



General  Council

## **How to use the MyCET online portal**

A user guide for CET Providers



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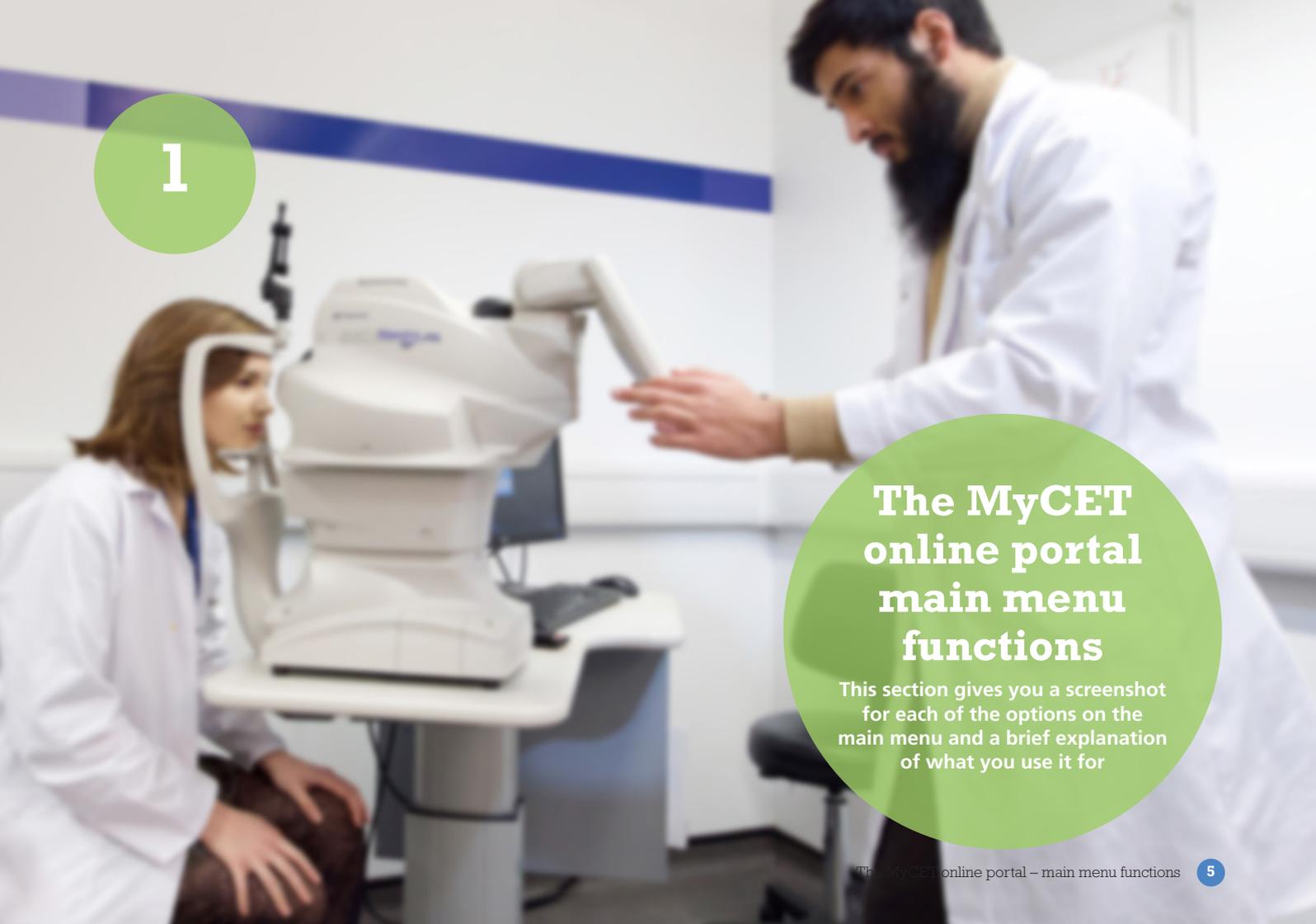
## Purpose of this guide

This guide is for anyone from a CET Provider who is learning to use the MyCET online portal.

Before using this guide you should read the guide for your particular role within the CET Provider which gives you the background information you need about the CET Scheme and how it works.

The web address for the MyCET online portal is **<https://cet.optical.org/site/login>** and you will need a username and password.

The person who registered your Provider account will have a username and password and is able to create new users.



1

## The MyCET online portal main menu functions

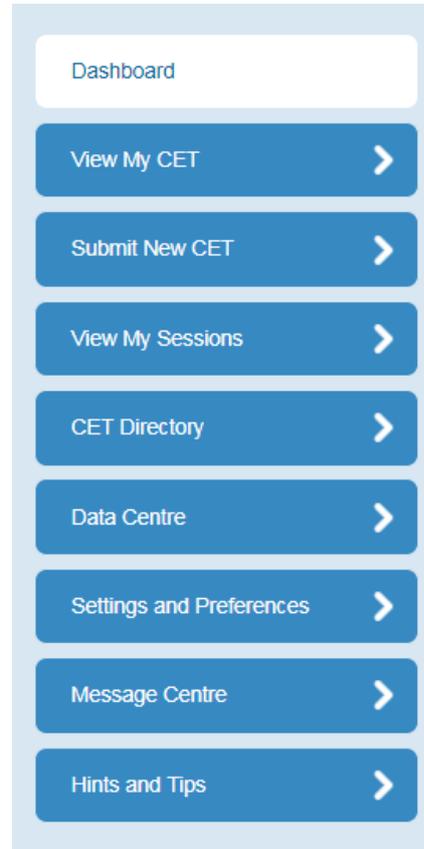
This section gives you a screenshot for each of the options on the main menu and a brief explanation of what you use it for

## THE DASHBOARD

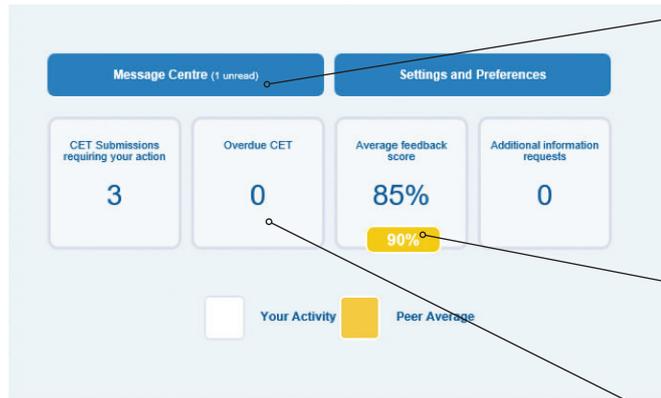
**The Dashboard highlights action you need to take. It displays:**

- Unread messages you have in the message centre
- How many CET applications are work in progress and need your action
- Overdue CET which needs your action e.g. make a declaration; uploading registration numbers

*You can access this CET directly using the **Options** button next to the CET listed*



# THE DASHBOARD



## Message Centre

This is where the GOC sends the Principal Contact messages about the status of your CET application.

If an Approver requests further information about a CET application, the message will arrive here. Review these messages regularly.

## Average Feedback Score

This tells you how your CET is being scored by registrants. The figure in yellow represents the average for all providers.

## Overdue CET

This takes you directly to CET that is overdue for its declaration and upload.

## Status

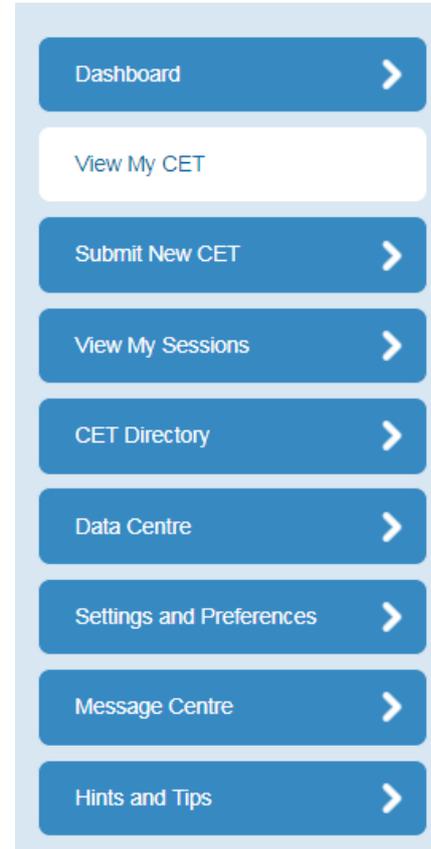
Shows you the status of applications which may need your attention.

