

Track your Continuing Education

by Respiratory Therapy by Farzad

CALENDAR

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | | | 4 | | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

www.respiratory.blog/TrackYourCE/

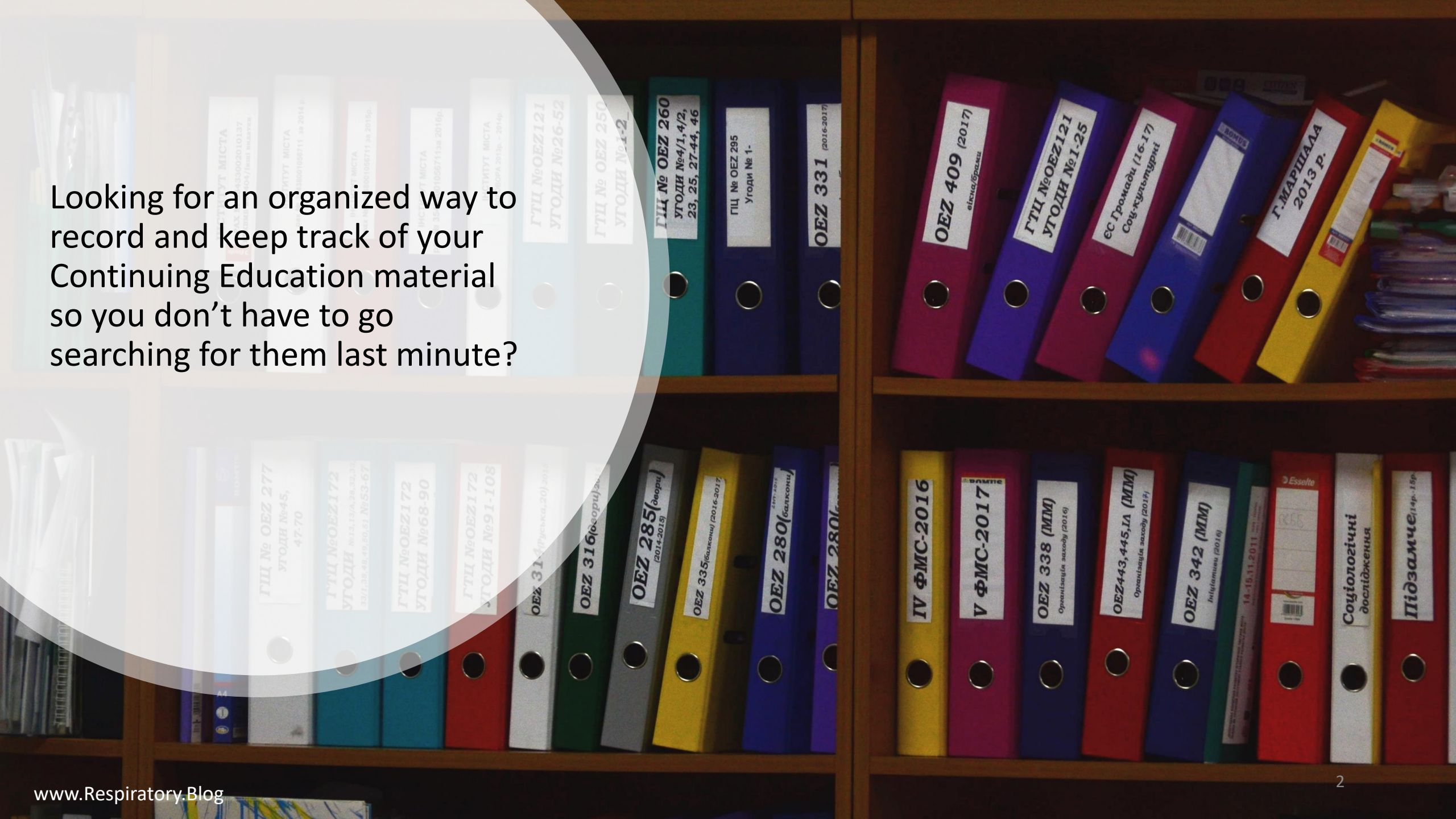
Jan 2019

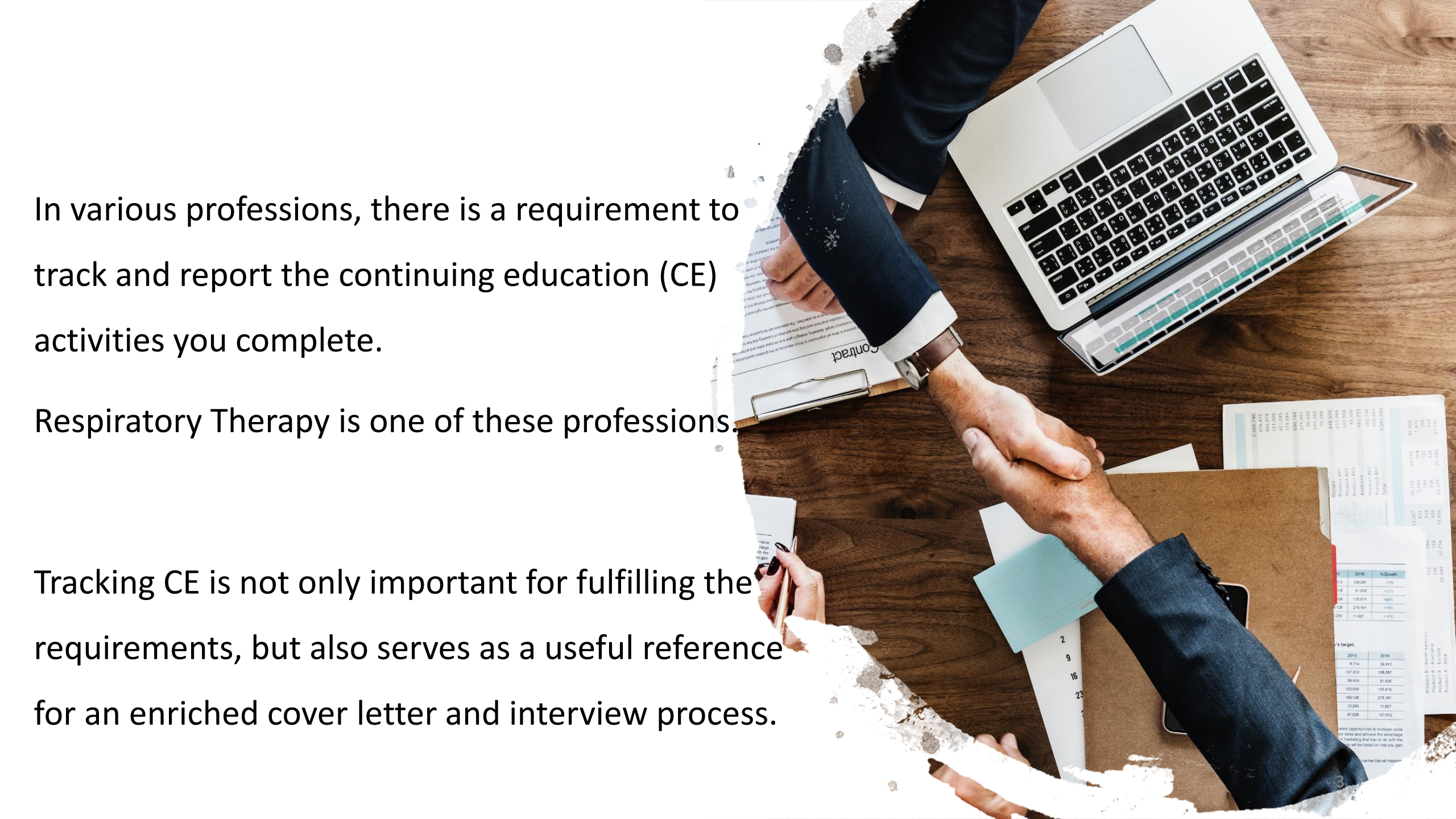
BUSINESS

25 great jobs for people who love to travel

Economy of the European Union

Looking for an organized way to record and keep track of your Continuing Education material so you don't have to go searching for them last minute?





In various professions, there is a requirement to track and report the continuing education (CE) activities you complete.

Respiratory Therapy is one of these professions.

