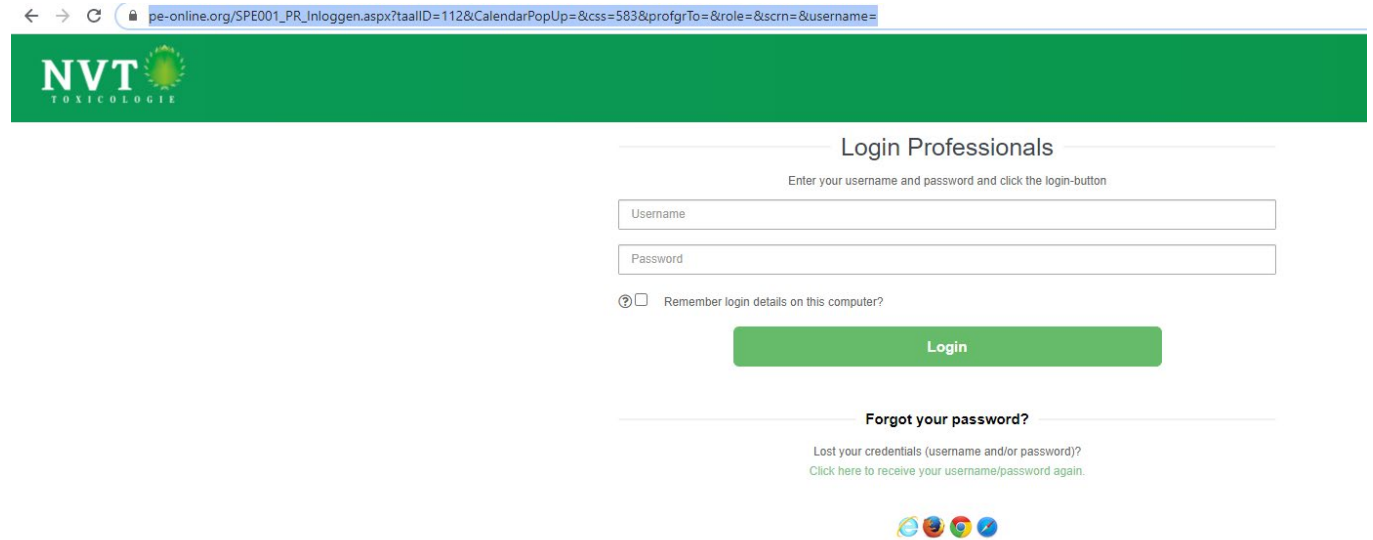


Guidance PE Online CPD Portfolio for (Re-)Registration of NL Toxicologists

Login

Connect to NVT PE Online website: <https://www.pe-online.org/login/?taalID=112&css=583>



pe-online.org/SPE001_PR_Inloggen.aspx?taalID=112&CalendarPopUp=&css=583&profgrTo=&role=&scrn=&username=

NVT TOXICOLOGIE

Login Professionals

Enter your username and password and click the login-button

Username


Password

Remember login details on this computer?

Login

Forgot your password?

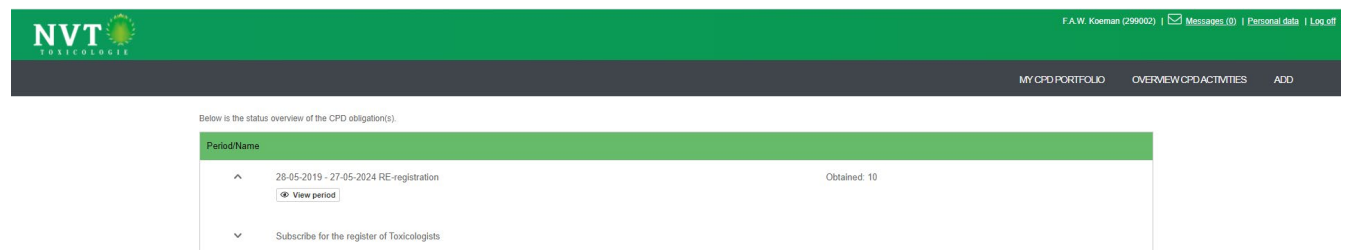
Lost your credentials (username and/or password)?
Click here to receive your username/password again.



Login with your username & password. If you forgot your password, you can click on the link in this screen to reset your password.

Initial screen after login

On the first screen, you will find your personal details (name and login number) as well as links to “Messages”, “Personal data” and “Log off” in the right hand corner.




