

HANDBOOK

CE Learning Module – User Guide



Introduction

The College of Naturopaths of Ontario has introduced a new online learning module to simplify continuing education (CE) reporting. This new system allows registrants to record CE activities throughout their three-year reporting cycle, automatically track credits, and submit CE records electronically.

Review the steps to access the learning module, add CE activities and submit your CE report.

CE requirements

Registrants holding a General class Certificate of Registration must complete a total of **70 CE credits every three years, this includes:**

- **30 Category A credits**
 - three must be related to Jurisprudence
 - six must be related to Prescribing/Pharmacology (if applicable)
 - additional six must be related to IVIT (if applicable)
- **40 Category B credits**

Step 1: Log in to the system

- 1) Visit the College's website.
- 2) Click login in the upper-right corner of the page.



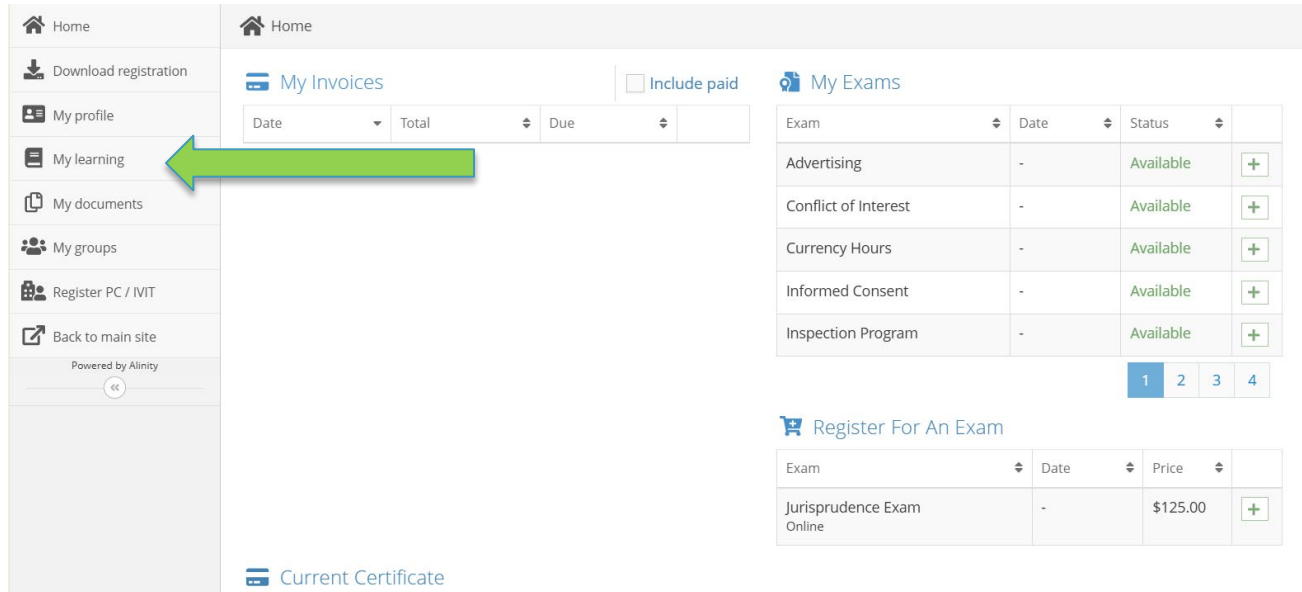
- 3) Enter your:
 - username (email address)
 - password
 click login



Step 2: Opening the learning module

After logging in:

- navigate to the menu on the left-hand side
- click my learning



The screenshot shows a user dashboard with a left-hand navigation menu. The 'My learning' option is highlighted with a green arrow. The main content area displays 'My Invoices' and 'My Exams' sections. The 'My Exams' section contains a table of available exams.

Exam	Date	Status	
Advertising	-	Available	+
Conflict of Interest	-	Available	+
Currency Hours	-	Available	+
Informed Consent	-	Available	+
Inspection Program	-	Available	+

Below the 'My Exams' table, there are tabs labeled 1, 2, 3, and 4. Below the tabs, there is a section titled 'Register For An Exam' with a table:

Exam	Date	Price	
Jurisprudence Exam Online	-	\$125.00	+

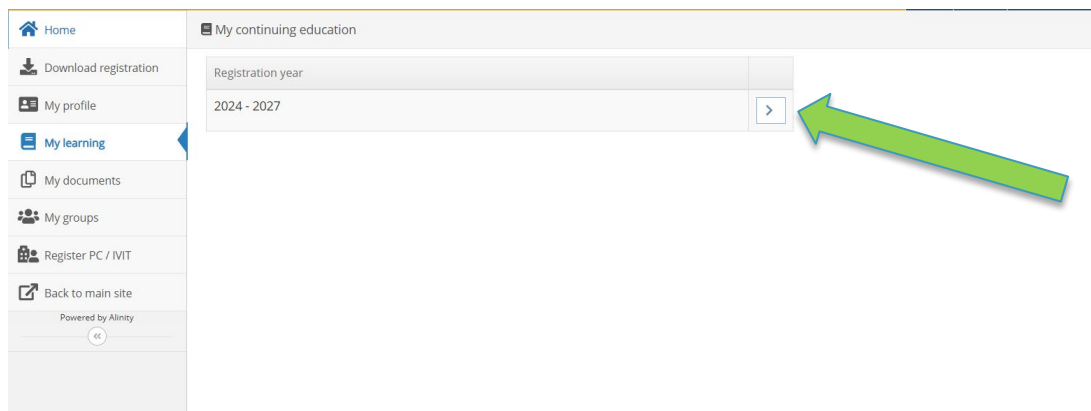
At the bottom of the dashboard, there is a link for 'Current Certificate'.

You will be taken to your learning module.

Step 3: Confirm your reporting cycle

Review your reporting cycle (which the system displays as your registration year)

- click the arrow beside the reporting cycle to open it



The screenshot shows the 'My continuing education' page. The 'Registration year' dropdown menu is open, showing '2024 - 2027'. A green arrow points to the arrow icon next to the dropdown menu.

Step 4: Review the main learning page

The learning module contains three tabs:

- self-assessment
- Category A
- Category B



For CE reporting, you will use:

- Category A
- Category B

Step 5: Add a Category A activity

4) Click the Category A tab

You will see:

- required minimum credits
- the Number of Credits completed
- jurisprudence credits
- pharmacology credits (where applicable)
- IVIT credits (where applicable)



Step 6: Add a new activity

1) To add a new activity, click add on the bottom-left hand side of the page.

The screenshot shows the 'My continuing education' page for Sokoloski, Jordan Trevor John (2707) - 2024 - 2027. The page has a sidebar with navigation links: Home, Download registration, My profile, My learning (selected), My documents, My groups, Register PC / IVIT, My organizations, My org documents, and Back to main site. The main content area is titled 'Self-Assessments' and 'Category A'. It displays requirements for Category A credits, with a minimum of 30.00 units and 0 total units. Below this, there are sections for Category A - IVIT (minimum 6.00 units, 0 completed), Category A - Pharmacology (minimum 6.00 units, 0 completed), and Category A - Jurisprudence (minimum 3.00 units, 0 completed). A green arrow points to the 'Add' button under the 'CATEGORY A' section. At the bottom right, there are 'Submit' and 'Save for later' buttons.

A new activity form will appear.

The screenshot shows the 'Add' activity form for Category A - Jurisprudence. The form is circled in green. It includes a search bar for 'Activity', a date picker for 'Date of activity' (format: yyyy-mm-dd), and a section for 'Outcome' with four radio button options: 'I plan to modify my practice based on this activity.', 'I plan to pursue additional learning in this area.', 'No change is needed to my practice at this time', and 'Other (please specify)'. At the bottom right, there are 'Submit' and 'Save for later' buttons.



- 2) Begin by searching for your course:
- type the course name

A list of approved courses will appear, select the correct course.

NOTE: Only courses that have been approved for Category A credits by the QAC will appear in the search results.

- 3) After selecting a course, the system will display:
- approved total credit value
 - applicable credit categories

Confirm you have selected the correct course.

- 4) Enter the completion date:



- enter the date the activity was completed
- type the date manually
- or, use the calendar icon

NOTE: For conferences or multi-day programs, enter the First date of the event.

5) Select an outcome

- choose the outcome that best describes how the activity affected your:
 - knowledge
 - clinical practice
 - professional development

NOTE: You may select from the predefined options or choose other and enter your description.

CATEGORY A

Add

* Activity
Prescribing Guidelines of Compounded and Conventional Hormones for Perimenopausal and Menopausal Women

Category A Units: 1.5
IVIT Units: 0
Jur Units: 0
Pharm Units: 1

* Date of activity
2025-02-06

* Outcome
☐ I plan to modify my practice based on this activity.
☒ I plan to pursue additional learning in this area.
☐ No change is needed to my practice at this time
☐ Other (please specify)

< Self-Assessments Category B >

Submit Save for later

6) Select save or continue adding courses.

