

How to Enter a Completed CPE Learning Activity into the Portal:



Step 1

Sign in to your CMRAO account:

- A** Enter your **email address**.
- B** Enter your **password**.
- C** Click **“Sign in”**.

Sign in with your existing account

Email Address

Password

Forgot your password?

Sign in

Step 2

From the landing page:

- D** Click **“Reported CPE Activities”**.

Home

Notifications

Profile

Address Info

Employment

Applications

Reported CPE Activities

Licences

Step 3

- E** Click the **“Add Activity”**.

Reported CPE Activities

General Licensees must complete 10 CPE credits in the prior year to renew their licence. If you accumulate more than 10 CPE credits in one licensing year, you can allocate up to 10 CPE credits to the next licensing year.

Select Add Activity to add an activity to the table below.

CPE ↑	Licence Type	Categories (CPE)	Credits (CPE)	Date Completed	Licensing Year
There are no records to display.					

Add Activity

Step 4

Locate the CPE learning activity:

- F** Click the **search icon** to display all eligible CPE learning activities.

In the pop-up window:

- G** In the pop-up window, click the **box** on the left-hand side of the learning activity.
- H** Click **“Select”**.

Create

CPE *

Date Completed *

DD/MM/YYYY

Licence *

2022

Lookup records

Search

Choose one record and click Select to continue


Activity Name ↑	Provider	Credits	Categories
<input checked="" type="checkbox"/> Annual Condo Law Update	ABC Law Firm	3.0	Legal and Ethics
<input type="checkbox"/> Snow Removal Best Practices	Best Landscaping and Snow Removal	2.0	Building Operations and Information
<input type="checkbox"/> Updates in HVAC	XYZ HVAC Systems	8.0	Physical Building

Select Cancel

Step 5

Select the date you completed the CPE learning activity:

- I** Click the  **calendar icon**.
- J** Select the **date you completed** the learning activity.

 Create

CPE *
Annual Condo Law Update

Date Completed *
27/06/2023


Licensing Year *
2023-24


June 2023

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	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	1
2	3	4	5	6	7	8

Step 6

Select the Licensing Year:

- K** Click the **search icon**  next to Licensing Year.
- L** Click the **box** next to the applicable Licensing Year.
- M** Click **“Select”**.

 Create

CPE *
Annual Condo Law Update

Date Completed *
27/06/2023

Licensing Year *
2023-24

Search


Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Name ↑	Current Year	Start Date	End Date	Created On
<input checked="" type="checkbox"/>	2023-24	Yes	01/07/2023	30/06/2024	29/05/2023 5:35 PM
<input type="checkbox"/>	2024-25	No	01/07/2024	30/06/2025	29/05/2023 5:35 PM

Step 7

Attach proof of completion:


- N** Click **“Choose file”** to upload proof of completion.
- O** Click **“Submit”**.

 Create

CPE *
Annual Condo Law Update

Date Completed *
27/06/2023

Licensing Year *
2023-24

N  Attach a File
 No file chosen

O

Step 8

The system will display:

- P** The completed **CPE learning activity**.
- Q** Applicable **CPE credits**.

CPE ↑	Licence Type	Categories (CPE)	Credits (CPE)	Date Completed	Licensing Year
Annual Condo Law Update	General Licence	Legal and Ethics	3.0	27/06/2023	2023-24

How to delete a CPE learning activity:

S Click the  icon next to the activity.

The system will ask you if you are sure you want to delete the record. If yes:

T Click **“Delete”**.


If you have made a mistake and do not want to delete the learning activity:

U Click **“Cancel”**.


[Add Activity](#)

CPE 	Licence Type	Categories (CPE)	Credits (CPE)	Date Completed	Licensing Year
Annual Condo Law Update	General Licence	Legal and Ethics	3.0	27/06/2023	2023-24  S

To see how many credits you have accumulated for a licensing year, select the applicable year from the drop-down menu below and then select Calculate.

 Delete ×

Are you sure you want to delete this record?

T → [Delete](#)  **U** ↓ [Cancel](#)