	C Number	Title	Expires	Pts.	Status	
	C-1001	Example Distance Learning	20/11/2013	1	Approved No Session Assigned	Options
🕒	C-1002	Example Peer Review	N/A	3	Rejected	Options
🕒	N/A	Tim Ray Test CET	N/A	1	Incomplete	Options
🕒	C-30011	Test CET	N/A	1	Additional info requested	Options

## VIEW MY CET

### Use View My CET to:

- Find any CET you have in the MyCET online portal and its C Number (CET reference number)
- Complete actions on the CET using the **Options** button
- View the status of the CET and the expiry date



# VIEW MY CET

View My CET

**Filter**

Search by Internal Reference, Title or Lecturer

Search by C Number, S Number or EV Number




Search by CET expiry date

From  To  Status  ▼

Show archived CET?

## Filter/Search

Go directly to the CET you want by searching by the C Number or any other reference. You can fill in as many fields as you like but one is usually sufficient.

## Show archived CET

You can archive older CET from view. To find it or see it again in the search results tick this box. It is not deleted, just hidden from view.

## Options

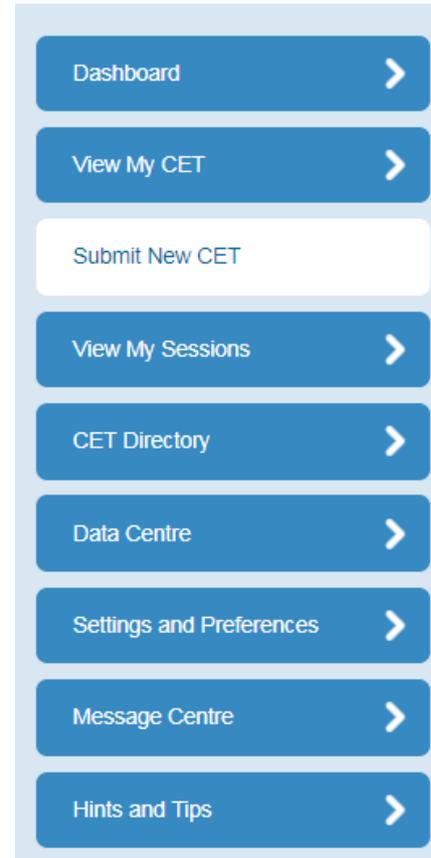
This shows you the actions you can take on this piece of CET. The actions available will change based on the status of the CET.

	C Number	Title	Expires	Pts.	Status	
🔍	N/A	Toby test interactive	N/A	1	Incomplete	Options
🔍	C-30296	sdf	N/A	1	Un	Options
🔍	C-30096	This is it	N/A	1	Un	Options
🔍	N/A	Chug	N/A	N/A	Inc	Options
🔍	C-30035	sdf	N/A	1	Under review	Options
🔍	N/A	Toby Workshop test	N/A	3	Incomplete	Options

## SUBMIT MY CET

### Submit New CET. Please note:

- There are six steps in total to submitting CET for approval  
*All six steps are discussed in full, later in the document*
- Everything you enter at each step is saved automatically
- Give as much information as possible to ensure that the approval process to go smoothly



# SUBMIT MY CET

## Submit New CET - Step 1 of 5

To start your application first choose a title and an internal reference then add learning objectives one at a time. Learning objectives in the enhanced CET scheme must be mapped to the [GOC Competency Framework](#).

Providers can select as many or as few competencies as are relevant to the CET. For each competency element selected you must specify a learning objective designed to allow participants to achieve some or all of the performance criteria and indicators relevant to that element of competence. Elements selected will determine the target group and competencies the CET is approved for.

CET Title

Reference

This is your internal reference, and is not sent to the approvers.

### Your Learning Objectives

Add your learning objectives one at a time. Follow the instructions below.

#### Step 1 - Select a target group

Select a target group from the dropdown below.

Please select



### Competency Framework.

Use this link to view the GOC Competency Frameworks.

### Title

This should be the title that you want to appear in the CET Directory or that you will use to advertise the CET.

### Reference

This can be your own internal reference.

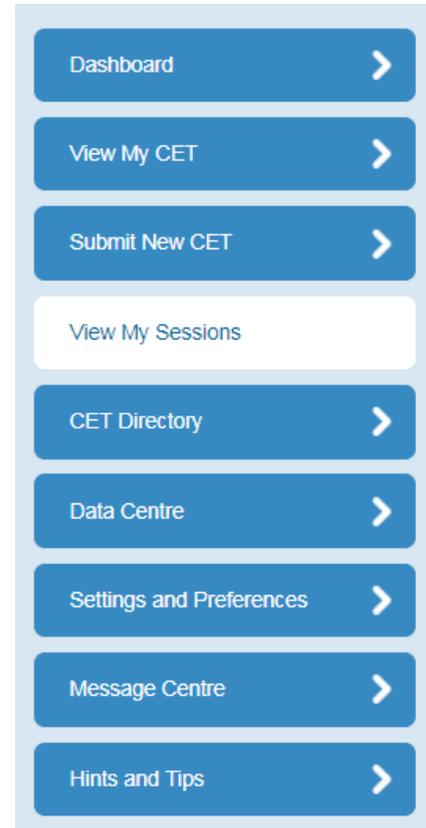
### Target Group

The first step to submitting new CET is to write the learning objectives for your target group and show which competencies the objectives support.

## VIEW MY SESSIONS

**A Session is the date and location that the CET will take place and:**

- Can have more than one piece of CET in it – useful for one day events, weekends or conferences
- Appears in the CET Directory if you want it to
- Can have information for registrants on how to book on to your CET



# VIEW MY SESSIONS

## View My Sessions

Search by Title or Lecturer

Search by C Number, S Number or EV Number

Search by Session date

<u>S.Number</u>	<u>Title</u>	<u>Date</u>	
S-10006	Eyecare 3000 Glasgow	20/01/2013	<a href="#">View Session</a>
S-10185	Test	13/01/2013	<a href="#">View Session</a>
N/A	Test	29/11/2012	<a href="#">View Session</a>
S-10004	Eyecare3000	16/11/2012	<a href="#">View Session</a>
S-10000	Test Conference	08/11/2012	<a href="#">View Session</a>

### Search

Search for a Session by CET reference number (C Number), Session number (S Number), event number (EV) or by Session date.

### View Session

Click **View Session** to see the CET in the Session and the details of the location, venue etc. A session has a start and end date.

### Sessions and Distance Learning

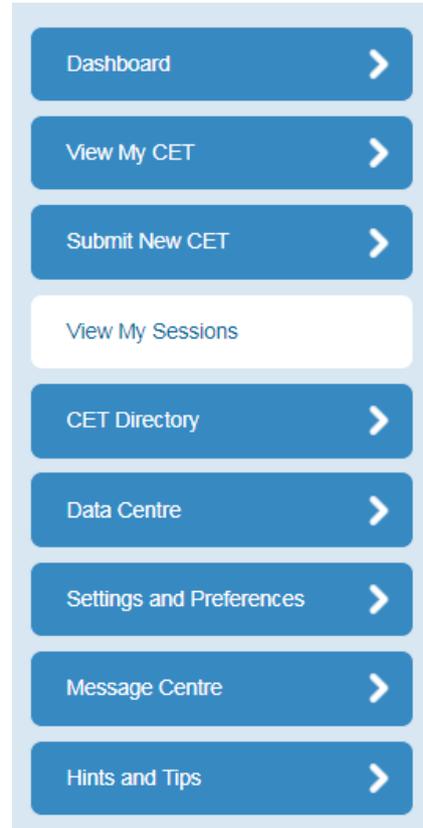
For distance learning CET, the session dates are the dates between which the CET is available for use by a registrant.

## CET DIRECTORY

**The CET Directory is a list of all approved CET and when and where it is available.**

It is also used by registrants to find CET. You can choose to display your CET in the Directory or not.

The Directory is for viewing only.



## CET DIRECTORY

### How the IP qualification can impact on the patient journey

28/11/2016 - Manchester, UK

The lecture will describe how the IP qualification can benefit both practitioners and the patient's who would attend a MECS service within Greater Manchester. The session will include a series of case...