NVT TOXICOLOGIE F.A.W. Koeman (299002) | Messages (0) | Personal data | Log off

MY CPD PORTFOLIO OVERVIEW CPD ACTIVITIES ADD

Below is the status overview of the CPD obligation(s).

Period/Name	
28-05-2019 - 27-05-2024 RE-registration	Obtained: 10
View period	
Subscribe for the register of Toxicologists	

Please make sure that your personal details are correct by checking the “Personal Data” link and store corrections and/or changes with the  button.

Your dossier

On below screen you can go to your open dossier by clicking “View Period”

Below is the status overview of the CPD obligation(s).

Period/Name	
28-05-2019 - 27-05-2024 RE-registration	Obtained: 10
View period	
Subscribe for the registration of Toxicologists	

This will show your current status of CPD points for sending and receiving activities.

In the screen shot below you will find some ‘dummy’ CPD activities already included to give you an idea how this will look.

[Back](#)

RE-registration

Details status-calculation F.A.W. Koeman (299002)

Period	28-05-2019 - 27-05-2024
Your result	10

Subrule

Receiving activities

Status	Rule incomplete
Minimum to achieve	20
Total achieved	4

Date	Category	Description	CPD points	Status
16-07-2019	Other receiving activity	Werken aan digitaal systeem	3	Awaiting agreement
11-07-2019	Conference/seminar/course/workshop	BSTP Continuing Education Symposium 2 - Liver	6	Awaiting agreement
02-06-2019	NVT annual meeting	Tweedaagse bijeenkomst	4	

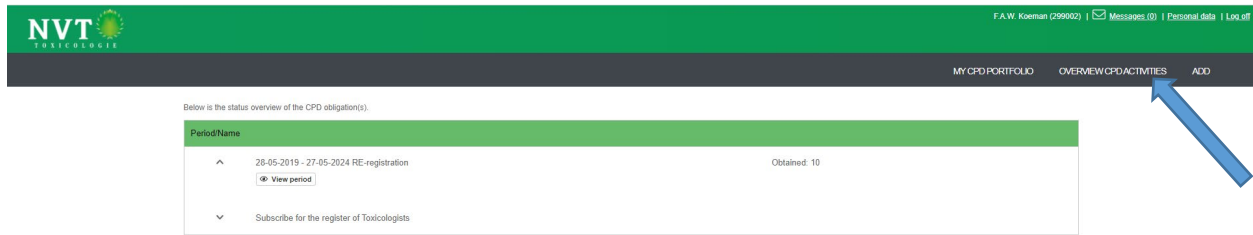
Sending activities

Status	Rule incomplete
Minimum to achieve	20
Total achieved	6

Date	Category	Description	CPD points	Status
------	----------	-------------	------------	--------

However, at first login your dossier will be empty. The applicants have the responsibility to fill their dossier with the relevant CPD activities.

In case you have already included some activities in the PE online systems you will be able to find those via the “OVERVIEW CPD ACTIVITIES” link.



This will bring you to the following screen.

In the example below, you will find the ‘dummy’ CPD activities already entered for reference.

[Share activities](#)

Overview CPD activities

All the activities entered are listed below. For an overview of your status with all applicable rules, please click My CPD Portfolio and then the relevant period. To add an activity, click on Add.

Date

From 01-01-2015

Until 31-12-2020

Categories All categories x All categories x

Omschrijving

Filter

Date	Category	Description	CPD_points	Status
01-07-2020	Other sending activity	Verfijnen digitaal systeem	3	Awaiting agreement
01-07-2020	Other sending activity	Verfijnen digitaal systeem	3	Awaiting agreement
01-10-2019	Other sending activity	Werken aan digitaal systeem	6	Awaiting agreement
16-07-2019	Other receiving activity	Werken aan digitaal systeem	3	Awaiting agreement
11-07-2019	Conference/seminar/course/workshop	BSTP Continuing Education Symposium 2 - Liver	6	Awaiting agreement
02-06-2019	NVT annual meeting	Tweedaagse bijeenkomst	4	Awaiting agreement

Please be aware that at first login this overview will be empty and applicants have the responsibility to fill their dossier with the relevant CPD activities!

You can add your activities as described in the next pages.