Tracking CE is not only important for fulfilling the requirements, but also serves as a useful reference for an enriched cover letter and interview process.

| Year | 2015 | 2016 | % Growth |
|-------------------------------|---------|---------|----------|
| Product B - Quarterly Revenue | 8,714 | 20,912 | +139% |
| Product A - Quarterly Revenue | 107,212 | 106,287 | -1% |
| Product A - Quarterly Revenue | 89,916 | 91,935 | +2% |
| Product A - Quarterly Revenue | 123,930 | 125,819 | +2% |
| Product A - Quarterly Revenue | 186,126 | 278,161 | +49% |
| Product A - Quarterly Revenue | 10,283 | 11,827 | +15% |
| Product A - Quarterly Revenue | 47,829 | 157,812 | +330% |

| Product | 2015 | 2016 |
|-----------|---------|---------|
| Product A | 123,930 | 125,819 |
| Product B | 8,714 | 20,912 |
| Product C | 107,212 | 106,287 |
| Product D | 186,126 | 278,161 |
| Product E | 10,283 | 11,827 |
| Product F | 47,829 | 157,812 |
| Total | 478,094 | 606,826 |

There are different ways and methods to track your CE. For example, **Canadian Society of Respiratory Therapists** has created an online solutions for their members. Also, **College of Respiratory Therapists of Ontario** has included a mobile app to make transfer of information to their website easier. Make sure to take a moment to check them out!
<https://www.csrt.com/> <http://www.crto.on.ca/>

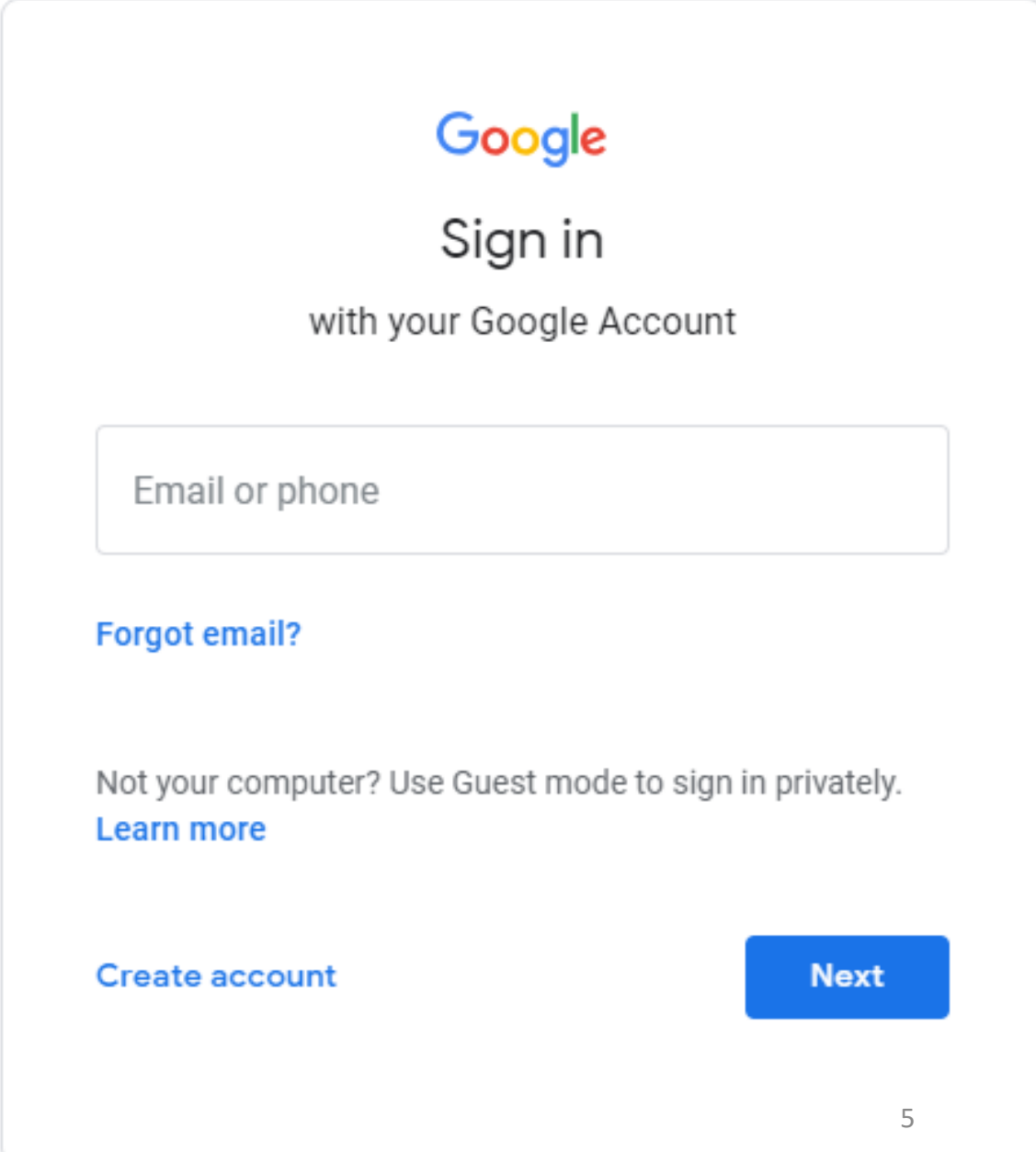
Personally, I like to use Google services and products as it is accessible online, and I can upload and access the information from any personal computer or mobile device.