[\[read more\]](#)

Northern Optometric Society

Lecture



Yes

1 (General)

Optometrist



OCULAR DISEASE



STANDARDS  
OF PRACTICE

[View Session](#)

It's a good idea to look at the Directory to see how your CET will appear. The information that you type into the application form could appear in the Directory.

Keep your application tidy to ensure that typos are kept out of your entries in the Directory.

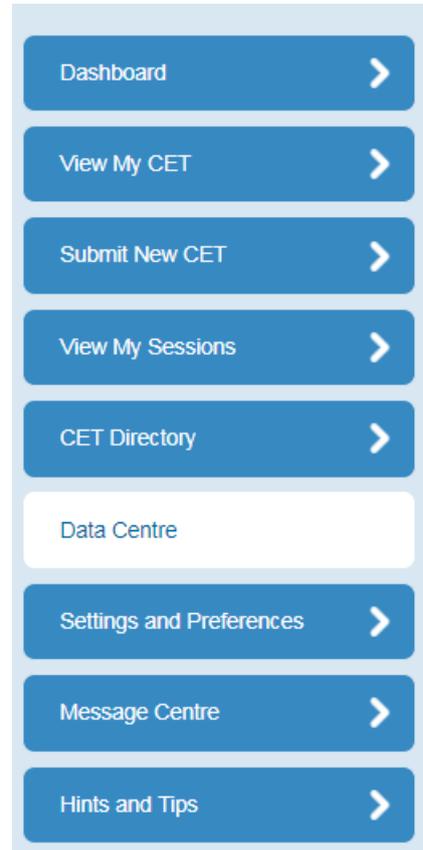
You can enter a link to your website and other booking and contact details so that they appear on the Directory.

Use the Directory to advertise your CET to registrants.

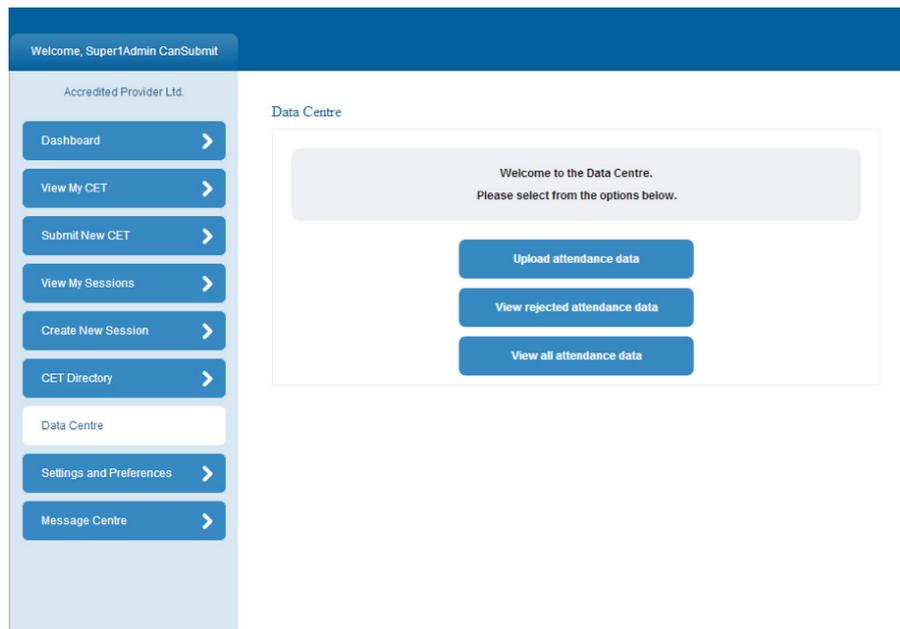
## DATA CENTRE

### Use the Data Centre to:

- Upload csv files of registration numbers of those who completed the CET
- View and correct data that has been rejected by the MyCET online portal because of an error
- View data you have already uploaded for CET



# DATA CENTRE



## Format for the csv file

Make sure you use the template file available on the next screen.

You will need the CET reference number (C Number) for the CET and event number (EV number) from the session.

You can upload a file which has data from more than one piece of CET.

## Rejected Data

You need to review rejected data, correct it and then resubmit it. **DO NOT IGNORE IT.** It will be rejected if the surname and GOC number do not match.

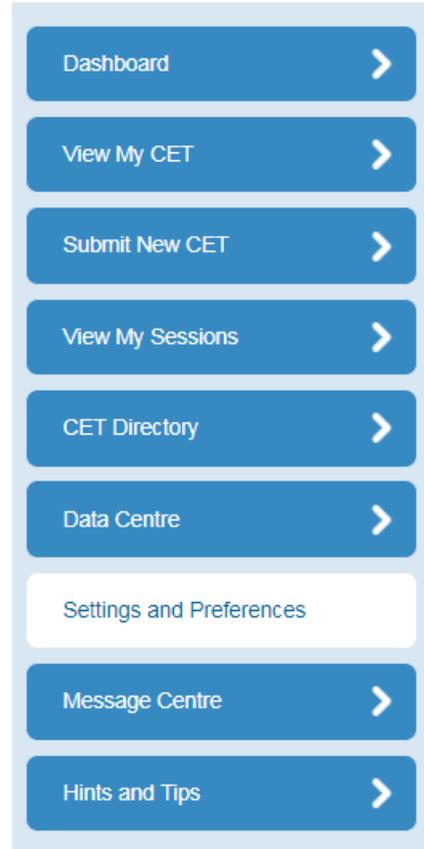
## Declare first

Make your CET Declaration before you upload here. The MyCET online portal will ignore your upload if you have not declared. (See section on Declaration and Upload)

## SETTINGS & PREFERENCES

### Use Settings and Preferences to:

- Maintain your organisation's contact details so the GOC is up to date
- Set the Principal Contact – the primary point of contact for the GOC & accountable for Provider performance
- Create additional users on your Provider account



# SETTINGS & PREFERENCES

## Settings and Preferences

### Edit company details

Company name

Accredited Provider Ltd.

Address1

123 London Road

Address2

City

Birmingham

### Change your password

If you would like to change your password, you can do so here.

Change password

### Manage account holders

Name	Type	
Admin CanNotSubmit	Admin	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Change password</a> <a href="#">Principal contact</a>
Super1Admin CanSubmit	Super-admin	<a href="#">Edit</a> <a href="#">Change password</a>
Simon Simons	Admin	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Change password</a> <a href="#">Principal contact</a>

Add new

### Account roles

This person can do everything on the account.

### Admin

This person can create CET but cannot submit CET or create new users.

### Principal Contact

This is the primary contact for the GOC who is accountable for ensuring that the Provider operates within the Principles and Requirements of the CET Scheme and the [Code of Conduct for CET Providers](#).

### Edit email address

This is the user's login. Please inform users of any changes you make to their email address.

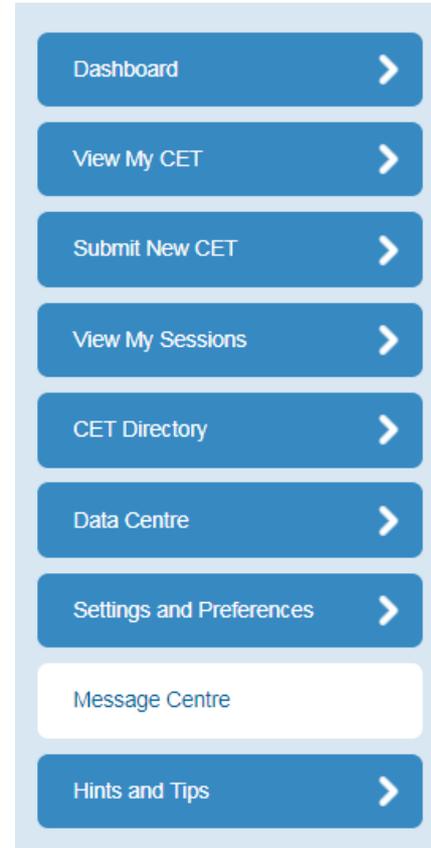
### Change Password

Please inform users of any changes to their password.

## MESSAGE CENTRE

Message Centre is the place where you receive and read all messages from the GOC Approvers, the GOC CET Scheme Manager and CET Providers asking to use your CET.

It's important that you read these messages and deal with them promptly. The Dashboard also reminds you how many unread messages you have.



