



# VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Dentistry

Office of Continuing Education

Accessing Your CE Credit History

# Office of Continuing Education

Need to access your continuing education credit history but don't know how ? There are two (2) ways to do this.



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Option 1 – go to [www.dentistry.vcu.edu/ce](http://www.dentistry.vcu.edu/ce) or [go.vcu.edu/dentistryce](http://go.vcu.edu/dentistryce) and click on “My Account” and then login.



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School of Dentistry

## Continuing Education and Faculty Development

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### My CE Account

Sign into your VCU School of Dentistry CE account to view your CE transcript, courses attended, or to update your contact information.

If you previously attended a VCU School of Dentistry continuing education (CE) event or a course that the VCU School of Dentistry issued CE credit, then you have an existing account. If you want to verify if you have an account, please contact us at (804) 828-0869 or [dentistryce@vcu.edu](mailto:dentistryce@vcu.edu).

Email Address:

Password:

[\[Click Here\] if you cannot remember your existing id and/or password](#)

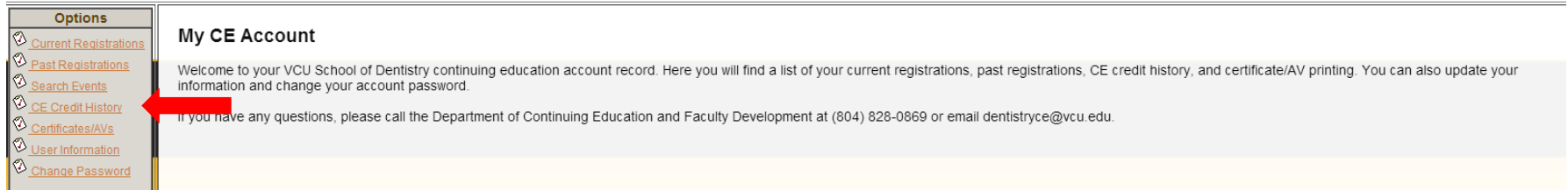


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2. Click on "CE Credit History" on the left-hand side.



**Options**

- Current Registrations
- Past Registrations
- Search Events
- CE Credit History**
- Certificates/AVs
- User Information
- Change Password

### My CE Account

Welcome to your VCU School of Dentistry continuing education account record. Here you will find a list of your current registrations, past registrations, CE credit history, and certificate/AV printing. You can also update your information and change your account password.

If you have any questions, please call the Department of Continuing Education and Faculty Development at (804) 828-0869 or email [dentistryce@vcu.edu](mailto:dentistryce@vcu.edu).

3. Your CE Credit History will be divided into two categories: lecture and participation. Click on "Details" for one of the categories.

CE Credit History

Options	CE Description	Total Earned
<a href="#">[Details]</a>	Lecture	205.75
<a href="#">[Details]</a>	Participation	127.25

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4. Your earned CE credits will be listed. You may choose to show all, this year only or last year only. You will need to print a report for both lecture and participation.

## CE Credit History

[\[Click here for printable version\]](#)

[\[Show All\]](#) [\[This Year Only\]](#) [\[Last Year Only\]](#)

Name: [REDACTED]