Log into Google Form*

Visit <https://docs.google.com/forms/>

Log in with your Google Account.

*Free to use with a Google Account



The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it, the text reads "Sign in with your Google Account". A text input field is present with the placeholder text "Email or phone". Below the input field is a link for "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." followed by a "Learn more" link. At the bottom left is a "Create account" link, and at the bottom right is a blue "Next" button.

Google

Sign in
with your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

Create a new Form

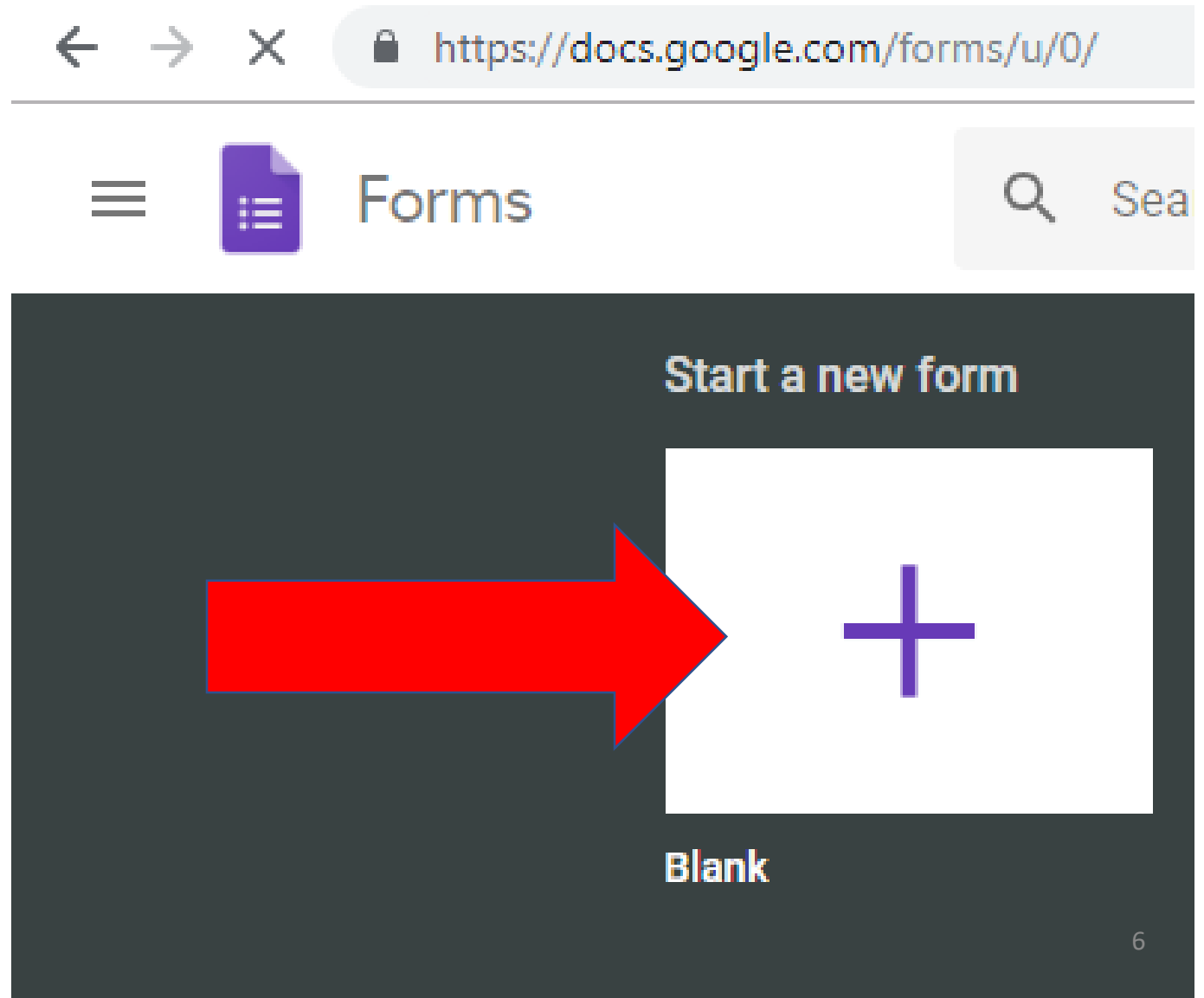
Click on 'Start a new form'.