# MESSAGE CENTRE

## Message Centre

<u>Date</u>	<u>Message Type</u>	<u>From</u>	<u>Title</u>	
<a href="#">18/02/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">18/02/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">04/02/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">04/02/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">30/01/2013</a>	<a href="#">CET Transfer</a>	<a href="#">Replay Learning</a>	<a href="#">CET Transfer Request</a>	<a href="#">Delete</a>
<a href="#">28/01/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">25/01/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">23/01/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">23/01/2013</a>	<a href="#">Information requested</a>	<a href="#">GOC Support</a>	<a href="#">Approver requested more information</a>	<a href="#">Delete</a>
<a href="#">.....</a>	<a href="#">Information</a>	<a href="#">GOC</a>	<a href="#">.....</a>	<a href="#">.....</a>

### Approver requests more information

The Approver needs more information from you in order to complete the approval process. The process is “on hold” until you reply using the MyCET online portal.

You have 10 working days to reply via the portal. If you do not reply within this time the CET application will be automatically rejected.

### Delete

Please note that messages are deleted with a single click of the delete button.

### Update from the GOC

The GOC will occasionally send you updates on the CET Scheme which you need to read.

2

**How to  
submit your CET  
– a summary**

## AN OVERVIEW

**Reminder**, all CET must be approved by the GOC before you advertise or offer it to registrants. This ensures that registrants know that they will get CET points before completing your CET. **NO** activity can be approved as CET after it has been delivered.

It is important that your CET meets the requirements of the CET scheme. An Approver will review your application against these requirements. The GOC also audits applications on a random basis.

### Submitting your CET

Use the on screen forms to submit your information. There is a help button for each part of the form. Read these carefully to ensure that you know what information is required.

There are six parts to the onscreen application form:

1. Complete the form for the professional group(s), the competencies which will be covered and the learning objectives.
2. Provide some generic information which we request for all types of CET.
3. Provide information specific to the modality you have chosen.
4. Review your application to make sure you are happy with it.
5. Submit your application for approval.
6. Answer any requests for further information from the Approver using the MyCET online portal.

# CREATE CET

## Step 1. Title and Adding Learning Objectives

**Step 1 - Select a target group**  
Select a target group from the dropdown below:

Optometrist

**Step 2 - Select a Unit of Competence**  
Select a Unit of Competence from the dropdown below:

2. Professional Conduct - The ability to comply with the legal, ethical and professional aspects 0...

**Step 3 - Select an Element of Competence**  
Select an Element of Competence from the dropdown below:

2.1. The ability to manage patients in a safe, appropriate and confidential environment.

**Step 4 - Select a Performance Criteria**  
Select a Performance Criteria from the dropdown below:

2.1.1. Adheres to Health and Safety policies in the practice including the ability to implement ap...

**Step 5 - Define a Learning Objective**  
Define a learning objective in the text box below (max. 400 characters):

Save

The purpose of CET is to support the maintenance and development of the knowledge and skills currently required to be a registered optometrist and dispensing optician.

Successful completion of CET is defined as demonstrating achievement of the learning objectives for the CET and participating for the full period of the CET.

### Learning Objectives

Step 1 – Select the target group

Step 2 – Select the Unit of Competence, Element of Competence and Performance Criteria, which your learning objective is designed to support

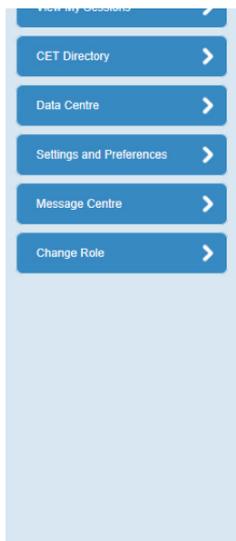
Step 3 – Write your Learning Objective

### Note:

You will need to write a learning objective for each target group and competency you want your CET to support.

Choose target groups carefully. The same CET may not support the competencies of more than two target groups.

There is a link to the GOC Competency Frameworks at the top of the screen.



CET Title

Reference  ×

This is your internal reference, and is not sent to the approvers.

**Your Learning Objectives**

1. Optometrist
2. Standards of Practice
- 2.6. Recognise, and work within, your limits of competence
- 2.6.1. Recognise and work within the limits of your scope of practice, taking into account your knowledge, skills and experience.

test  
[Edit](#) [Remove](#)

[Add another learning objective and / or target group](#)

**Next step >**

### Add a 2nd learning objective or target group

You can add a second target group or learning objective by clicking **Add another learning objective and / or target group**

## CREATE CET Modalities of CET

In Step two you choose the modality for your CET. The questions in Step two are the same for all modalities of CET. In step three you will see questions specific to your chosen modality.

**It is very important that your answers are specific to the CET you are submitting.**

Do not cut and paste the same answer into each application.

Do not rely on the experience of your lecturer/author to justify the currency of the content.

Do demonstrate that your CET is supporting the competencies and is relevant to current practice.

Submit New CET - Step 2 of 8

1 Type of CET  
Lecture

For more information about the questions below, see [Section 4.8.1 of the principles and requirements](#)

2 Describe the content of the CET and how it supports maintenance of standards of professional practice.

2 Describe how you will evaluate achievement of the learning objectives and how you will encourage registrants to reflect on their current practice.

There is an on screen form which asks you to:

- Describe the content of the CET and how it supports maintenance of standards of professional practice
- Describe how you will evaluate achievement of the learning objectives and how you will encourage registrants to reflect on their current practice
- Describe how you have ensured the content of this CET is unbiased, up to date and reflects current practice. Please list sources of content and reference professional guidance and national standards
- Describe this CET to your audience. This description will be used in the CET Directory and by the participant to identify if this CET is suitable for their learning needs and when providing feedback

If you have chosen a modality that awards interactive points you will also see these two questions:

- How will you confirm that the interaction was sufficient to identify and correct errors in understanding and to give registrants the opportunity to reflect on their own understanding compared to others?
- How will you satisfy yourself that the interaction was sufficient to enable the achievement of the learning objective?

## CREATE CET

### Step 3 – Questions specific to the type of CET

In this Step you give information specific to the type/modality of CET you are using.

#### Example questions for Step three

- Details of the lecturer/author
- Duration of the CET
- Numbers participating
- Special equipment or facilities needed/provided
- Specific question for the modality
- Specific questions about the interactive elements of the CET
- Any other information you would like to add
- Additional files e.g. sample multiple choice questions (MCQs), outline of the content etc.

More information may help the Approver.

#### Lecturer or Author points

If the author of the CET wants to claim a CET Point for authoring and delivering the CET you must enter their GOC number in this field. One point will be awarded automatically when you upload the completion details for the first time. DO NOT add them to the registrant upload. Describe why this person is appropriate by providing a description of their experience relevant to this CET. A full CV is not required.

Note: A screen shot has not been given for this Step due to the variation in the questions asked.

## CREATE CET

### Steps 4 and 5 – CET Summary and Submit

Step four shows a summary of the CET application before you submit it. You can edit the application if you need to by clicking the back button at the bottom of the screen. When you are happy with the application, you need to confirm that you agree to abide by the [Code of Conduct for CET Providers](#). You can then click **Submit** (Step five).

#### **Fast Track**

You can also choose to send your application through the Fast Track process. This means the approval process will be completed within three working days. There is an additional charge for this process of £295 per application. The Fast Track process is intended for emergency use only.

#### **Timeline**

Your CET application is automatically sent for approval and the process will be assessed within ten working days. Watch your message centre and your email in case the Approver requests additional information about your application. You must answer any requests for further information within ten working days. After this date, the MyCET online portal will automatically reject your application.

## CREATE CET

### Step 6 – Requests for additional information and tracking process of application

	<u>C Number</u>	<u>Title</u>	<u>Expires</u>	<u>Pts.</u>	<u>Status</u>	
	C-53342	Contact Lenses for Digital Lives	N/A	1	Under review	▼ Options
	C-52902	Slit-lamp Techniques	31/12/2018	1	Approved No Session Assigned	▼ Options
	C-52901	Communication	31/12/2018	1	Approved No Session Assigned	▼ Options
ⓘ	C-52171	The NICER study: childhood refractive error in the 21st century	31/12/2018	1	Approved Session Assigned	▼ Options

Use View My CET to track the progress of your application

1. After you have submitted your CET its status will show as **Under Review**.

When approved it will show as **Approved No Session Assigned** or **Approved session Assigned** depending on whether it was added to a session when you created it.

When you have added the CET to a session, the date, time and location, it will show as **Approved Session Assigned**.

