

# CEPD

## PARTICIPANT GUIDE



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## WHY SHOULD I PRE-REGISTER FOR CEPD EVENTS?

### **Connection**

We can make your involvement in continuing education easier by ensuring you have a site from which you can participate. Whether you're connecting via the Ontario Telemedicine Network (OTN) or webcast, we can ensure that all arrangements are made to facilitate your participation.

### **Educational Materials**

Preregistration lets us know you're coming. We can ensure that you receive all of the appropriate pre-reading, handouts, or presentations to help you get the most out of your session.

### **Inclusion**

When building interactivity into their session, speakers often need to know how their participants are connecting, and how many are in each site. Pre-registering allows speakers to know where you are, and ensure that you are included in discussions, collaborative work, and more.

### **Accurate Transcripts**

Pre-registration allows NOSM's CEPD Office to generate and maintain an accurate transcript of all of your continuing education and faculty development hours. These transcripts can be accessed 24 hours per day, and can be submitted to your College, workplace, or educational institution as proof of your continuing education and/or faculty development.



# HOW TO LEARN ABOUT UPCOMING CEPD EVENTS

To find out about upcoming CEPD events:

**1 Register for CEPD's weekly newsletter by emailing [cepd@nosm.ca](mailto:cepd@nosm.ca).**

The newsletter provides posters and event information for all events accredited by NOSM's CEPD Office.

**2 Visit [nosm.ca](http://nosm.ca) and view the calendar of events at the bottom right-hand corner of the web page.**

This includes a list of all upcoming events at the School. Accredited CEPD events will read "CEPD" in the title.

**3 Visit [nosm.ca/cepd](http://nosm.ca/cepd) for a list of upcoming events.**

Navigate the menus on the right-hand side of the page to view continuing education events or faculty development events, sorted by duration and type of event.

**4 Login to [webadvisor.nosm.ca/](http://webadvisor.nosm.ca/) and select "Continuing Education" and then "Search for Classes". Leaving all fields empty click "Submit" at the bottom of the page and an entire list of CEPD offerings will be displayed.**

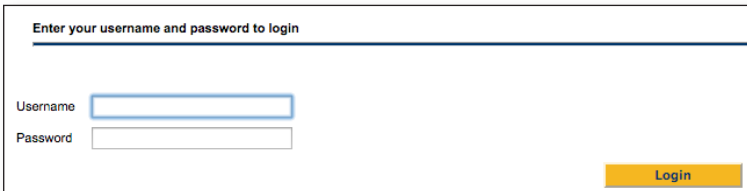


# HOW TO REGISTER FOR CEPD EVENTS

You can register for CEPD events in two ways:

## 1 Register using your NOSM login via WebAdvisor.

1. If you have a NOSM login, please visit [nosm.ca/cepdform/](https://nosm.ca/cepdform/)
2. Enter you username and password and click "Login."



Enter your username and password to login

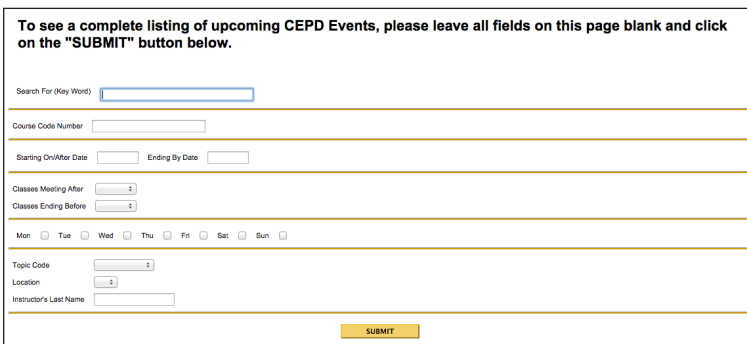
Username

Password

Login

**NOTE:** If you have registered for NOSM CEPD events before, you have a NOSM login. If you have forgotten your login information, please email the NOSM help desk [helpdesk@nosm.ca](mailto:helpdesk@nosm.ca) and they will be able to provide you with your username and password.

3. Select "Continuing Education."
4. Select "Search for Classes."
5. To see a complete listing of upcoming CEPD Events, please leave all fields on this page blank and click on the "Submit" button below.



