**How to Upload Continuing Education (CE) Certificates to the Registrant Portal**

**Step 1: Click on the Quality Assurance tab on the toolbar at the top**

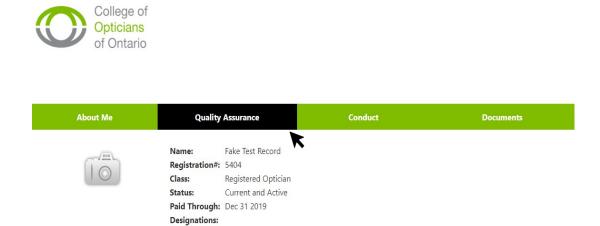College of
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of Ontario

| About Me | Quality Assurance | Conduct | Documents |
|----------|-------------------|---------|-----------|

**Name:** Fake Test Record
**Registration#:** 5404
**Class:** Registered Optician
**Status:** Current and Active
**Paid Through:** Dec 31 2019
**Designations:**
**Date of Birth:** Sep 9 1999
**Gender:** Male
**District:** Western

**Step 2: Click "Add New Course" in the Professional Portfolio section of the page**

**Professional Portfolio**

**Accredited Activity Summary**

Year: 2019 ▾

| Date Completed | CE Activity Name | Accreditation Number | Number of Hours | Earned |
|----------------|------------------|----------------------|-----------------|--------|
| **Eyeglass:** | | | | Hours Earned: 0 of 4 |
| **Contact Lens:** | | | | Hours Earned: 0 of 4 |
| **Refraction (RF):** | | | | Hours Earned: 0 of 2 |

Upload Certificate          Add New Course

**Step 3: Enter the Accreditation number of the course and click "Find"**

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**SEARCH FOR COURSE**

\*Ce Year Equals          2019 ▾

Accreditation Num          3720
Contains

Find

Please enter your search criteria to view results

Back/Cancel

**Step 4: Click "Select"**

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**SEARCH FOR COURSE**

\*Ce Year Equals          2019 ▾

Accreditation Num          3720
Contains

Find

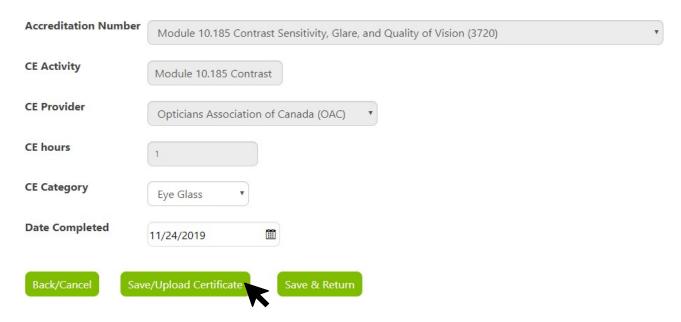| Accreditation number | CE Activity | Provider | CE Hours | CE Category | Expiration Date | |
|---|---|---|---|---|---|---|
| 3720 | Module 10.185 Contrast Sensitivity, Glare, and Quality of Vision | OAC | 1 | EG | 06/07/2022 | Select |

Back/Cancel

**Step 5: Review the CE hours and choose the appropriate CE category (eyeglass, contact lens, refraction).**

**Then, enter the "Date Completed". Click "Save/Upload Certificate" to upload your completion certificates. You can also click "Save & Return" to upload certificates at a later date.**

| | |
|---|---|
| **Accreditation Number** | Module 10.185 Contrast Sensitivity, Glare, and Quality of Vision (3720) ▾ |
| **CE Activity** | Module 10.185 Contrast |
| **CE Provider** | Opticians Association of Canada (OAC) ▾ |
| **CE hours** | 1 |
| **CE Category** | Eye Glass ▾ |
| **Date Completed** | 11/24/2019 📅 |

Back/Cancel   Save/Upload Certificate   Save & Return

**Step 6: Click "Choose File" to submit documentation. This can be uploaded at a later date.**

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**UPLOAD PROOF OF CE**

To upload a copy of your professional liability insurance policy please follow the steps below:

1. Select "Choose File"
2. Locate the relevant file on your computer and select "Open"
3. Click "Upload"
4. Click "Save & Return"

No document uploaded

Choose File   No file chosen
* Upload

Cancel   Save & Return