Then name your form.

I have named mine **CE 2019**.

Add a description if it helps you organize your CE folders.

e.g. **CE 2019**
Continuing Education 2019



Setup the Form

You can add as many Questions/Details to help you track your CE files.

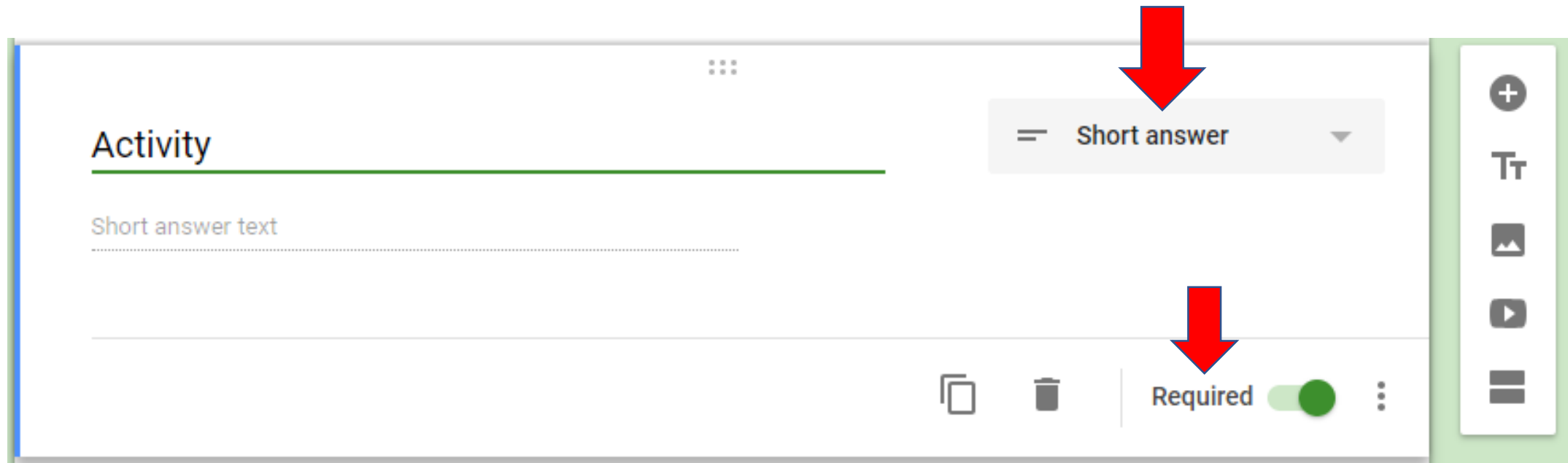
Example:

- Activity
- Date
- Details
- Option for Attaching Supporting Documents
- Option for Adding Comments



For Activity,

I selected 'Short Answer' as the format, and made it a 'Required' field.



