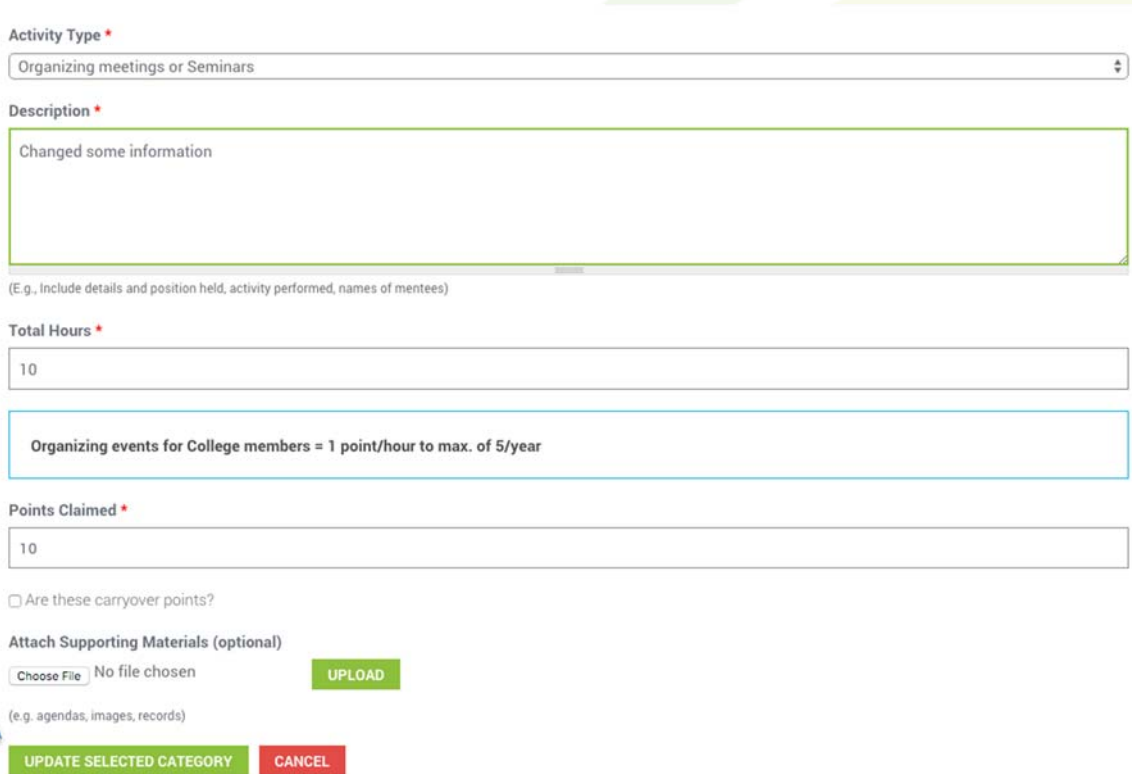
Points Claimed *
10

Are these carryover points?

Attach Supporting Materials (optional)
Choose File No file chosen **UPLOAD**

(e.g. agendas, images, records)

UPDATE SELECTED CATEGORY **CANCEL**



4. After you are finished editing, ensure you click on the green 'save all CPD activities for this year' button at the bottom of the screen.

Year of activities *
Year *
2015

This is the year for hours tracked.

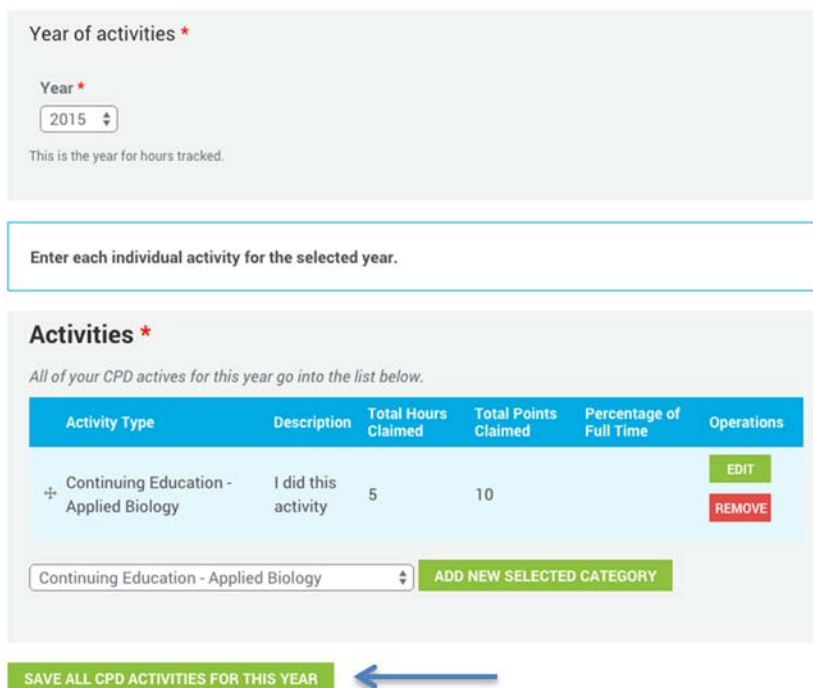
Enter each individual activity for the selected year.

Activities *
All of your CPD actives for this year go into the list below.

Activity Type	Description	Total Hours Claimed	Total Points Claimed	Percentage of Full Time	Operations
Continuing Education - Applied Biology	I did this activity	5	10		EDIT REMOVE

Continuing Education - Applied Biology **ADD NEW SELECTED CATEGORY**

SAVE ALL CPD ACTIVITIES FOR THIS YEAR



How to view, save, or print your CPD records

1. From the home screen (after logging into the CPD program), click 'view' to see your record of CPD activities for the selected year.

Continuing Professional Development Activity Tracking

View [Schedule 4](#) for rules about CPD point eligibility.

Read the [Quick Start Guide](#) for online CPD tracking.

BEGIN A RECORD OF CPD ACTIVITIES FOR A NEW YEAR

Year	CPD Records	Add/Edit
CPD entries for 2015	View	Add/Edit CPD entries for this year

2. While on the 'view' screen, right click and select 'print' from the menu to print the record on your screen. Alternatively, when the printer window appears, choose 'save as PDF' to save an electronic file for your records.

Form Submission: Summary of CPD Activities

CONTINUE ADDING/EDITING CPD ENTRIES

CPD Activities for 2016

2.1 Continuing Education - General Professional

2.1.1 Formal Learning	Total Hours	Pts Claimed	Carryover to Next Year
sa (On Jan 12, 2016)	45	24	
<i>Total points claimed for general professional category</i>	45	15	9

4.0 Service To The College of Applied Biology

4.3 Chairing College Committees	Total Hours	Pts Claimed	Carryover to Next Year
ata (On Jan 12, 2016)	10	10	5
<i>Subtotal 4.3 Chairing College Committees</i>	10	5	5

Total Hours	Total Points	Total Point Carryover to next year
55	20	14

I'M FINISHED ENTERING ACTIVITIES FOR THIS YEAR. SUBMIT RECORD



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