To see a complete listing of upcoming CEPD Events, please leave all fields on this page blank and click on the "SUBMIT" button below.

Search For (Key Word)

Course Code Number

Starting On/After Date  Ending By Date

Classes Meeting After

Classes Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Topic Code

Location

Instructor's Last Name

SUBMIT

6. Select the course(s) you would like to attend by clicking the checkbox beside the title and then "Submit."
7. You will be asked to select your Professional Designation from the drop-down menu.



8. Indicate your preferred method of attendance by selecting it from the drop-down menu. Your options are:
  - a. NOSM – Laurentian University
  - b. NOSM – Lakehead University
  - c. OTN – select your community from the drop-down menu

**NOTE: Our OTN coordinator will contact you to confirm your participation site.**

- d. Webcast – Your personal computer

**NOTE: Available methods of attendance are listed on event posters. Please visit page 4 to see instructions on viewing live webcasts and page 5 for instructions on using OTN to view your event.**

9. Select "Submit."

**Additional Registration Information**

Please identify how you will attend the event. If you are anywhere other than one of the NOSM campuses, (including when the host site is off of the NOSM campus), please indicate OTN.

If you have selected OTN:

- Please identify the community that you will be participating in and the CEPD OTN Coordinator will contact you to make arrangements in the facility that is most convenient for you.
- 48 hours notice is required to guarantee that OTN arrangements can be made.
- **ONLY** if you are registering with an OTN request, with less than 48 hours, please email [CEPDregistrations@nosm.ca](mailto:CEPDregistrations@nosm.ca) following the completion of your registration.

\* = Required

Professional Designation\*

Course Name and Title	How will you attend?*	If OTN, identify community
GRDHR-0140S-A Dean's Hour	<input type="text"/>	<input type="text"/>

**SUBMIT**

10. On this screen you will have the opportunity to "Check out", "Search for more classes" or "Recalculate total amount" from the drop-down menu.
11. After you have selected the course(s) you would like to attend select "Check out"

**NOTE: If there is a FEE associated with your session, please select your method of payment (Visa or Mastercard).**



12. Click "Submit"

NOTE: If there is a fee associated with your session you will be brought to a secure PayPal screen where you will be prompted to enter your credit card information.

**Finalize Registration**

If you have selected courses with no associated fee, your registration will be complete upon selecting "Register now" in the "Choose one of the following" field and clicking the "SUBMIT" button.  
 If you have selected a course with an associated registration fee you must make payment now to complete your registration. Select "Register now" in the "Choose one of the following" field, indicate your method of payment and click "SUBMIT".  
 Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CE2HR-01405-A Dean's Hour	2014/09/17-2014/09/17 Lecture Wednesday 12:00PM - 01:00PM, MSE, Room 215 Lecture Wednesday 12:00PM - 01:00PM, BSC, Room 2002	14/09/17	14/09/17	To be Announced	1.00			<input type="checkbox"/>

Total Amount Due: 0.00

Choose one of the following:

Select a payment method to complete registration (check out)

Payment Type:

13. You will be brought to a "Confirmation of Registration" screen where you will see a list of the course(s) you have registered for. A confirmation email will also be sent to you via the email address you have provided our office.

**Confirmation of Registration**

If you have any additional questions regarding this registration, please don't hesitate to contact the CEPD Office at [CEPDregistrations@nosm.ca](mailto:CEPDregistrations@nosm.ca)

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	CE2HR-01405-A Dean's Hour	2014/09/17-2014/09/17 Lecture Wednesday 12:00PM - 01:00PM, MSE, Room 215 Lecture Wednesday 12:00PM - 01:00PM, BSC, Room 2002	14/09/17	14/09/17	To be Announced	1.00		

You have not been charged for the successful registrations listed above.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

NOTE: To change any of your account information (e.g. your preferred email, home or business address, etc.) please email [cepd@nosm.ca](mailto:cepd@nosm.ca) and provide your name, current email and mailing address and then indicate the changes you would like made to your account.

**2 Register using the CEPD registration form.**

If this is your first time registering for a CEPD event, visit [nosm.ca/cepdform/](http://nosm.ca/cepdform/) to complete our manual registration form.