Option 1: add another activity

- click add to open another activity entry window

CATEGORY A

Add

* Activity
Prescribing Guidelines of Compounded and Conventional Hormones for Perimenopausal and Menopausal Women

Category A Units: 1.5
IVIT Units: 0
Jur Units: 0
Pharm Units: 1

* Date of activity
2025-02-06

* Outcome
☐ I plan to modify my practice based on this activity.
☒ I plan to pursue additional learning in this area.
☐ No change is needed to my practice at this time
☐ Other (please specify)

< Self-Assessments Category B >

Submit Save for later



Option 2: save your progress

- clicking save for later allows you to:
 - leave the system
 - return later
 - continue adding activities throughout your reporting cycle

The screenshot shows a web form for entering continuing education (CE) activities. The form has several sections:

- Activity:** A text input field containing "Prescribing Guidelines of Compounded and Conventional Hormones for Perimenopausal and Menopausal Women". To the right, there is a trash can icon and unit counts: "Category A Units: 1.5", "IVIT Units: 0", "Jur Units: 0", and "Pharm Units: 1".
- Date of activity:** A date picker showing "2025-02-06".
- Outcome:** Four radio button options:
 - ☐ I plan to modify my practice based on this activity.
 - ☒ I plan to pursue additional learning in this area.
 - ☐ No change is needed to my practice at this time
 - ☐ Other (please specify)
- Buttons:** At the bottom right, there are two buttons: "Submit" and "Save for later". A large green arrow points directly to the "Save for later" button.
- Navigation:** Above the buttons, there are links for "< Self-Assessment" and "Category B >".

NOTE: To delete an activity, if it was entered incorrectly or in error, you can simply click the red trash can icon.

IMPORTANT: SUBMIT vs. SAVE FOR LATER

Save for later

use this option when:

- you are still completing CE for your reporting cycle
- additional activities need to be added
- you want to continue editing your record

Submit

use this option when:

- you have added all of your CE and are completely finished and for the current reporting cycle
- You are ready for the College to review your submission

NOTE: Once you click Submit your CE report becomes locked and no additional changes can be made.



Step 7: Reviewing your completed activities

When you add an activity and save for later, you will return to the overview page where you can view:

- total credits earned
- total Jurisprudence credits
- total Pharmacology credits
- total IVIT credits

Home > My continuing education > Sokolowski, Jordan Trevor John (2707) - 2024 - 2027

Self-Assessments Category A Category B

REQUIREMENTS

The totals in this section recalculate as you make changes on the form. Check back here to ensure you have met your requirements.

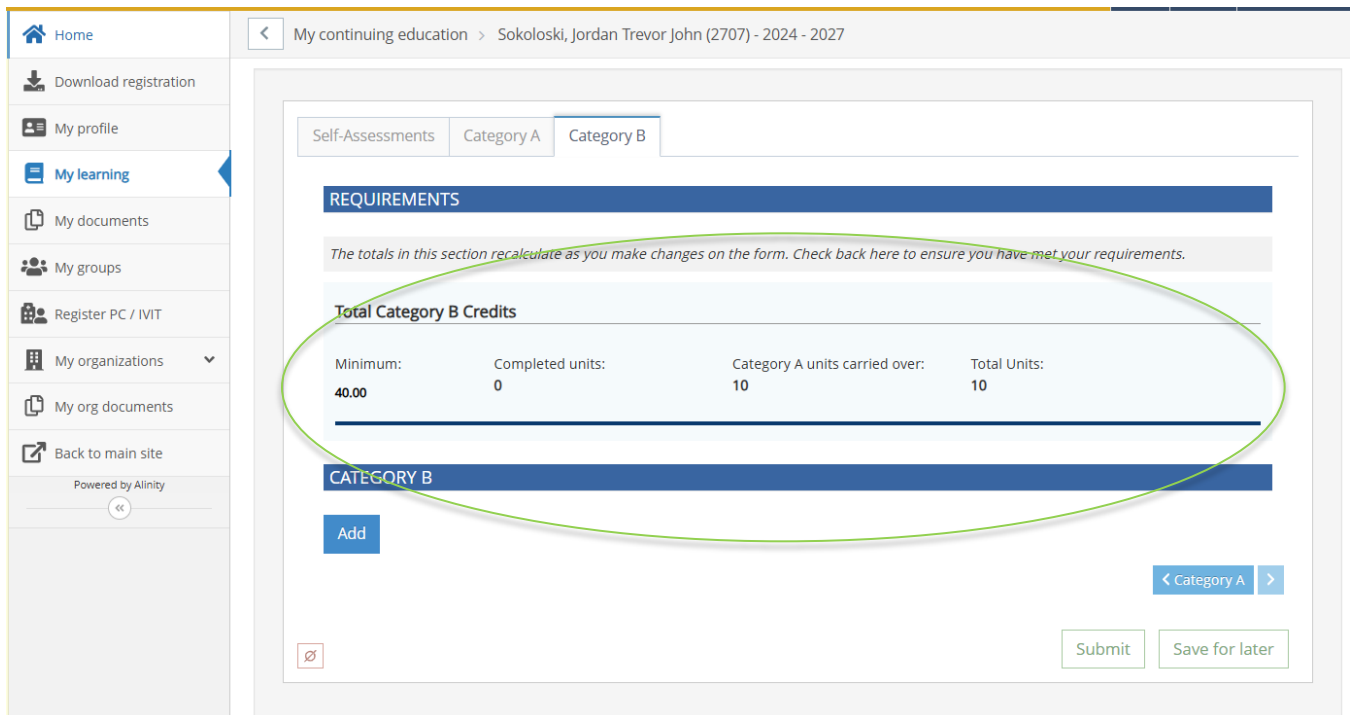
Total Category A Credits	
Minimum: 30.00	Total Units: 40
Category A - IVIT	
Minimum: 6.00	Completed units: 30
Category A - Pharmacology	
Minimum: 6.00	Completed units: 6.5
Category A - Jurisprudence	
Minimum: 3.00	Completed units: 3