2. Whilst **Under Review**, the Approver may:
  - Request further information or ask you to edit the learning objectives and competencies. The status would change to **Additional Information Requested**. Read the message from the Approver in the Message Centre and reply accordingly using the MyCET online portal. Do not reply via email.
  - Unlock the learning objectives so you can edit them. After editing make sure you reply to the Approver using the MyCET online portal to say you have made the edits.
3. When the approval process is completed the status will show as **Approved** or **Rejected**.
4. If the CET is aimed at two target groups, it has to be approved for each target group so it may be **Approved for Optom, Rejected for DO** etc.
5. When CET is rejected you can:
  - Accept the decision
  - Accept the decision and start a new application if you want to (you can copy content from one application to another).
  - Appeal the decision, in which case the application and the approval decision are submitted to the Chair of Approvers for review. The Chair will either uphold the original decision to reject, approve the CET or recommend a new improved application is made.



**4**

**How to  
make a CET  
Declaration  
and Upload  
completion  
details to the  
GOC**

- Dashboard >
- View My CET >
- Submit New CET >
- View My Sessions >
- CET Directory >
- Data Centre >
- Settings and Preferences >
- Message Centre >

### View My Sessions

**Search by Title or Lecturer**

**Search by C Number, S Number or EV Number**

**Search by Session date**

<u>S Number</u>	<u>Title</u>	<u>Date</u>	
S-21686	Optrafair 2016 Monday	11/04/2016	<a href="#" style="color: #0056b3; text-decoration: underline;">View Session</a>

You can make your declaration and upload once the session date has passed i.e. the day after the CET has been delivered. You can upload registrant details once the declaration has been made and supporting evidence uploaded. You must declare and upload within 10 working days of the Session date for the CET. If you do not do this within the 10 day deadline you will be breaching the [\*\*Code of Conduct for CET Providers\*\*](#) and will be listed on the GOC report of Providers with overdue CET.

For distance learning, you can do this once the start date for the session has passed and you must upload details of those completing the CET successfully at least once per calendar month.

### CET in this Session

EV Number	C Number	Title	Expires	Points	Status	
EV-33763	C-51349	ROP to Alzheimer's	31/12/2018	1	Approved Session Assigned	<a href="#">View</a> <a href="#">Remove</a>
EV-33764	C-51345	OCT – what do I need to know?	31/12/2018	1	Approved Session Assigned	<a href="#">View</a> <a href="#">Remove</a>
EV-33822	C-51405	Putting multimodality imaging into Practice and Improving Patient Care	31/12/2018	1	Approved Session Assigned	<a href="#">View</a> <a href="#">Remove</a>

#### CET Declaration

Make a Declaration about this CET after it has been delivered and before you upload points.

Make Declaration

There are various ways of finding the CET you want to work on.

1. View My Sessions - Find the Session for the CET you want to work on and click **View**
2. This gives you the information for the Session showing the CET in this session.
3. Click **View** next to the CET you need to work on.
4. Scroll down to find the **Make Declaration** button.

### Make Declaration

Please select one of the following options.

I, the Provider, confirm:

- the content was delivered as proposed in the approved submission
  - the learning outcomes were achieved as planned
  - the reflection stimulus was used as planned
  - the CET met the requirements of the Scheme and we followed the Provider Code of Conduct
  
- The CET was not delivered in accordance with the original approved submission for the following reasons
  
- The CET did not take place or no GOC registrants attended or successfully completed the CET.

Cancel

5. To complete your declaration you need to click **Make Declaration** and select the relevant options. You will then be asked to upload some information that confirms the CET was delivered as intended. More detailed information on this is provided in the screenshot.

### CET Declaration

You have made the following Declaration:

- I, the Provider, confirm that the content was delivered as proposed in the approved submission, the learning outcomes were achieved as planned, the reflection stimulus was used as planned and the CET met the requirements of the Scheme and we followed the Provider Code of Conduct.
- Uploaded documents:  
[C-53120 - CL and enhancing vision cases - front led power point.pdf](#)

Make Declaration

### Upload CET Points

Would you like to submit or view attendance information for this CET?

View participants

View feedback

Submit attendance

If the CET was not delivered as you planned in the application please explain what happened. This will not affect registrants getting their points or your status as a Provider. But it does ensure the GOC has a complete audit trail of what happened.

Once you have made your declaration the MyCET online portal requires you to upload material to verify the content of what was delivered before you will be permitted to upload the list of attendees. Only once the supporting documentation has been uploaded will you be able to upload the registrant details.

Click **Submit attendance**. After the upload, you can also use this screen to view who attended this CET by clicking on **View participants**, as well as see their feedback on your CET by clicking **View feedback**.



#### Add Attendants

CET Title	Wet AMD: current treatments and referral pathways
C Reference	C-52409
Session	OC Induction Programme 2016
EV Number	EV-35351

**You are about to upload attendees. You can add up to 10 attendees at a time using the form below.**

GOC Number  Surname

GOC Number  Surname

After clicking **Submit attendance**, you see this onscreen form. Use this form to upload smaller number of registrants. If you have a large number to upload you can use the Data Centre and a **csv file**.



#### Upload Attendance Data

**Warning: You must complete a CET Declaration for your event BEFORE you upload here. (If you do not, the upload will work but will not be accepted).**

Select the CSV file that you want to upload, and then press **submit**.  
[Click here to download a template CSV](#)

### How to use the Data Centre to upload registrant details

#### Attendance Data

Download the csv template file and add your data to it.

Find the file and upload it to the online portal.

See previous page.

## What does the Declaration mean?

By making the declaration you are confirming the CET was delivered to the standard required by the scheme and the standard intended when it was approved. Your declaration:

- confirms the content was delivered as proposed in the approved application or notifies of any changes;
- confirms the method of measuring the achievement of outcomes and the results of this measurement was used;
- confirms the learning outcomes were achieved as planned;
- confirms the reflection stimulus was used as planned;
- when the content was not delivered as planned, states the reasons why and any action that was taken to mitigate the situation;
- when the learning outcomes were not delivered as planned, states the reasons why and any action that was taken to mitigate the situation;
- states any other changes that were made to what was delivered compared to what was approved;
- confirms that the Provider believes the CET delivered met the scheme requirements.

## What do I upload?

- The Provider must upload a copy of the materials used to deliver the CET. If this is not possible, they must state why and provide a summary of the content that was delivered.
- The following are examples that would be acceptable evidence to upload to the MyCET online portal to verify the nature of the CET delivered.

Type of CET	Examples of Evidence for upload
Uses a mixture of types of CET	To be defined by the Approver
Lecture	<ul style="list-style-type: none"> <li>• Lecture notes or the presented slides in Word, PDF or similar.</li> <li>• A copy of the questions asked and the answers given.</li> <li>• Summary of the content delivered, written by a person at the lecture.</li> </ul>
Deliver a lecture	<ul style="list-style-type: none"> <li>• Lecture notes or the presented slides in Word or similar.</li> </ul>
Discussion Workshop	<ul style="list-style-type: none"> <li>• Notes or the presented slides in Word, PDF or similar.</li> <li>• A description of how people were organised for the discussion; the trigger questions used; key learning points for the group from the discussion.</li> <li>• Summary of the content delivered written by a person at the seminar.</li> </ul>
Skills Workshop	<ul style="list-style-type: none"> <li>• The schedule for the workshop with times allocated to each activity for each person.</li> <li>• An outline of the content or key points covered in each activity.</li> <li>• Names of instructors.</li> </ul>
Peer Review Group	<ul style="list-style-type: none"> <li>• A list and description of the cases presented for discussion.</li> </ul>
Peer Discussion Group	<ul style="list-style-type: none"> <li>• The reference numbers of the pre-prepared case based patient scenarios which were used.</li> </ul>
Optical Lab Tour	<ul style="list-style-type: none"> <li>• Copy of the programme and content of the tour.</li> </ul>
Poster sessions	<ul style="list-style-type: none"> <li>• The text and visuals used to construct the poster in electronic file format, e.g. Word, JPEG, etc.</li> <li>• A digital image of the poster as displayed.</li> </ul>
Text Based Distance Learning	<ul style="list-style-type: none"> <li>• Copy of the published article.</li> <li>• The MCQs and answers used.</li> </ul>

