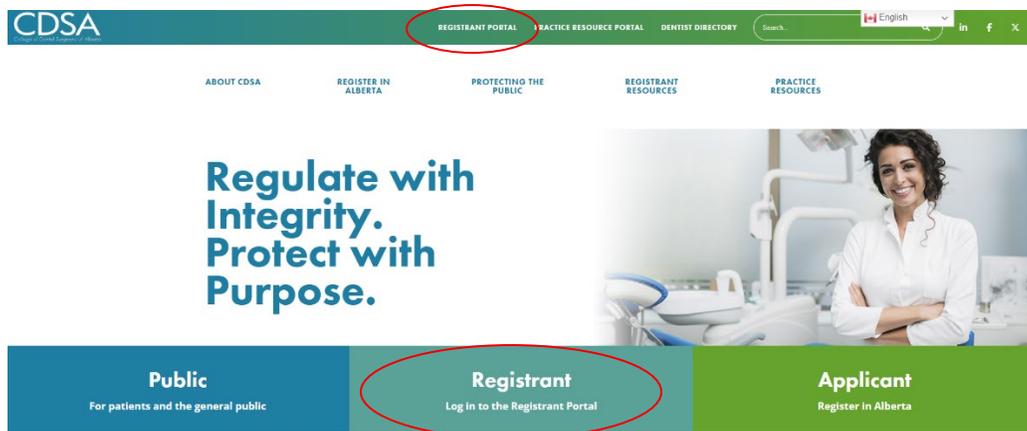


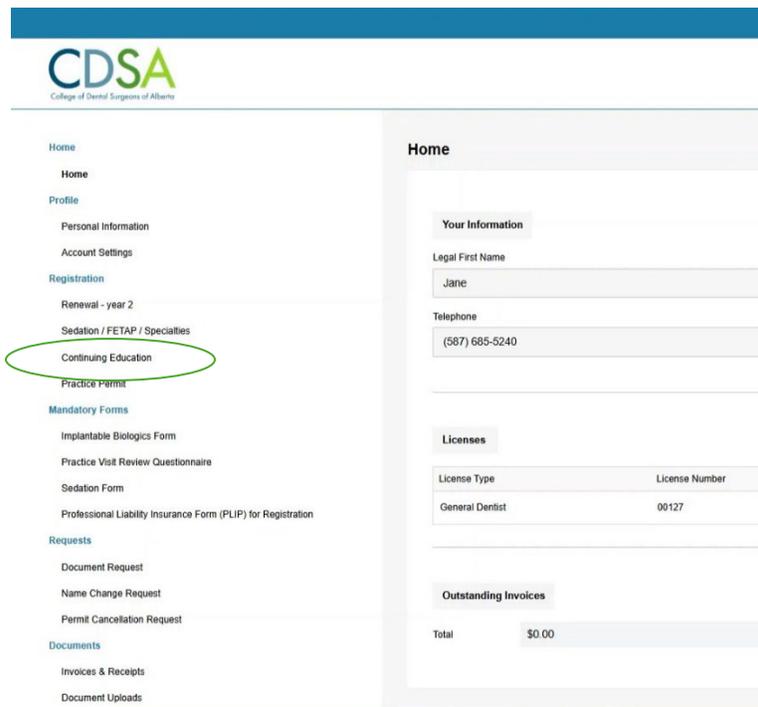
A Step-By-Step Guide to Submitting Your Continued Education Credit Hours in the New Registrant Portal Training

If you have not set up your new CDSA Registrant Portal account, please view the 'Welcome to the Registrant Portal' video or pdf to learn how to set up your account.