Add activities

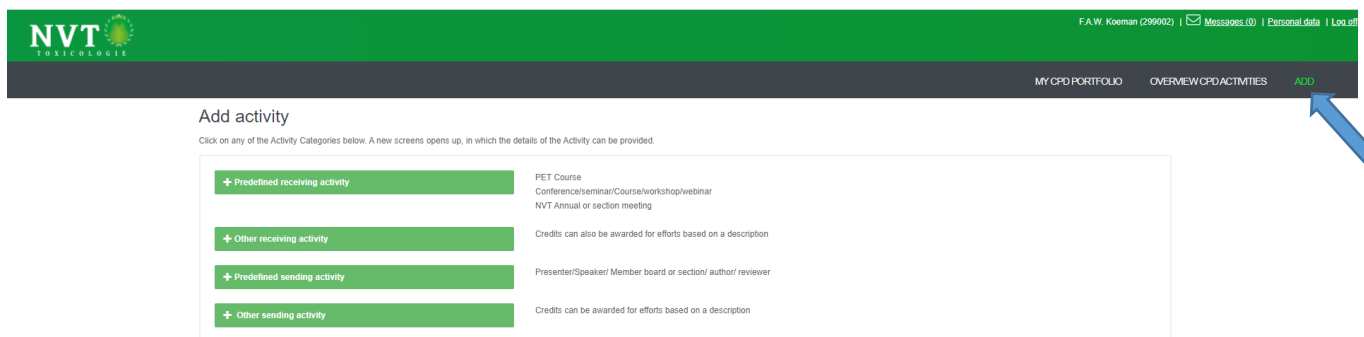
Once again, the RT would like to emphasise that the applicant should not wait until the last moment to submit their dossiers.

You will need to have your activities approved by the RT dossier reviewer before you can submit your dossier for (re-)registration. For more details, we refer to the Guidance Document.

All RT members are volunteers and therefore it might take considerable time to provide the details that the RT requires to assess your dossier.

To facilitate the review of your dossier, please make sure to attach/upload the relevant documentation to support your active participation in the selected activities.

To add activities, please go to “ADD” and you will see the below screen appear:



The applicants can choose for:

- Predefined receiving activity (*CPD points already pre-filled as per RT recommendation*), including
 - PET courses
 - conference/seminar/training/workshop/webinar
 - NVT Annual Meeting and/or NVT section meeting
- Other receiving activity:
 - CPD points to be requested for efforts based on a detailed description to support/justify the requested CPD points
 - *Examples can be found in the Guidance Document*
 - the RT dossier reviewer will assess and might ask for additional information for justification/clarification
- Predefined sending activity (*CPD points already pre-filled as per RT recommendation*)
 - presenter/speaker;
 - member NVT board and/or NVT section;
 - author/ reviewer
- Other sending activity:
 - CPD points to be requested for efforts based on a detailed description (*to support/justify the requested CPD points*);
 - *Examples can be found in the Guidance Document*
 - the RT dossier reviewer will assess and might ask for additional information for justification/clarification

For the activities you have to provide the following information:

✖ Close ← Back Next → Save concept

↑ Back to top of page

Enter into which category this activity falls.
Enter description and number of points.

Date of completing	04/11/2020
Category *	<div style="border: 1px solid #ccc; padding: 2px;"><div style="border-bottom: 1px solid #ccc; padding: 2px;">Conference/seminar/course/workshop</div><div style="padding: 2px;">Select</div><div style="border-bottom: 1px solid #ccc; padding: 2px; background-color: #007bff; color: white;">Conference/seminar/course/workshop</div><div style="padding: 2px;">NVT annual meeting</div><div style="padding: 2px;">NVT section meeting</div><div style="padding: 2px;">Webinar</div></div> <ul style="list-style-type: none">• maximum number of credit points for e.g. SETAC, Eurotox, SOT (usually 3-4 days) is 4 points; maximum number for NVT Annual meeting (2 days) is 3 points
Accreditation points (maximum 4) *	<input type="text"/>
Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>
Title of event *	<input type="text"/>
Start date *	<input type="text"/>
End Date *	<input type="text"/>
Organiser *	<input type="text"/>
Programme and/or certificate of participation *	<input type="button" value="Browse..."/>
Web address	<input type="text"/>

Only after providing all mandatory information (for more details see the Guidance Document), you will be able to proceed via the “next” or “save” button.

Please note that if you save your activity, it will NOT automatically be send to the RT dossier reviewers, this will only be done once your activity is considered complete (via “next” buttons for final submission).

Once your activity is submitted it will be send for assessment to your RT dossier reviewers. If no further questions arise with the reviewers and they agree with the amount of credits for non-predefined activities, your activities (if not yet pre-defined) will be considered approved.

It is recommended to keep your dossier up to date as the RT dossier reviewers can already agree on the CPD points of all activities before your dossier is considered complete for submission.

Once you have finalized entering all your sending & receiving activities, you can submit your dossier to the RT for final review.

For this you will have to enter some further details that are described in more detail in the Guidance Document.