How to Upload Continuing Education (CE) Certificates to the New Member Portal

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

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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
Contains
3720

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
Contains
3720

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). The category cannot be edited once completed. Ensure that you have chosen the category for hybrid courses prior to entering into the portal.

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]