- Date: I selected the 'Date' format and marked it as 'Required'.
- Details: I selected 'Paragraph' to allow more words, and marked it as 'Required'.
- Supporting Documents: I selected 'File Upload'.
The files will be uploaded and stored on Google Drive.
I didn't make this option 'Required'. This is a useful option as you can take pictures of Table of Contents, Certificates and other evidence or useful data.
- I also added a Comments section, with 'Paragraph' as the field, to add any additional comments or reminders.

QUESTIONS RESPONSES 3

CE 2019

Continuing Education 2019

Activity *

Short answer text

Date *

Month, day, year

⋮

Details ☰ Paragraph ▼

Long answer text

Required
⋮

Attaching Supporting Documents

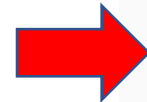
ADD FILE

Comments

Long answer text







Access the Form

- For convenience and ease of access, I have e-mailed the form to myself.
- Select Send from the top-right corner. Enter your e-mail address, and then select Send.
- You can always access this Form from your Google Drive.



Send form

 Collect email addresses

Send via      

Email

To

Subject
CE 2019

Message
I've invited you to fill out a form:

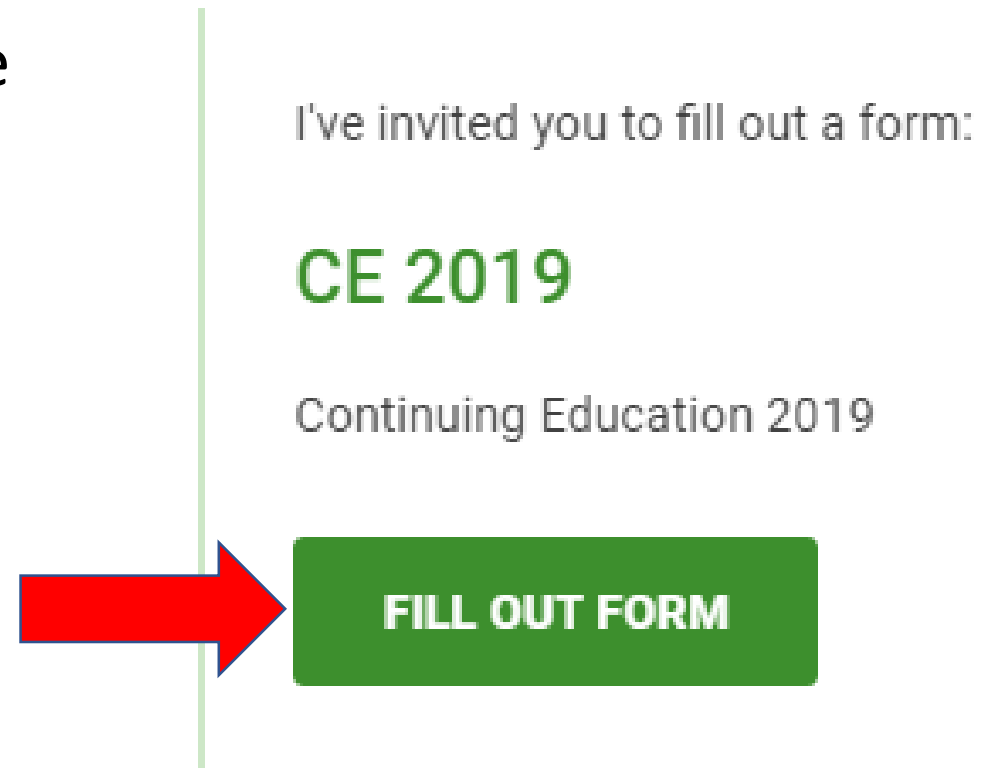
 Include form in email

[Add collaborators](#) CANCEL 10 SEND



Using the Form

- Search your e-mail for the name of the Form, e.g. in this case 'CE 2019'
- Click on 'Fill Out Form'.
- The e-mail link will take you to the Google Form.



CE 2019

Continuing Education 2019

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not finished? [@gmail.com? Switch account](#)

* Required

Activity *

Your answer

Date *

Date

mm/dd/yyyy

Details *

Your answer

Attaching Supporting Documents

[ADD FILE](#)

Comments

Your answer

SUBMIT

For demonstration, I have filled out the form with an example of a CE event.

CE 2019

Continuing Education 2019

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? [Switch account](#)

* Required

Activity *

Better Breathing Conference

Date *

Date

01/25/2019

Details *

Friday of Better Breathing Conference. Toronto.

