

Updating Recertification Points


Log in to my DRIC


1. Scroll down to see the Member Area Features and select On-Line Learning


Members Area Features...


Information Resources


Member Name Search


 **Newsletters**
view current and past issues


 **File Archive**
view documents for our members

 **Quick Reports**
view membership reports, rosters, and more


 **Photo Album**
view our photo album


 **Classified Ads**
view items/services for sale

 **Online Learning**
Take courses provided by your organization


 **Videos**
Watch a Video

Events

 **Event Registration**
register and pay fees for upcoming events (51 avail.)

 **Calendar of Events**
view upcoming events

Communication

 **Multipost**
send a general multipost to Twitter and/or Facebook

2. Select Continuing Education

Online Learning - Disaster Recovery Institute Canada

▼ Main Menu Help

Courses
View and take online courses.

My Certificates
View and print your earned online learning certificates.

My Membership Cards
View and print membership cards, certificates, etc. provided by your organization.

Continuing Education Credits
Enter and complete Continuing Education forms to earn Credits and Certifications

3. If you are completing the form for the first time click on New Form Entry, or if you have started a form, click on the pencil icon to Edit your existing form.

Updating Recertification Points

Upon completion of the Form, verify that you have obtained the minimum number of 80 Eligible credits across Groups A, B, and C. If you have obtained the 80 Eligible credits then "submit" the entire Form to DRI Canada to request Recertification. This Form will be saved with your DRI.CA member record.

Year(s)	Date Completed	Calculated	Actions
2013, 2014	Incomplete	12.00	
2013, 2014	Incomplete	46.00	

New Form Entry

4. Update your form by updating the Activities and entering your hours / time, using the checkboxes.

LMS: CE Form: DRIC English Form - Disaster Recovery Institute Canada

▼ Main Menu | LMS | CE

DRIC English Form

Refer to www.drii.org for official Policies, Schedules, and an explanation of Activities, Groups, and Recertification credits. You will need to know this to complete the Form properly and understand if some points do not count.

Review each Activity and corresponding Details. Make changes to the Details column as necessary to reflect your experience.

Ensure that any Details you add are eligible for credits according to DRII.

The column names/instructions may change for each Activity - read carefully.

In each of the "Year" columns indicate your membership or quantity for each Activity. The Form will calculate the total of the credits for each Activity and a Maximum number of credits for each Activity (as applicable). The sum of all the credits will be tallied in the Form. The top portion of the Form presents the total of all credits submitted as well as the total of Eligible credits for each Group of Activities. Only Eligible credits will be used to determine eligibility for Recertification.

There are some situations where you can choose which Group to assign the credits to using drop-down menus.

Some Activities are similar and may overlap depending upon your experience. You may NOT double count credits for any Activity.

All requests for Recertification are subject to a detailed audit. You MUST retain proof of all the credits you have claimed. You do NOT need to submit this proof unless requested by DRI Canada

Click on **Save & Continue** to move through the Activities and save your form.

Save & Continue

*Note: values calculate on save/submit

5. When you are ready to submit, click on Submit, otherwise Save your form until you are ready to submit.

Save

Save so you can return to edit later.

Submit

Submit your form for administrative approval.