

Instructions for submitting for Continuing Competence Program (CCP) credits for the mandatory e-Learning course; *“Protecting Patients from Sexual Abuse and Misconduct”*

Background: Bill 21 requires that all regulated health professionals in Alberta successfully complete training regarding protection of clients from sexual abuse and misconduct prior to December 31, 2020. The Alberta Federation of Regulated Health Professions (AFRHP), of whom CRDHA is a member, developed this e-Learning course. Instructions for submitting for CCP credit are:

After selecting Add in the Learning Activities section on the CRDHA Member Portal on the CRDHA website:

Select (CH01h)-Bill 21 from the Type dropdown list

End	Claimed	Unlimited approved	Limited approved
1, 2019	Mar 20, 2019	1.75	1.75 0.00

LEARNING ACTIVITIES

Add

To make additional CCP entries, click the ADD button. Once all entries are complete, press SUBMIT to complete the process. **PLEASE NOTE:** Once the SUBMIT button has been chosen you cannot make further CCP entries until it has been reviewed.

Activity

* Type: [CH01h] - Bill 21

Activity: [CH01h] - Bill 21

If your activity is not listed, please describe it here ?

* Instructor: [AFRHP (or CRDHA)]

* Start date: yyyy-mm-dd

* Completed date: yyyy-mm-dd

* Claimed credits: 2

Select Bill 21- An Act to Protect Patients from the Activity dropdown list.

Add AFRHP (or CRDHA) for instructor

Add 2 for number of claimed credits

Choose College of Registered Dental Hygienists of Alberta from Sponsor dropdown list

Here are some tips to help you navigate the course and successfully print your Certificate of Completion, which you will also need to upload when submitting for CCP credit:

1. Use of a desktop computer or tablet is recommended for this course. Mobile compatibility has been inconsistent.
2. The suggested browser for completing this course is Google Chrome. Users may encounter issues when using Mozilla Firefox, Microsoft Edge, Microsoft Internet Explorer or Safari.

3. Ensure your browser is set to allow pop-ups in order to have the print dialogue box appear at the end of the course.
4. The course must be completed in one sitting, prior to December 31, 2020.
5. Be prepared to “Print” the “Certificate of Completion” at the conclusion of the course as you cannot access the print function later. Depending on your computer (or tablet) and software, this can be achieved through a variety of methods:
 - Print directly to your printer then scan it for uploading to CRDHA.
 - If a printer is unavailable, still select “Print”, and you will be presented with some print to file options you can use to save the certificate on your desktop or in a file folder to print later.
 - Right click on the certificate, then select “Save As” and save the certificate to your desktop or a file folder then retrieve later to print.
 - Right click on the certificate and select “Copy image” then paste the image into a blank word document which you then save and retrieve later to print. Ensure that you see your certificate in the document, and not just a link, before saving and exiting the course.
 - Take a screen shot of your certificate and paste it into a blank word document (CTRL+ALT+Print Screen, then CTRL+v in the blank word doc).
 - Take a photo or screen shot of the certificate with your cell phone. with your cell phone.