Attaching Supporting Documents

[ADD FILE](#)

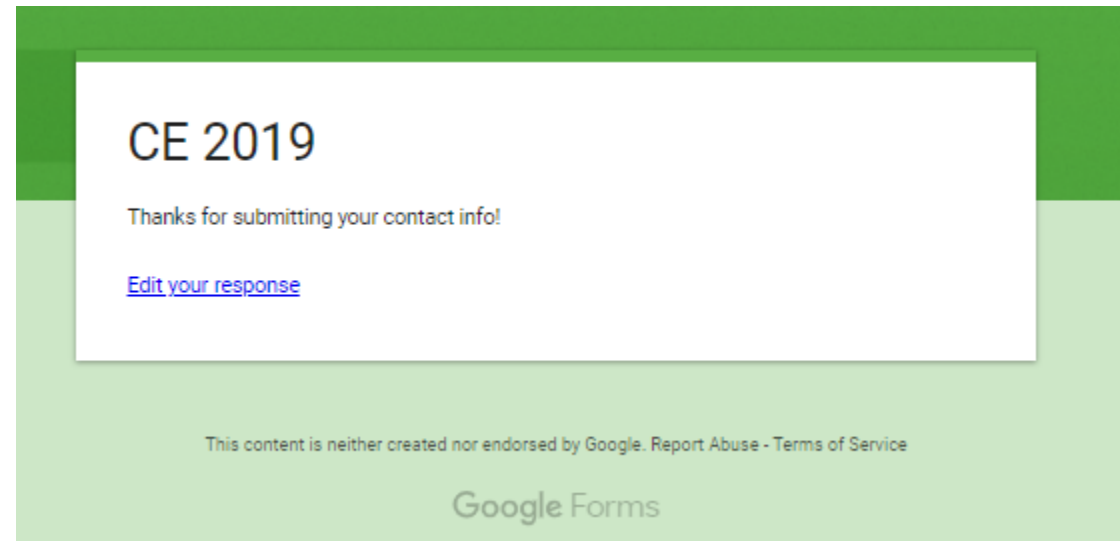
Comments

Workshop A and Workshop B.

Also met ABC [RRT](#) and Dr. [DEFGHI \(defghi@gmail.com\)](#)

SUBMIT

Click Submit and you will receive a confirmation.



CE 2019

Thanks for submitting your contact info!

[Edit your response](#)

This content is neither created nor endorsed by Google. Report Abuse - Terms of Service

Google Forms

Reviewing your responses

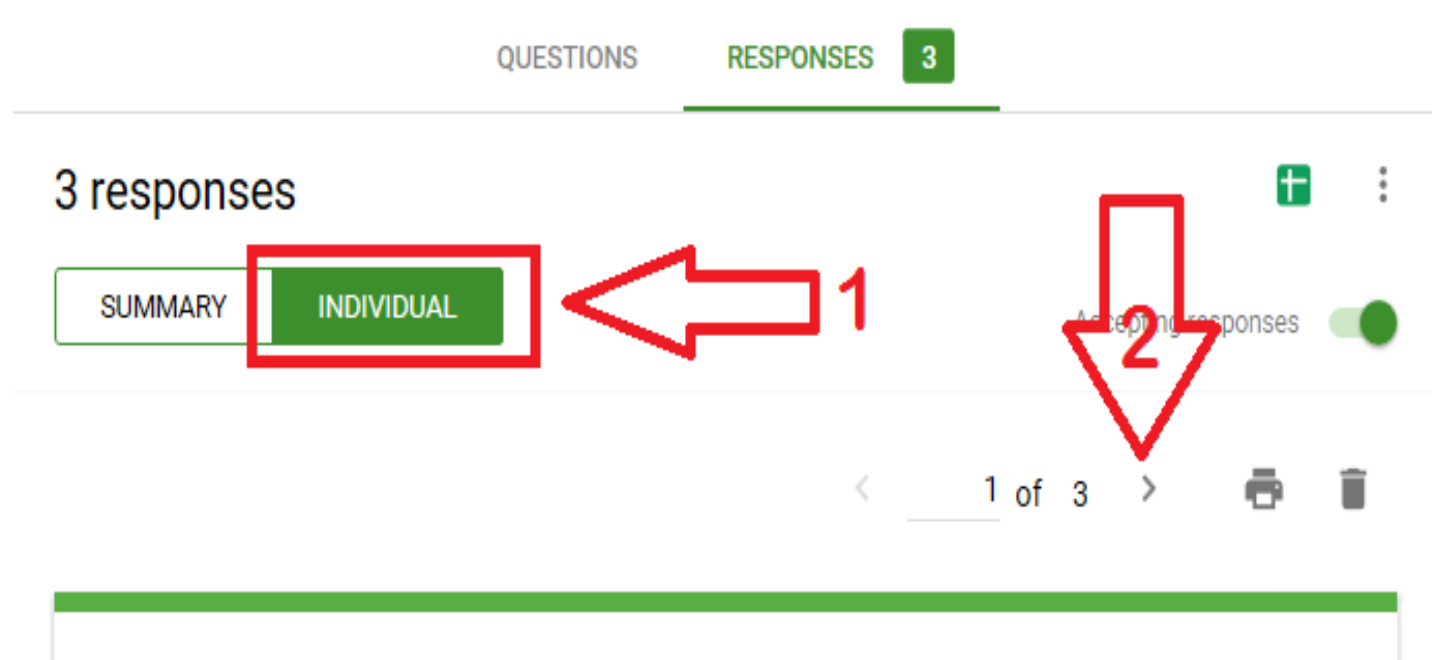
To access your CE record, click on the Responses tab and you will be able to review the various CE activities you have recorded.