Type of CET	Examples of Evidence for upload
Interactive Text Based Distance Learning	<ul style="list-style-type: none"> <li>• Copy of the published article.</li> <li>• The MCQs and answers used.</li> <li>• A summary of content and outcomes of the interactions used.</li> </ul>
Distance Learning	<ul style="list-style-type: none"> <li>• Copy or evidence of the content.</li> <li>• The MCQs and answers used.</li> </ul>
Interactive Distance Learning	<ul style="list-style-type: none"> <li>• Copy or evidence of the content.</li> <li>• The MCQs and answers used.</li> <li>• A summary of content and outcomes of the interactions used.</li> </ul>
Recorded Lecture	<ul style="list-style-type: none"> <li>• Lecture notes or the presented slides in Word, PDF or similar from the original lecture.</li> <li>• A hyperlink to the online content whilst it is available.</li> <li>• A copy of the MCQs and answers used.</li> </ul>
Interactive Recorded Lecture	<ul style="list-style-type: none"> <li>• Lecture notes or the presented slides in Word, PDF or similar from the original lecture.</li> <li>• A hyperlink to the online content whilst it is available.</li> <li>• A copy of the MCQs and answers used.</li> <li>• A summary of content and outcomes of the interactions used.</li> </ul>
Visual Recognition Tests	<ul style="list-style-type: none"> <li>• Copies of the images used and the MCQs and answers used.</li> </ul>
Interactive Visual Recognition Tests	<ul style="list-style-type: none"> <li>• Copies of the images used and the MCQs and answers used.</li> <li>• A summary of content and outcomes of the interactions used.</li> </ul>

### What if it didn't go as planned?

It's important that you upload a document which explains any differences between what you planned and what actually happened. This will not affect registrants and their points or your status as a Provider. The GOC needs to know this so it can understand the feedback given by registrants and has an audit trail of what was delivered.

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FAQs

## Account issues

### How do I add an administrator to account?

The Principal Contact will need to go into the Settings and Preferences screen of the account and scroll to the bottom of the page. Here, they will find a section called Manage Account Holders, with a button to add a new name.

### How do I change Principal Contact?

The name of the Principal Contact will be shown in bold in the Settings and Preferences screen. To change this, click on the **Principal Contact** link next to the name of the new person. Their name should now appear in bold. Please note, if you are changing the Principal Contact because they are no longer involved in your group, update the MyCET online portal with the new nomination first before removing the old one.

### How do I remove administrator/Principal Contact?

Go to the Settings and Preferences screen and find the administrator you wish to remove. Click on the **Delete** link to the right hand side of the screen. Please note that you must always nominate a new Principal Contact before you remove the old one.

### What is the difference between Admin and Super-admin status?

A Super-admin can do everything necessary in a Provider account, whereas an Admin can only upload attendees after an event, and start an application (they cannot submit one).

### Who receives messages for the account (requests for further info, requests to transfer CET)?

All messages from the GOC/Approvers are received into the Principal Contacts message centre, together with any requests from other Providers to transfer CET. They also receive the email notification for all applications from that account.

### Do I need to pay the Provider Fee every year?

As an Approved Provider, you will need to pay the annual Provider Fee when invoiced. If the fee is not paid, your access to the MyCET online portal will be removed and you will not be able to submit applications or upload points to attendees.

### How long do I keep my records for?

As an approved Provider, you are required to maintain a set of CET records for a minimum period of six years detailing those who have successfully completed your CET.

## Application issues

### How do I identify the learning objectives?

The learning objective should be what the attendees will be able to understand or demonstrate as a result of attending your event.

### How do I apply for more than one competency/target group?

Once you have selected your first competency and entered the learning objective, you will notice a link towards the bottom right hand side of the screen **Add another learning objective**

**/ or target group.** This will take you back to the original screen where you can select the same target group to add another competency/learning objective, or target group. It is not possible to select a target group once and add several learning objectives.

### **How long does an application take to consider?**

Applications take 10 working days to consider. If an application is urgent you can submit it as a Fast Track which takes three working days and costs £295. Please note, the date you submit an application is not counted as a working day.

### **Can I change an application to Fast Track after a few days?**

The Fast Track option must be selected at the time you submit an application and it is not possible to change over to Fast Track once submitted.

### **Can I add more competencies/target groups after submitting an application?**

If the Approver requests further information for an application they can unlock the objectives and may ask you to amend, remove or change the competencies or learning objectives originally submitted. However it is not possible to add additional competencies or add a target group once you have submitted your CET, unless requested to do so by the Approver.

### **How to assign CET/more than one CET to a session?**

In order to assign a piece of CET to a session, go to the **View My CET screen** and identify the event you wish to deliver. To the right hand side of the screen is an Options link. Hover the cursor over the link and select the View CET option. Scroll

to the bottom of the screen and select the **Create New Session**. Here you will need to enter the details on the time, date and location of where you wish to deliver this piece of CET. Once saved, this will create an S Number.

If later on you wish to deliver a second piece of CET at the same date and location, **Go to View my CET**, search for C-number, click options: **View CET**, then scroll to bottom for **Add to existing session**. It's easier to start from an existing piece of CET.

### **Do I need to make a second application to deliver the same lecture?**

Once a piece of CET has been approved it will be valid until the end of the current cycle. Therefore, in order to deliver a piece of CET a second time, you just need to assign it to a new session, confirming the time, date and location of where it is to be delivered.

### **How do I appeal a decision?**

If you wish to appeal an approval decision, go to the View My CET screen and locate the application. Hover the cursor over the Options link to the right of the screen and click on the **Appeal** option (normally the last one). Please note, decisions cannot be appealed once the CET has been delivered.

## Upload issues

### What is the process to upload points?

Once the CET has been delivered, you will need to go into the application and make the declaration that the CET was delivered in accordance with the approval. Once done, the MyCET online portal will ask you to upload evidence to support that declaration. Only after this has been done will you be able to input the names and GOC numbers of the attendees. The points are then automatically sent over to the attendees.

### How do I input registrant data into the Data Centre?

If you have a large number of registrants to enter, you can use the Data Centre to upload the points. Make the declarations and upload the supporting evidence in the usual way. Scroll to the top of the screen and select **Data Centre** from the list on the left of the screen. Click on the **Upload Attendance Data**, and then download the template csv file from the link. Enter the information stated in the csv file. Please remember to ensure no spaces are left and to include the full registration numbers for the attendees. Save the file to your system, and then upload as directed.

### Why might registrant data be rejected?

- CET not approved for the attendees target group
- Incorrect name spelling/ GOC number
- Spaces added into or before the GOC number
- Old GOC number used for restorer

### Can CET be assigned to a session on the day/after it is due to run?

Sessions must be assigned the day before the CET is due to be delivered at the latest; it cannot be assigned after the event. You will therefore need to ensure measures are in place to confirm this step has been completed. If the session is not assigned, points cannot be awarded.

### Can I change the number of points awarded?

Points are awarded according to the modality of the event. All lectures will be awarded one point, regardless of the length of time it takes to be delivered. Confirmation of the number of points each modality attracts can be found on pages 58 to 81 of the Principles and Requirements document.

### How do I allocate facilitator points for peer discussion groups?

Once you have made the declaration and uploaded the supporting documents, you will see a button **Submit Attendees** at the bottom of the screen. Click here, and you will see a green box with a link that says **Click here if you want to upload facilitator points**.

### Do facilitators get points for workshops?

Facilitator points can only be awarded for Peer Discussion Groups.

### How can I tell if the points have gone through?

You can check this by going into the CET and scrolling down the screen, past the Session details, until you get the Attendance Information box. This box confirms the number of registrants the

points have been uploaded to and how many have accepted. It also confirms whether there were any invalid uploads (see above for possible reasons), as well as the feedback scores.

### **How long does it take for the points to go through to the registrants?**

The points are automatically sent through to the attendees once you click **submit**.

### **How to transfer CET from one Provider to another**

If you wish to transfer approved CET from another Provider into your account you should first ask their permission. If they agree, you go into your **View My CET screen** and scroll to the bottom. You will see an area called **Request CET from another Provider**. Click the button **Request Transfer**, and enter the C Number, together with a note to the Provider. Once you submit the request, it will go straight to the message centre of the Principal Contact for that account. If they agree, they can click on the link in the message which will automatically send the CET over to your account. It will have the same title, but a different C Number.

### **Does the 'old' Provider now need to set up the session?**

No. Once the CET has been transferred, you can now deliver the CET. Therefore you will need to set up the session as usual and add the transferred CET to it.

