

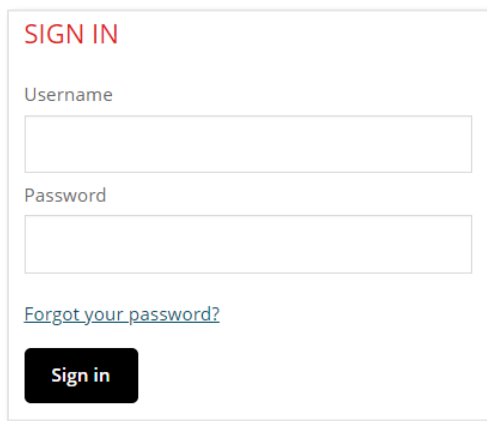
Registrant Portal Quick Guide

Review a CES Reporting Period Transcript

Process Steps

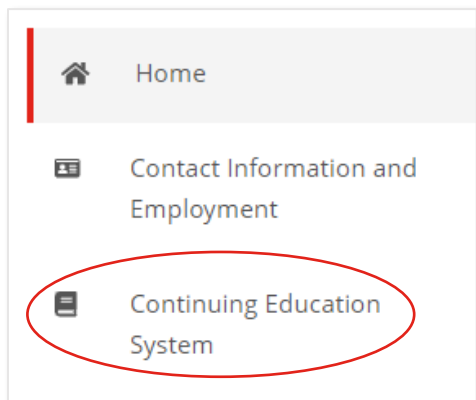
The below outlines the step-by-step process on **how to review a CES Reporting Period Transcript** in the **AIBC Registrant Portal**, including AIBC-Delivered Activities, AIBC-Recognized Activities and Self-Reported Activities. If you have any questions, please email professionaldevelopment@aibc.ca.

1. Go to the AIBC Registrant Portal Login Page: portal.aibc.ca. Login to your account.

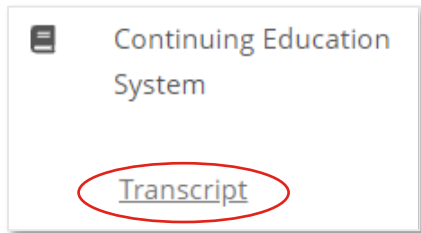


The screenshot shows a login form titled "SIGN IN" in red. It contains two input fields: "Username" and "Password". Below the password field is a blue link that says "Forgot your password?". At the bottom of the form is a black button with the text "Sign in" in white.

2. Click **Continuing Education System** from the left-hand side menu.



- Below Continuing Education System, click **Transcript**.



- This will show your transcript for the current reporting period. To view transcripts from previous reporting periods, select a reporting period from the drop-down menu at the top of the screen.



- A label directly under the CES Period will indicate if you have fulfilled your requirements (e.g. **Completed**; **Incomplete**; **Reciprocity**).





- Next is your **Transcript Summary**. This table outlines your requirements for the current reporting period. The **Status** column indicates compliance with the requirements:

Transcript Summary			
Reporting Period Requirements	Minimum Learning Units (LUs)	Current LU Amount(s)	Status
Core LUs (Core Indigenous Peoples Learning LUs included)	16 LUs	26.75 LUs	✓
Core Indigenous Peoples Learning	2 LUs	3.75 LUs	✓
Total	36 LUs	27.75 LUs	✗

Tips:

- The Minimum Learning Units (LUs) column displays the minimum LU requirements set by the AIBC.

- The Current LU Amount(s) column displays the LUs you have currently earned for the reporting period.
- The green checkmark symbol  under the Status indicates the requirement has been met.
- The red X symbol  indicates the requirement has not been met.

7. Below that is a breakdown of current total **Core LUs (mandatory)** and total **Non-Core LUs**.

Core LUs (mandatory)	
Summary	LU
LUs reported (<i>Core Indigenous Peoples Learning LUs included</i>)	18.75
LUs carried-forward from the previous period (max. 8)	8
LUs transferable to the next period (max. 8)	0
Total Core LUs	26.75

Non-Core LUs	
Summary	LU
LUs reported	1
LUs carried-forward from the previous period	0
Total Non-core LUs	1





8. This is followed by a breakdown of **AIBC-Delivered Activities**, **AIBC-Recognized Activities** and **Self-Reported Activities**.

AIBC-Delivered Activities					
Status	Title	Category	Type	LU	Date Completed

AIBC-Recognized Activities					
Status	Title	Category	Type	LU	Date Completed

Self-Reported Activities					
Status	Title	Category	Type	LU	Date Completed

Tips:

- Clicking on the “i” icon  displays the learning objectives (for Self-Reported Activities)
- Clicking on the ellipsis icon  displays comments from AIBC staff (for Self-Reported Activities)
- If a  symbol appears next to a learning activity, this activity’s LUs have been zeroed out and no longer count towards your CES requirements.
- If the clock symbol  appears next to a learning activity, the AIBC has requested more information for this activity and has reopened the activity for you to edit. Refer to the ellipsis icon to read the comments from AIBC Staff.
- To print your transcript, right click anywhere on the screen, and select “Print”.
- If you notice any duplicate events on your transcript, for example, a duplicate self report for an AIBC-Recognized activity, please email professionaldevelopment@aibc.ca for assistance removing the duplicate.