1. To log in to your account, visit the CDSA website and click Registrant Portal. Log in using your email and password.

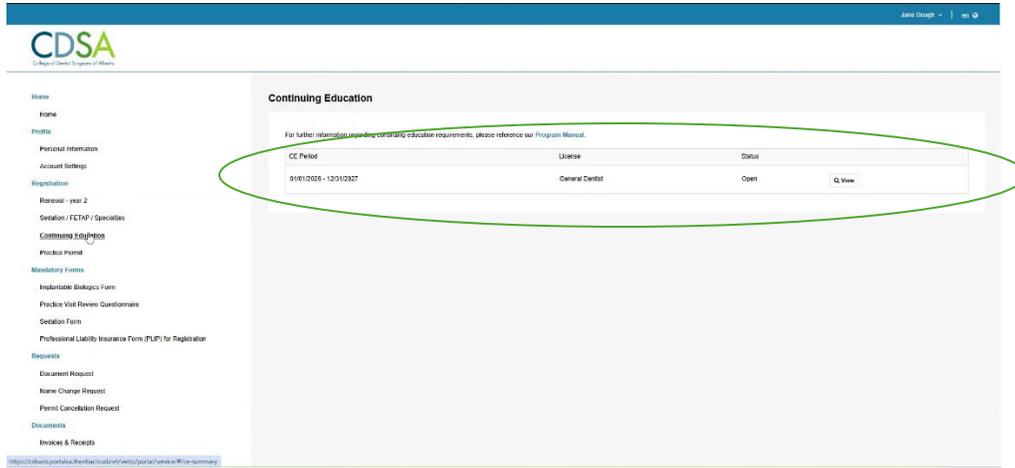


2. Once logged in you will see your personal information. In the navigation menu click 'Continuing Education.'



Continued on Next Page...

- In the Continuing Education area of your profile, you will be able to access your Continuing Education Hours for every reporting period moving forward. 2026 to 2027 is the only reporting period available until the next reporting cycle.



- Also of note, you will be able to access the Continuing Competence Program Manual from this page. Click 'Program Manual' to view. The Continuing Competence Program Manual details the program requirements, audit details, the credit maximums available for each learning category, and exemptions.

Continuing Education

For further information regarding continuing education requirements, please reference our [Program Manual](#).

CE Period	License	Status
01/01/2026 - 12/31/2027	General Dentist	Open



Continued on Next Page...

- Back at your Continuing Education page, to log new CE Credits and check existing credits click 'View' on the current CE period.

Continuing Education

For further information regarding continuing education requirements, please reference our [Program Manual](#).

CE Period	License	Status	
01/01/2026 - 12/31/2027	General Dentist	Open	Q View

- At the top of the Continuing Education Summary page you will see how many hours you have submitted this period and how many remaining hours you have left to complete.



- Home
- Home
- Profile
- Personal Information
- Account Settings
- Registration
- Renewal - year 2
- Sedation / FETAP / Specialties
- Continuing Education
- Practice Permit
- Mandatory Forms
- Implantable Biologics Form
- Practice Visit Review Questionnaire
- Sedation Form
- Professional Liability Insurance Form (PLIP) for Registration
- Requests
- Document Request
- Name Change Request
- Permit Cancellation Request
- Documents
- Invoices & Receipts
- Document Uploads

Continuing Education Summary

Dentists must obtain 60 credits in two-year cycles. For Dentists registering within the two-year cycle, these requirements vary. Credit hours are based on 15 credits for each half-year remaining in the cycle excluding the half-year period at time of registration. Each two-year cycle commences January 1 of the even calendar year and ends December 31 of the odd calendar year.

Status: **Open**

License	CE Period	Total Submitted this CE Period	Total Remaining
General Dentist	01/01/2026 - 12/31/2027	0	60

Credits By Category

Category	Minimum Units required	Current Units
Clinical Dental: Course (Lecture Facial Esthetics Adjunctive Procedures (FETAP) Training Course	N/A	0
Clinical Dental: Philanthropic Clinics	N/A	0
Clinical Dental: Teaching (Part Time)	N/A	0
Clinical Dental: Teaching (Full Time)	N/A	0
Clinical Dental: Course (Lecture Anaesthesia / Sedation Training Course	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Advanced Life Support (PALS) Renewal	N/A	0
Clinical Dental: Dental/Medical Emergencies Advanced Cardiac Life Support (ACLS) Renewal	N/A	0
Clinical Dental: Dental/Medical Emergencies Advanced Cardiac Life Support (ACLS)	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Advanced Life Support (PALS)	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Emergency Airway Management	N/A	0

Continued on Next Page...

- Under that, you will see a list of Credits by Category. This outlines all the categories available for submission, minimum credits required for that category, and your total credit hours logged in that category.