CATEGORY B ACTIVITIES

Step 8: Open the Category B Tab

Click the Category B tab.



The screenshot shows a web interface for continuing education. The left sidebar contains navigation links: Home, Download registration, My profile, My learning (selected), My documents, My groups, Register PC / IWT, My organizations, My org documents, and Back to main site. The main content area is titled 'My continuing education > Sokoloski, Jordan Trevor John (2707) - 2024 - 2027'. It features three tabs: Self-Assessments, Category A, and Category B (selected). Below the tabs is a 'REQUIREMENTS' section with a note: 'The totals in this section recalculate as you make changes on the form. Check back here to ensure you have met your requirements.' A table titled 'Total Category B Credits' displays the following data:

Minimum:	Completed units:	Category A units carried over:	Total Units:
40.00	0	10	10

Below the table is a 'CATEGORY B' section with an 'Add' button. At the bottom right, there are navigation buttons for '< Category A' and '>', and two action buttons: 'Submit' and 'Save for later'.

The page displays:

- the required Category B credits
- category B credits completed
- category A credits carried over
- and the total number of Credits completed



Step 9: Add a new Category B activity

- 1) click the add button
 - a new activity form will appear
- 2) select the activity type from the drop down

examples include:

 - teaching or presenting
 - attending non-Category, A courses
 - journal article review
 - committee participation

when you select an activity type, the system displays:

- the credit rules
- maximum allowable credits
- documentation requirements

NOTE: Review this information carefully before proceeding.



3) complete the activity details

Description: provide a clear description of the activity, examples include:

- name of presentation delivered or attended
- journal article reviewed
- the committee served on

Provider (optional): enter the organization or provider associated with the activity. While optional, providing additional information may assist if your record is reviewed.

Units: enter the number of credits being claimed. Remember to ensure that it complies with the credit rules and maximum allowable credits.

Date: enter the date of completion.

Outcome: select or enter the outcome achieved from the activity.

CATEGORY B

Add

*** Activity**

Presenter/lecturer

1 credit per presenting hour

- Letter from provider/sponsor confirming presentation (including date); OR
- Promotional materials with information about presentation (must include Registrants name and date of presentation)

✕

*** Description**

Title: Presenting a REP on the new CE System

Course provider

College of Naturopaths of Ontario

*** Units**

1

*** Date of activity**

2026-07-20

📅

*** Outcome**

☐ I plan to modify my practice based on this activity.

☒ I plan to pursue additional learning in this area.

☐ No change is needed to my practice at this time

☐ Other (please specify)

< Category A >

Submit

Save for later

✕

Click save for later to retain the activity and continue building your CE log.