CE Category: Lecture

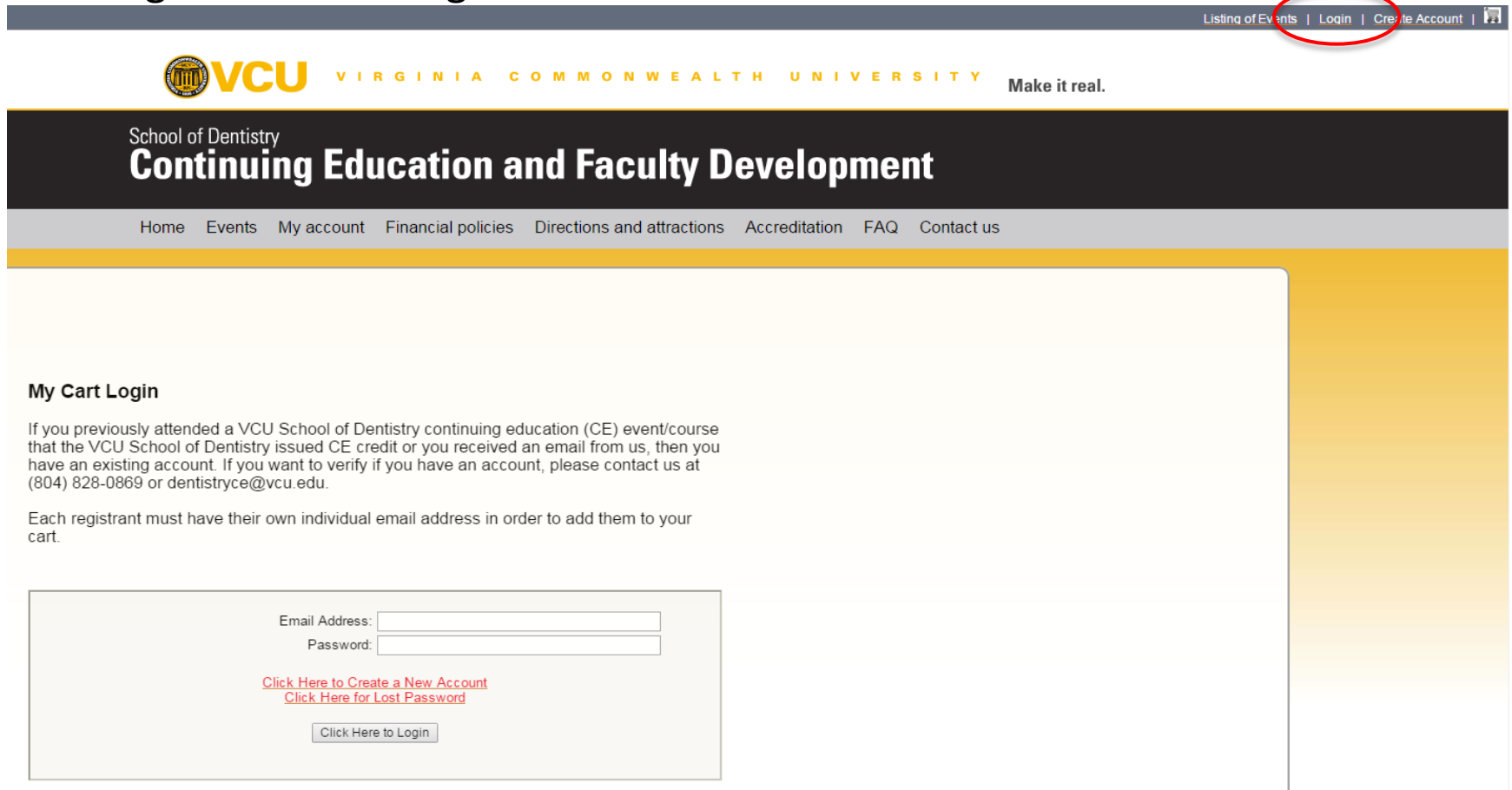
Date Range: 1/1/2014 - 12/31/2014

Date	Class/Description	
1/24/2014	59th Southern Conference of Dental Deans and Exami	6.25 CEUs
1/24/2014	What Your Students Are Learning Now	1.00 CEUs
2/20/2014	Mirmelstein Ethics Lecture	1.00 CEUs
2/21/2014	Mirmelstein Ethics Lecture Workshops	4.00 CEUs
2/22/2014	Oral Conscious Sedation Renewal Course	4.00 CEUs
3/13/2014	Spring 2014 Mastership Program	12.00 CEUs
3/13/2014	Spring 2014 Mastership Program	4.00 CEUs
3/13/2014	Spring 2014 Mastership Program	4.00 CEUs
3/14/2014	Spring 2014 Mastership Program	4.00 CEUs
3/15/2014	Spring 2014 Mastership Program	3.00 CEUs
3/15/2014	Spring 2014 Mastership Program	1.00 CEUs


Total: 52.25

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Option 2 – go to [www.dentistry.vcu.edu/ce](http://www.dentistry.vcu.edu/ce) or [go.vcu.edu/dentistryce](http://go.vcu.edu/dentistryce) and click on “Login” and then login.



Listing of Events | **Login** | Create Account |

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**Continuing Education and Faculty Development**

Home Events My account Financial policies Directions and attractions Accreditation FAQ Contact us

### My Cart Login

If you previously attended a VCU School of Dentistry continuing education (CE) event/course that the VCU School of Dentistry issued CE credit or you received an email from us, then you have an existing account. If you want to verify if you have an account, please contact us at (804) 828-0869 or [dentistryce@vcu.edu](mailto:dentistryce@vcu.edu).

Each registrant must have their own individual email address in order to add them to your cart.

Email Address:

Password:

[Click Here to Create a New Account](#)  
[Click Here for Lost Password](#)

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2. Click on “My Account” at the top of the screen.



3. The primary user account information will be displayed. Click on “Registration Summary Report”.

## My account

PRIMARY USER / ACCOUNT INFORMATION

First Name:  Middle Name:  Last Name:

Phone Number: 804-828-0869 Email Address:

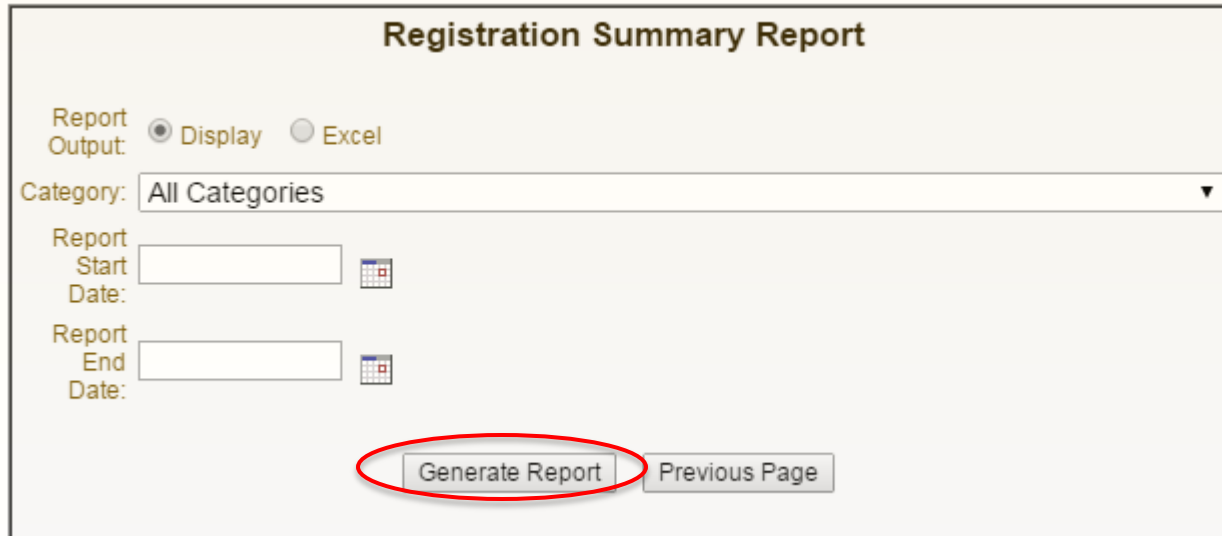
Address: 520 N 12th St Ste 431  
PO Box 980566

City: Richmond State: VA Zip Code: 23298

REGISTRATIONS

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4. You can enter dates for a specific range or leave blank. Click on “Generate Report”.



The screenshot shows a web form titled "Registration Summary Report". At the top, there are two radio buttons for "Report Output": "Display" (selected) and "Excel". Below this is a dropdown menu for "Category" set to "All Categories". There are two date input fields: "Report Start Date" and "Report End Date", each with a calendar icon. At the bottom, there are two buttons: "Generate Report" (circled in red) and "Previous Page".



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4. Your report will open in new tab or window. It will list both lecture and participation hours on one report.

## Registration Summary Report

Category: All Categories

Start Date:

End Date:

5/5/2015

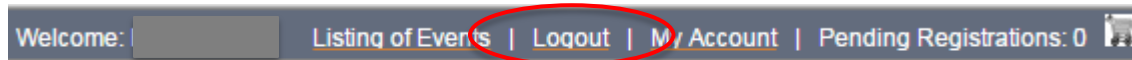
3:36:34PM

Event Date	Event Title	Status	Attendance Confirmed	Credit Hours
03/13/2015	Essentials of Tooth Movement with Aligners : Biomechanics, Problem Solving and Clinical Solutions	Confirmed	Yes	Lecture: 6 CEUs;
02/11/2015	An Odyssey into the Oral & Maxillofacial Pathology Data Bank	Confirmed	Yes	Lecture: 1 CEUs;
12/10/2014	Evaluation of Four Dental Spectrophotometers Relative to Human Shade Observance	Confirmed	Yes	Lecture: 1 CEUs;
11/14/2014	What Can Laser Dentistry Do for You?	Confirmed	Yes	Lecture: 8 CEUs; Lecture: 2 CEUs; Participation: 3 CEUs;
10/18/2014	S. Elmer Bear Annual Lecture	Cancelled	No	
10/18/2014	S. Elmer Bear Annual Lecture	Confirmed	Yes	Lecture: 5 CEUs;
10/15/2014	Variation in Periodontal Diagnosis and Treatment Planning Among University Faculty	Confirmed	Yes	Lecture: 1 CEUs;



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5. Don't forget to "Logout" at the top of the screen.



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Courses attended by full-time faculty are automatically added to their FARES activity report. The faculty member will have to go back and report the number of credits awarded, as this information cannot be automatically populated into FARES. In order for the CE information to automatically appear, they must register for CE courses using their [vcu.edu](mailto:vcu.edu) email address.

**3. Continuing Education**

If applicable, information from SOD Continuing Education will display here. Use the "Add" feature to list additional CE training for this reporting period.

TITLE	AWARDING AGENCY	CE CREDITS	DATE(S)	
Human Papillomavirus Associated Cancers	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="10/8/2013"/>	<input type="button" value="x Remove"/>
Plenary Session for the 2013 Oral Health S	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="11/7/2013"/>	<input type="button" value="x Remove"/>
Plenary Session for the 2013 Oral Health S	<input type="text" value="VCU School of Dentistry"/>	<input type="text"/>	<input type="text" value="11/7/2013"/>	<input type="button" value="x Remove"/>

NOTE: For CE credits, the system will only accept valid numerical values with up to two decimal places.

**Add CE training**

TITLE	AWARDING AGENCY	CREDITS	DATE(S)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add"/>

Save

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## QUESTIONS???



Please contact us!

Email: [dentistryce@vcu.edu](mailto:dentistryce@vcu.edu)

Telephone: 804.828.0869