Credits By Category		
Category	Minimum Units required	Current Units
Clinical Dental: Course /Lecture Facial Esthetics Adjunctive Procedures (FETAP) Training Course	N/A	0
Clinical Dental: Philanthropic Clinics	N/A	0
Clinical Dental: Teaching (Part Time)	N/A	0
Clinical Dental: Teaching (Full Time)	N/A	0
Clinical Dental: Course /Lecture Anaesthesia / Sedation Training Course	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Advanced Life Support (PALS) Renewal	N/A	0
Clinical Dental: Dental/Medical Emergencies Advanced Cardiac Life Support (ACLS) Renewal	N/A	0
Clinical Dental: Dental/Medical Emergencies Advanced Cardiac Life Support (ACLS)	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Advanced Life Support (PALS)	N/A	0
Clinical Dental: Dental/Medical Emergencies Pediatric Emergency Airway Management	N/A	0
Clinical Dental: Course /Lecture Sleep Disordered Breathing Training Course	N/A	0
Clinical Dental: Course /Lecture Cone Beam Computerized Tomography (CBCT) Training	N/A	0
Clinical Dental: Publication/Authorship	N/A	0
Clinical Dental: Examiner (U of A)	N/A	0
Clinical Dental: Dental/Medical Emergencies Emergency Airway Management	N/A	0
Clinical Dental: Examiner (NDEB or RCDC)	N/A	0
Clinical Dental: Lunch and Learn	N/A	0

- To add new logged credit hours scroll to the bottom of the page. Under CE Activities you will be able to track and add your CE Credits. To log a new credit click 'Add New.'

CE Activities

CE Category	Activity Provider	Date of Completion	Number of Hours
No activity records have been added. Click + Add New to add a new activity.			
<div style="border: 2px solid green; border-radius: 50%; width: 150px; height: 30px; display: inline-block; margin: 0 auto; text-align: center; vertical-align: middle;">+ Add New</div>			

Continued on Next Page...

- Select the CE Category from the dropdown menu.

New Continuing Education

All information with a red asterisk (*) is required.

CE Category *

Activity Provider *

Date of Completion *

Number of Hours *

Please upload any supporting documentation *

10. Enter the activity provider, date of completion, number of hours and any supporting documents. You can upload more than one supporting document. A form of proof of attendance or completion for each activity is required. Click 'Save'.

New Continuing Education

All information with a red asterisk (*) is required.

CE Category *

Single or multi-day course, or scientific lecture where the course or lecture is:

- in person and/or hands on
- live virtual, interactive webinar where the course is delivered in real time, various platforms including Zoom, Google Meet, Skype, Cisco WebEx, etc.
- self-study or pre-recorded and has an examination, various mediums include video tapes, CD-ROM, internet, print based materials. Eligible for credit on an hour for hour basis with a maximum of 8 hours per day.

Activity Provider *

Date of Completion *

Number of Hours *

Please upload any supporting documentation *

data_Sample Document.pdf

Continued on Next Page...

11. You will be taken back to Your CE Summary page. Here you will now see your total submitted hours as well as the updated total of remaining hours required for the CE

Reporting Period. This update will also be reflected in the Credits by Category section for the category of the activity added.

Continuing Education Summary

Dentists must obtain 60 credits in two-year cycles. For Dentists registering within the two-year cycle, these requirements vary. Credit hours are based on 15 credits for each half-year remaining in the cycle excluding the half-year period at time of registration. Each two-year cycle commences January 1 of the even calendar year and ends December 31 of the odd calendar year.

Status: Open

License	CE Period	Total Submitted this CE Period	Total Remaining
General Dentist	01/01/2026 - 12/31/2027	6	54

12. All of your submitted activities will be found in the CE Activities section. Should you need to delete or update your activity submission you can easily do both by clicking Delete or Update.

CE Activities

CE Category	Activity Provider	Date of Completion	Number of Hours	
Clinical Dental: Course /Lecture	Acme Dental Courses	01/01/2026	6	<input type="button" value="Update"/> <input type="button" value="Delete"/>

+ Add New

13. If you make any edits, click 'Save' to ensure your changes are logged.

New Continuing Education

All information with a red asterisk (*) is required.

CE Category *

Single or multi-day course, or scientific lecture where the course or lecture is:

- in person and/or hands on
- live virtual, interactive webinar where the course is delivered in real time, various platforms including Zoom, Google Meet, Skype, Cisco WebEx, etc.
- self-study or pre-recorded and has an examination; various mediums include video tapes, CD-ROM, internet, print based materials. Eligible for credit on an hour for hour basis with a maximum of 8 hours per day.

Activity Provider *

Date of Completion *

Number of Hours *

Please upload any supporting documentation *

data_Sample Document.pdf

You can now track and log your Continuing Credit Hours. The CDSA encourages you to explore and familiarize yourself with these processes and the new Registrant Portal.