### **How do I put CET in archive?**

Go to the View My CET screen and identify the C Number you wish to archive. Hover your cursor over the Options link to the right hand side of the screen. The last option should be **Archive**.

### **How do I search CET in archive?**

Go to the View My CET screen and enter the C Number into the search C Number box. Click the **Show Archived CET** box, and click on **Go**.

### **Can I delete a session if it did not run?**

Do not delete sessions that did not take place. The day after it should have gone ahead, go into the CET assigned to that session, scroll down to the declaration button and chose the 3rd declaration, **Did Not Take Place**.

### **How do I remove points if erroneously uploaded?**

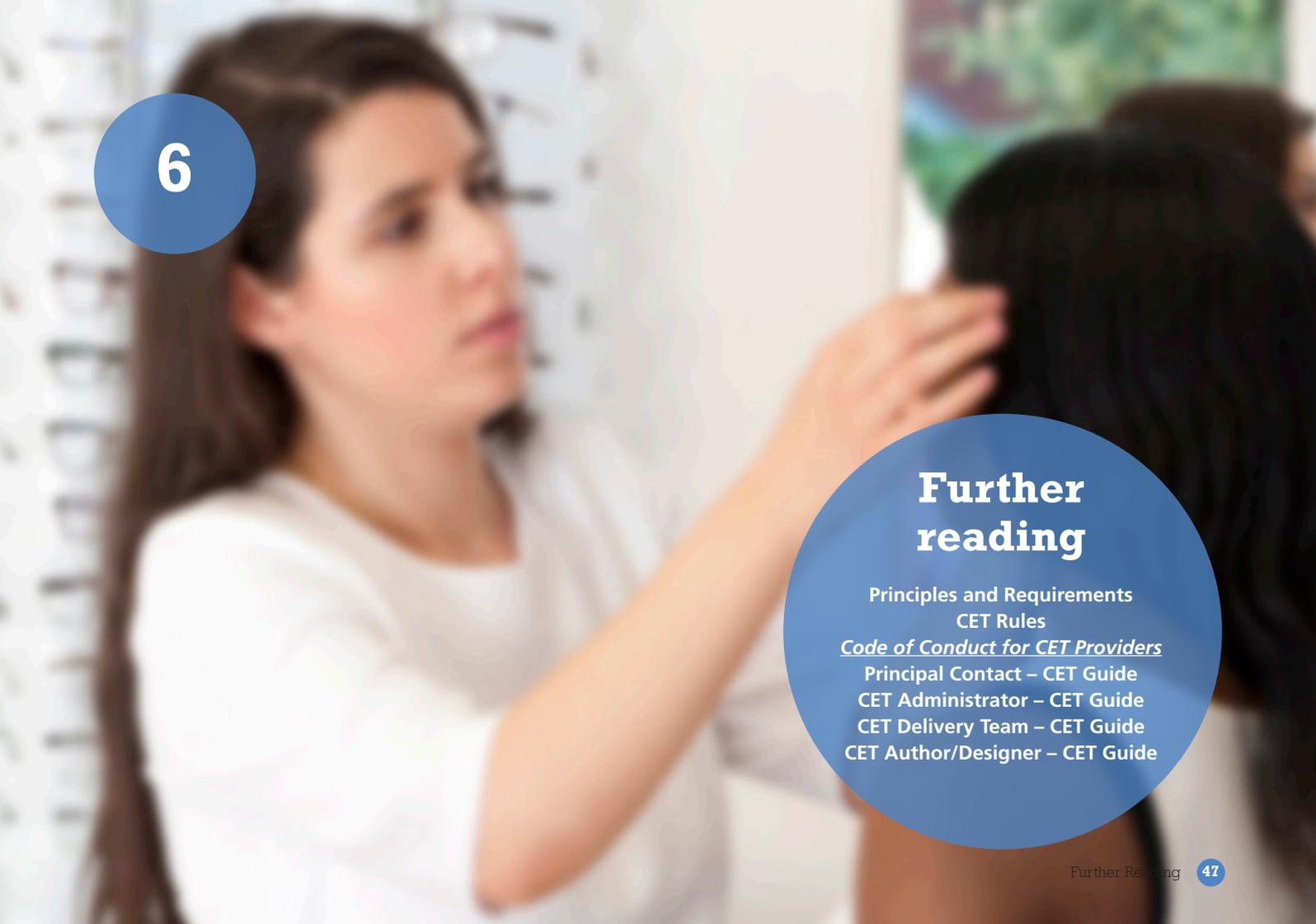
If you have uploaded points by mistake, notify the registrants that they must not accept them, and then email the GOC with the list of names and GOC numbers, together with the C Number and EV-Number. We will then arrange for the points to be removed.

A blurred background image of an optical store. On the right, there are tall white display racks with red accents, filled with various styles of eyeglasses. In the center, a male staff member in a white lab coat and a female customer are walking and looking at a tablet. The store has a clean, modern aesthetic with bright lighting and a blue carpet.

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## How to get support

MyCET online portal  
CET user guides  
Email address: [cet@optical.org](mailto:cet@optical.org)  
Telephone: 0207 307 9488



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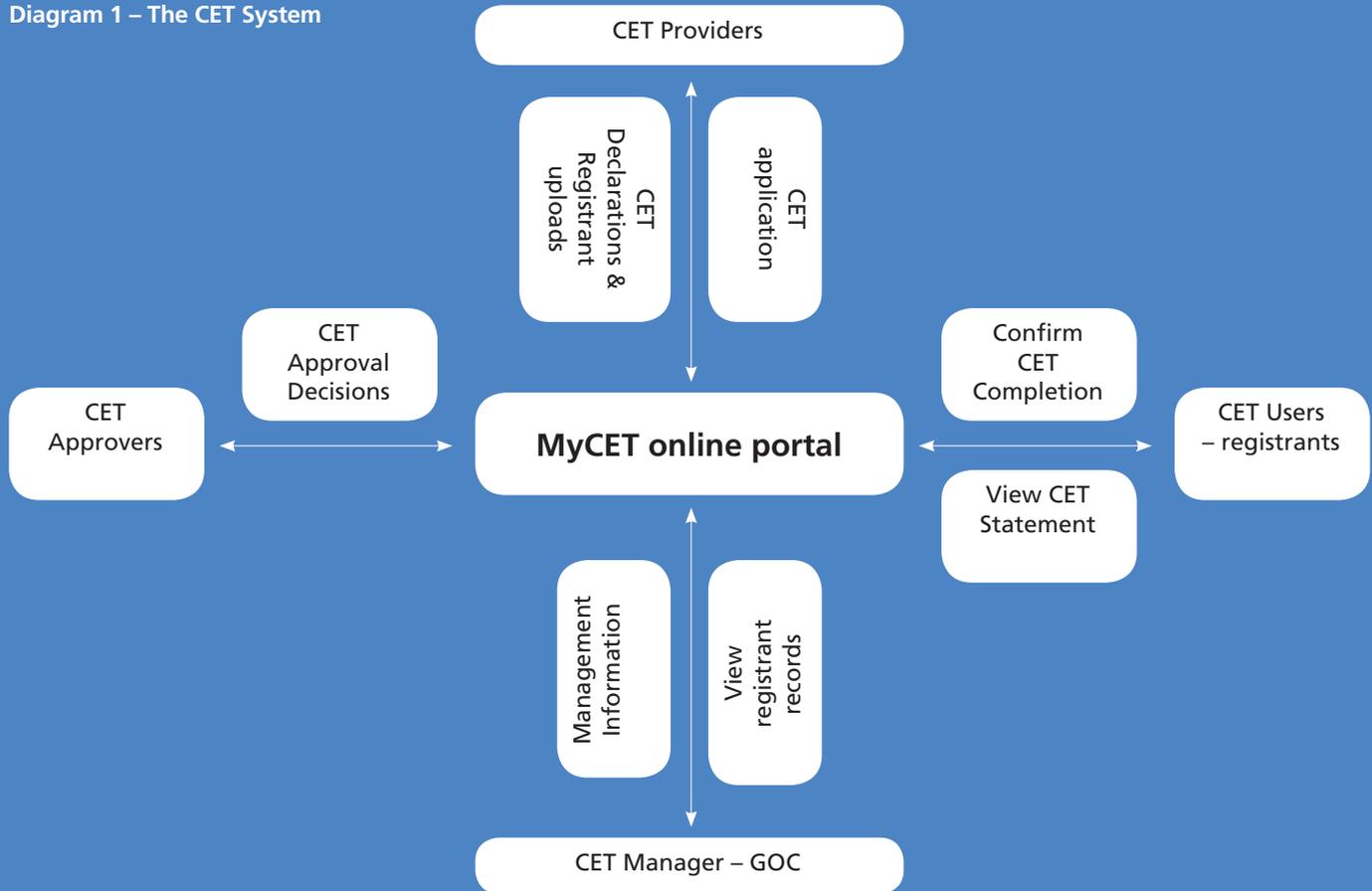
## Further reading

