

How To Guide on CE Submission: by Vice Chair—Dr. Tracy Erfling:

As a board member and fellow tech challenged ND I thought I would lend a bit of advise (and empathy) for submitting CE in a new way. As I'm sure you understand the old fashioned paper submission of CE was a hugely cumbersome project for the OBNM staff. This new system allows easier tracking and CE submission if you simply learn to think of it in a new way.

Instead of compiling a folder in my file cabinet which I pulled out at the end of each year to copy and submit for my annual audit (because as a board member I am annually audited). I now keep a folder on my computer desktop and put PDF files of certificates, conference info, copy of my latest CPR card, etc. there to submit on a semi-regular basis. This system also allows me to easily refer to my progress without having to paw through my file cabinet.

What if you get a paper copy of something and don't have a way to scan? No problem. If you want to scan digitally but don't have a scanner, Google Drive has a scanning feature you can do with your smart phone. If you don't want to learn to scan then you could simply snap a photo of your certificate and submit that digitally. I want to add that the board has been working to reduce the overall use of paper in many ways, this is yet another positive side-effect of this new CE system.

Negotiating the License Portal could also cause some confusion. I admit on my first entry this year I had to email OBNM to ask why I couldn't add something into a required field. The tip given here was to click on 'other activities' as opposed to the 'OBNM approved activities'. If the 'course provider' of your CE is not listed then again just select 'Other' and enter the name of the provider in the next field. Lastly you can only select one type of CE for each submission; for example I did a 2 hour online lecture and 1 hour was general and 1 hour was pharmacy. In order to record both types of CE I had to enter the same CE twice, once for each type of CE. From there uploading the materials the board would need to verify your attendance should be simple (if you remember where you have stored those materials on your computer that is). And don't forget OBNM staff are a call or email away in order to assist you with questions! Good luck, be patient and like many new things we are asked to negotiate these days...we know you can do it!