The screenshot displays a user interface for reviewing CE records. At the top, there are two tabs: 'QUESTIONS' and 'RESPONSES'. The 'RESPONSES' tab is highlighted with a red box and includes a small green box with the number '3' next to it. Below the tabs, the text '3 responses' is displayed. To the right of this text are a green plus icon and a vertical ellipsis icon. Below the '3 responses' text are two buttons: 'SUMMARY' and 'INDIVIDUAL'. The 'INDIVIDUAL' button is highlighted in green. To the right of these buttons is a toggle switch labeled 'Accepting responses', which is currently turned on. At the bottom of the interface, there is a pagination control showing '< 1 of 3 >' and two icons: a printer icon and a trash can icon.

Information is organized as a Summary or by Individual responses.

If you want to view the details of a specific entry and perhaps access the added supporting document:

1. Select Individual
2. Click the right arrow until you find the entry you are looking for





Responses can even be exported to Google Sheets (Excel Format).


QUESTIONS **RESPONSES** 3

3 responses







SUMMARY **INDIVIDUAL**

Accepting responses

< 1 of 3 >  

CE form (Responses) ☆ 

File Edit View Insert Format Data Tools Form Add-ons Help [All changes saved in Drive](#)

100% \$ % .0_ .00 123 Arial 10 **B** *I* ~~ABC~~ A      

| | A | B | C | D | E | F | G |
|---|---------------------|---------------------------|-----------|-------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------|---|
| 1 | Timestamp | Activity | Date | Details | Attaching Supporting Doc | Comments | |
| 2 | 12/13/2018 11:36:51 | Abc | 1/1/2018 | Conference | https://drive.google.com/c | Testing1 | |
| 3 | 12/13/2018 11:37:44 | Defgh | 1/2/2018 | Lunch and learn | | Testing2 | |
| 4 | 1/6/2019 13:52:58 | Better Breathing Conferer | 1/25/2019 | Friday of Better Breathing Conference. Toronto. | | Workshop A and Workshop B. Also met ABC RRT and Dr. DEFGHI (defghi@gmail.com) | |
| 5 | | | | | | | |



*This method is my personal choice and is not an endorsement of the mentioned products and services. Please follow the instructions as provided by your governing body, employer and or school.

Learning is an ongoing journey.
Keep at it! and... Remember to log
your activities.

Thank you!

Farzad (Raffi) Refahi

Website: www.Respiratory.Blog

Facebook: Respiratory Therapy By Farzad

Instagram: [@RespiratoryBlog](https://www.instagram.com/RespiratoryBlog)

Twitter: [@FarzadRRT](https://twitter.com/FarzadRRT)

LinkedIn: [farzadrefahi](https://www.linkedin.com/in/farzadrefahi)