Step 10: Continue recording activities throughout your CE cycle

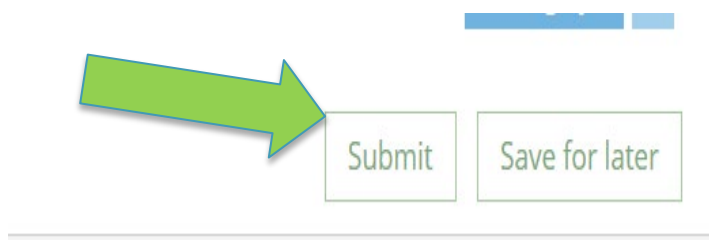
One of the primary benefits of the new learning module is that you can:

- add activities as they occur
- maintain your CE Portfolio continuously
- monitor your progress in real time
- avoid reconstructing three years of learning at reporting time

Step 11: Submit your CE report

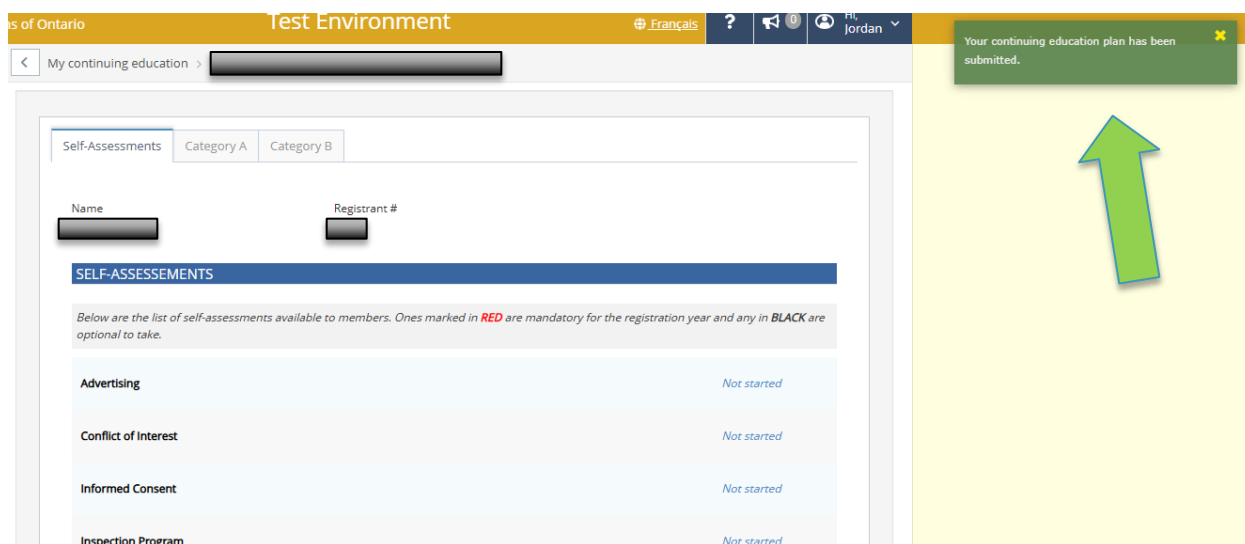
Only submit your report once:

- all activities have been entered
- you have reviewed your records
- you have verified that you have met the necessary credit requirements



- 1) submit your report
 - review all Category A and B activities
 - confirm all information is accurate
 - click submit

A green confirmation message will appear in the top right corner indicating that your CE report has been submitted.



After submission

Once submitted:

- the College receives notification of your submission
- staff review your CE record
- credits and requirements are verified
- the College will contact you if clarification or additional information is required

Troubleshooting

I accidentally clicked submit instead of save for later, but I still have courses to add: Once submitted, your CE Report become locked. You must contact the College at ga@collegeofnaturopaths.on.ca if changes are required after submission.

I can't log in: Use the forgot password feature to generate a temporary password that will be sent to your email address. Always make sure to check your junk folder.

My IVIT or pharmacology credits are not appearing correctly: Go ahead and enter the activity and send us an email letting us know that the information doesn't seem to be adding correctly.

If I don't need Pharmacology credits but the course I've completed offers them, can I still use them? Yes, you can. If you have not met the Standard of Practice for prescribing but have completed a course that includes pharmacology credits in the breakdown, those credits will automatically be assigned to your Category A total.

The course I took is not listed: Only courses that have been reviewed and approved by the Quality Assurance Committee are listed under the Category A tab. If you wish to apply to have your course reviewed and approved, you can get the information about this process on our website. Also, if the course is not listed as an approved Category A activity, it can be used to meet your Category B requirements.

Something isn't working: Because the learning module is new, technical issues may occur. Please let us know so that we can review and correct them.

