



Ontario Chapter

Instructions for Entering Continuing Educational Hours (CEHs) over the Web

Attention RCI Members with RRO, RRC, RWC, REWC and RBEC Designations,

RCI Inc. has recently implemented an online portal for the management of your Continuing Educational Hours (CEH) hours. A brief PowerPoint presentation has been provided on our website (linked below) with instructions on how to view and access your CEH activity report and how to add new CEH activities.

http://rci-onchapterinc.ca/Instructions_for_Entering_CEHs.pptx

By choosing the "View CEHs" option you can easily confirm if you have met the requirements of your designation for the calendar year. This report will also automatically show those CEHs that are forwarded to the following year once the initial annual requirements are met.

Once you have viewed the PowerPoint presentation and have taken a look at the CEH portal, please feel free to contact me if you have any questions about reporting your hours and I would be happy to help.

Regards,

Jennifer Hogan, Education Director