NOTE: Once you have submitted the manual registration form a NOSM login will be established for you, which will allow you to review upcoming CEPD events and self-register for them, in addition to allowing you to access your CEPD transcript.



# HOW TO ACCESS LIVE WEBCASTS

After you have registered to attend the CEPD event via webcast follow the instructions below:

- 1** Visit [nosm.ca/webcasts](https://nosm.ca/webcasts).
- 2** Click on the grey bar that reads “Launch e-Presence Webcast Centre.”

## New Users

- a. Click “Join” at the top right-hand side of the page.



- b. A registration form will appear. Fill out the required fields (email, username, password, first name, last name, company information).

**NOTE:** Please ensure you choose a memorable username and password as your credentials will not be stored on our server. If you forget your login information you will need to contact [helpdesk@nosm.ca](mailto:helpdesk@nosm.ca) to reset the system.

A screenshot of a registration form titled 'Join Us'. The form contains several input fields: 'Email', 'Username', 'Password', 'First name', 'Last name', and 'Company'. Below these fields is a 'Join' button. The form is displayed in a window with a yellow header and a close button (X) in the top right corner.



- c. Click "Join."
- d. You will know you have successfully joined when you see a message that reads, "Congratulations, you are registered. You can now log in to Live Events."



## **Return Users**

- a. Click "Login", located at the top of the page.
- b. Type in your username and password.
- c. Click "Login" again.

- d. A list of events will be displayed at the right-hand side of the page under "Live Event Schedule." Click on the event that you would like to join.

**NOTE:** The username and password you create to access live and archived webcasts are NOT stored on our server, therefore, if you have forgotten any of your login information please email [helpdesk@nosm.ca](mailto:helpdesk@nosm.ca) and they will reset the system to allow you to create new login information.

When participating in a live CEPD webcast, you are eligible for the type of credit indicated on the event poster.

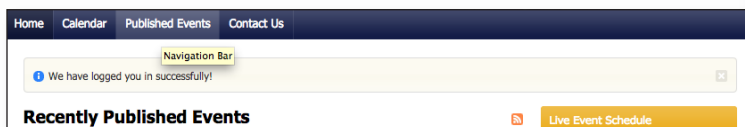


# HOW TO ACCESS ARCHIVED WEBCASTS

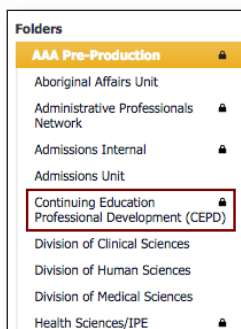
**1** Log on to: [nosm.ca/webcasts](https://nosm.ca/webcasts).

**2** Click on the grey bar that says “Launch e-Presence Webcast Centre” and follow the instructions below:

a. Click on “Published Events” (blue bar at top)



b. Click on Continuing Education Professional Development (CEPD) under folders on the left hand side



c. You will be prompted for a password, please email [cepd@nosm.ca](mailto:cepd@nosm.ca) indicating that you would like to view and archived webcast and it will be provided to you.

**NOTE:** When viewing archived CEPD events you are NOT ELIGIBLE for the Certificate of College of Family Physicians (CCFP) MainPro M1 or the Royal College of Physicians and Surgeons of Canada (RCPSC) Section 1 credits, however, you can claim CCFP MainPro M2 and RCPSC Section 2 credits with your college for the time spent reviewing the educational content.



# HOW TO PARTICIPATE BY VIDEOCONFERENCE



- 1** Register (see page 2, “How to Register for CEPD Events”).
- 2** Once you have registered and have indicated that you will be attending via videoconference (OTN) the CEPD OTN Coordinator will contact you to verify your site and system number and confirm the completed booking.
- 3** Any pre-session material will be emailed to your prior to your session. (if applicable)
- 4** Please DO NOT approach your local OTN coordinator to register your site for a CEPD event. OTN sites will be connected as needed following participant registration.

If you have any questions about our events or require further assistance with how to participate, please contact:  
[cepd@nosm.ca](mailto:cepd@nosm.ca) or 1-800-461-8777 ext. 7464





[nosm.ca/cepd](https://nosm.ca/cepd)

