

DELPROS PORTAL DASHBOARD – REGISTERED USERS

Continuing Education Tracker

Quick Reference Guide

July 2022



Continuing Education Hours - Add CE Hours

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

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The screenshot shows the DELPROS Dashboard interface. At the top, there is a teal navigation bar with the Delaware.gov logo and links for Agencies, News, Topics, and Contact. Below this is a dark blue header with navigation links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION. The 'CONTINUING EDUCATION' link is highlighted with a red rectangular box. To the right of the navigation links is a shopping cart icon with '0' and a user profile icon. The main content area features a large heading 'Welcome to your DELPROS Dashboard' followed by instructions on how to use the navigation links. A blue button labeled '+ APPLY FOR A NEW LICENSE' is visible. Below this is a section titled 'New License Applications' with a note about editing or withdrawing applications. A yellow callout box with a yellow border and arrow points to the 'CONTINUING EDUCATION' button, containing the text: '1. Click the **CONTINUING EDUCATION** button.'

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Continuing Education Tracker

Use the search box below to determine if a user record already exists. For best results, search by a license number or your first and last name. If searching by your first and last name, please include your profession and license type. For example, if your name is Theresa M. Lastname and you are a Respiratory Practitioner with license number C9-0000013, your search should be Theresa M. Lastname1055, C9-0000013, Respiratory Practitioner. Do not enter XX0000000. Do not enter XX0000000.

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

Search License By Number/Applicant Name/Licensee Name

Theresa

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

No Result

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

Search License By Number/Applicant Name/Licensee Name

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

Click Edit to change your selection

EDIT

ADD COURSE

Continuing Education Details

2. Search License or Name and SELECT to begin to add courses for the CE Tracker for that Profession and License Type.

3. Click **ADD COURSE** to add course for the CE Tracker.

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Continuing Education Details

Retain the original CE document(s) to provide proof of completion of the CE requirements in case you are selected for audit.

To add your continuing education, click **ADD COURSECOURSE**. Provide all of the required information, marked by an (*), for each course entry, then click **SAVE**. Repeat this process for each additional course.

Entering Continuing Education During A Renewal

To return to your renewal application, click on '**DASHBOARD**' in the header at the top of the screen. Select the license tile you are renewing, click on '**OPTIONS**', and then click 'Renew' to complete the application.

Profession * Medical Practice	Provider * Search Providers
Course Name * Search Courses	Hours * Hours Completed
Category Category	Completion Date * Completion Date
First Name * THERESA	Last Name * LASTNAME1055
License Type * Respiratory Practitioner	License Name * C9-0000013
CANCEL	SAVE

4. Populate the required fields marked with an (*).

5. Click **SAVE**.



Note: Profession, First Name, Last Name, License Type and License Number will be auto-populated and cannot be edited.

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Agencies News Topics Contact

Success

Your Continuing Education course record was created successfully. Following a renewal, a percentage of licensees will be selected for an audit of their CE Course hours. Please do not send in or upload any CE documentation to the Board office unless you are notified that you have been selected for an audit. Note: Files must be less than 20 MB in size.

CANCEL **CONTINUE**

5. Click **CONTINUE**.

ADD COURSE

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Search License By Number/Applicant Name/Licensee Name

THERESA M. LASTNAME1055, C9-0000013, Respiratory Practitioner

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EDIT

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ADD COURSE

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TOTAL HOURS: 8.0

COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	CATEGORY	COMPLETION DATE
Course 1	Medical Practice	Provider 1	3.0			7/5/2022

COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	CATEGORY	COMPLETION DATE
Course 2	Medical Practice	Provider2	5.0			4/4/2022

You can see all CE courses added in your Continuing Education Tracker from your Dashboard. **Total Hours** will show for that license type only.



Note: CE hours are tracked based on profession, license type and renewal period. Most CE hours cannot be used for multiple licenses.