

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 **“Login”**.

Login/Connexion

Email Address/Adresse e-mail

A

Password/Mot de passe

B

[Forgot your password/Mot de passe oublié](#)

C

Step 2

From the landing page:

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

Home

Home

- Notifications
- Profile
- Address Info
- Employment
- Applications
- D**
- Licences

Step 3

- E** Click **“Add Activity”**.

Reported CPE Activities

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.

E

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

Step 4

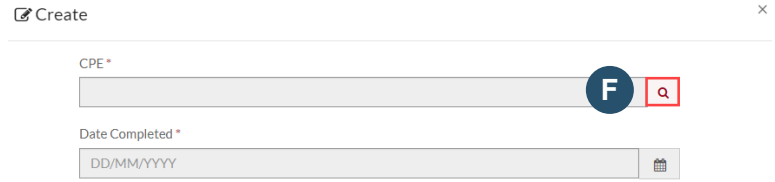
Locate the CPE learning activity:

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

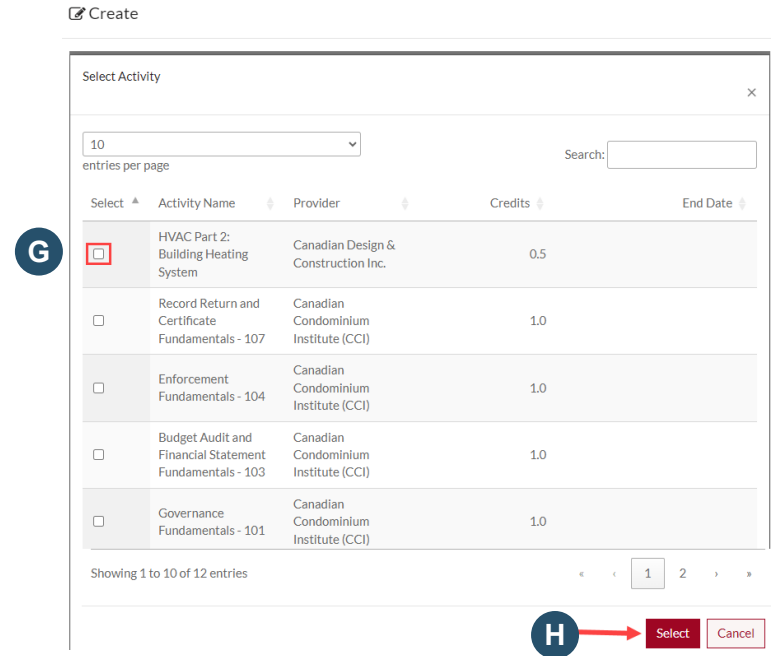
In the pop-up window:

G In the pop-up window, click the **box** on the left-hand side of the learning activity.

H Click **“Select”**.



The 'Create' form has two input fields. The first is labeled 'CPE *' and contains a search icon (magnifying glass) with a red box and the letter 'F' next to it. The second is labeled 'Date Completed *' and contains a date format 'DD/MM/YYYY' and a calendar icon.



The 'Select Activity' pop-up window shows a table of activities. A red box highlights the checkbox for the first activity, 'HVAC Part 2: Building Heating System', with a blue circle 'G' next to it. A red arrow points from a blue circle 'H' to the 'Select' button at the bottom right.

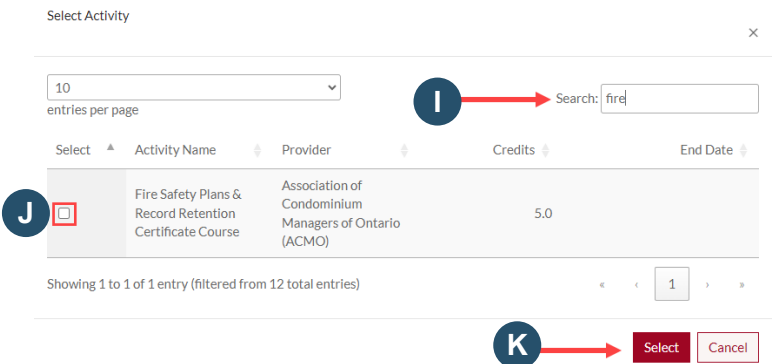
Select	Activity Name	Provider	Credits	End Date
<input checked="" type="checkbox"/>	HVAC Part 2: Building Heating System	Canadian Design & Construction Inc.	0.5	
<input type="checkbox"/>	Record Return and Certificate Fundamentals - 107	Canadian Condominium Institute (CCI)	1.0	
<input type="checkbox"/>	Enforcement Fundamentals - 104	Canadian Condominium Institute (CCI)	1.0	
<input type="checkbox"/>	Budget Audit and Financial Statement Fundamentals - 103	Canadian Condominium Institute (CCI)	1.0	
<input type="checkbox"/>	Governance Fundamentals - 101	Canadian Condominium Institute (CCI)	1.0	

Or search for your CPE learning activity.

I In the pop-up window, type in a **key word** of your CPE learning activity (for example “fire”) in the search textbox.

J Click the **box** on the left-hand side of the learning activity.

K Click **“Select”**.




The 'Select Activity' pop-up window shows search results for the keyword 'fire'. A red arrow points from a blue circle 'I' to the search input field. A red box highlights the checkbox for the first activity, 'Fire Safety Plans & Record Retention Certificate Course', with a blue circle 'J' next to it. A red arrow points from a blue circle 'K' to the 'Select' button at the bottom right.

Select	Activity Name	Provider	Credits	End Date
<input checked="" type="checkbox"/>	Fire Safety Plans & Record Retention Certificate Course	Association of Condominium Managers of Ontario (ACMO)	5.0	

Step 5

If applicable, select the date you completed the CPE learning activity:

- L** Click the  calendar icon.
- M** Select the **date you completed** the learning activity.

CPE *

Fire Safety Plans & Record Retention Certificate Course

Date Completed *

15/05/2024

Attach a File

No file chosen

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	M	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Step 6

If applicable, attach proof of completion:

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

CPE *

Fire Safety Plans & Record Retention Certificate Course

Date Completed *

15/05/2024

Attach a File

No file chosen

Step 7

The system will display:

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

Date Completed ↓	CPE	Credits (CPE)
15/05/2024	P Fire Safety Plans & Record Retention Certificate Course	Q 5.0 <input type="button" value=""/>

Step 8

Credits Calculation

- R** After adding your CPE learning activity, **refresh your browser** to update the credits calculation.

Date Completed ↓	CPE	Credits (CPE)
15/05/2024	Fire Safety Plans & Record Retention Certificate Course	5.0 <input type="button" value=""/>

Credits reported for previous licensing year: 0.0
 Carryover credits from previous licensing year: 0.0
 Credits reported for current licensing year: 5.0
TOTAL: 5.0

Step 9

How to delete a CPE learning activity

- S** Click the  icon next to the activity.
- T** Click **“Delete”**.

Date Completed ↓	CPE	Credits (CPE)
15/05/2024	Fire Safety Plans & Record Retention Certificate Course	5.0 S <input type="button" value=""/>

T