Principles and Requirements  
CET Rules

*Code of Conduct for CET Providers*

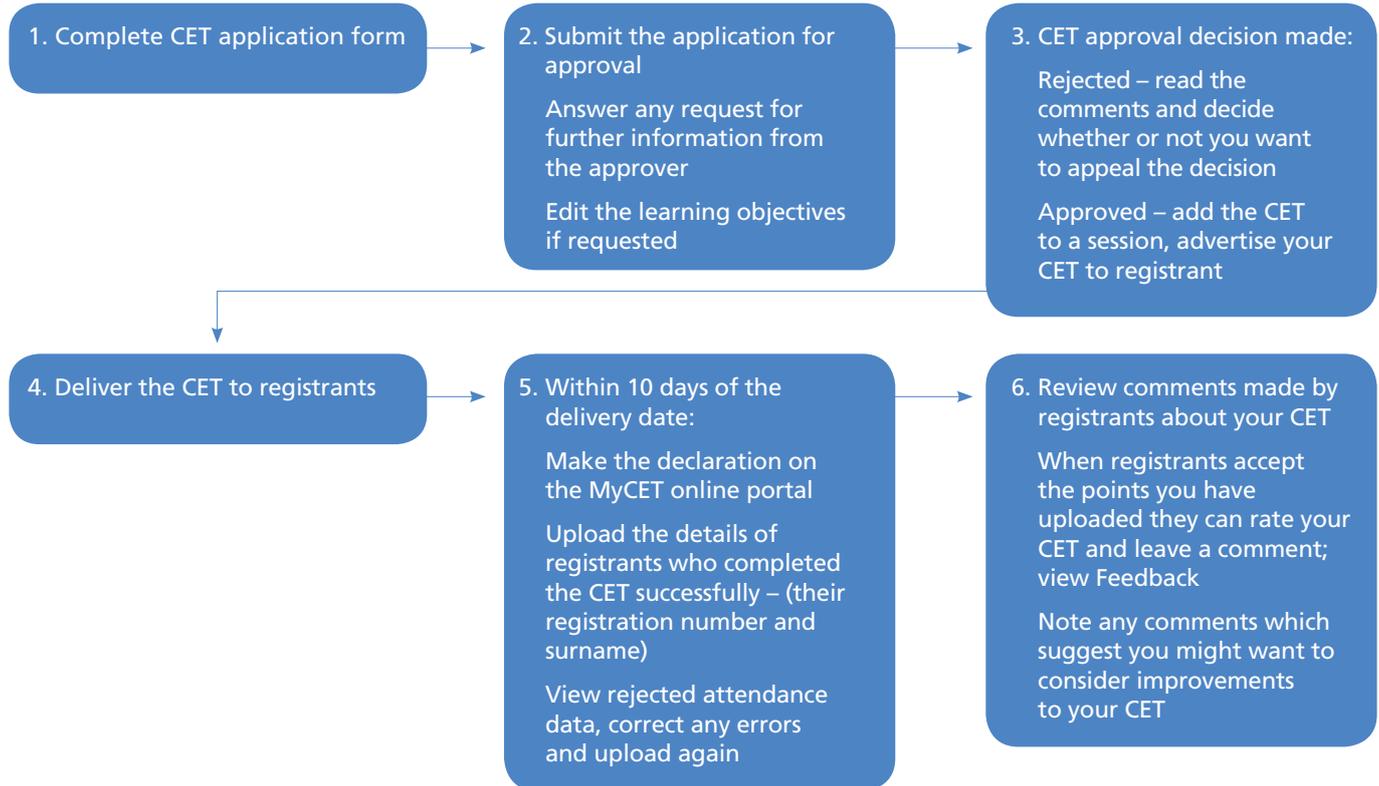
Principal Contact – CET Guide  
CET Administrator – CET Guide  
CET Delivery Team – CET Guide  
CET Author/Designer – CET Guide

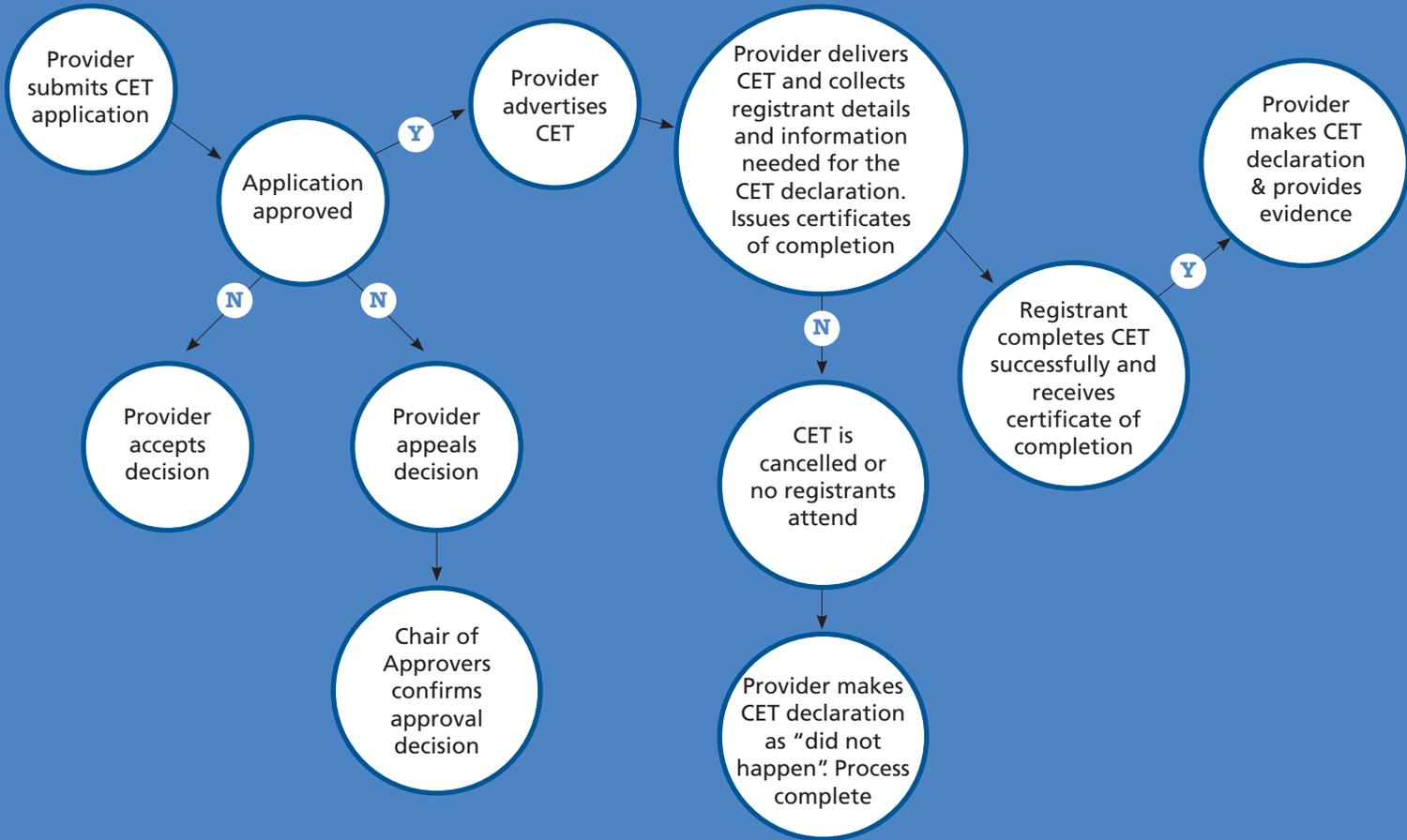
Diagram 1 – The CET System



## Diagram 2 – The CET process for a Provider

### Approval process





# Summary of the whole CET Process

