


Contents

Quick Tips.....	1
Navigating to CCP Form in Member Portal.....	2
CCP Form: Overview	3
Goals - How to Fill Out	4
Goals - Add or Delete.....	5
Learning Activities – How to Fill Out.....	6
Learning Activities – Add or Delete.....	7
Save Progress or Submit	8

Quick Tips

- 1. For best functionality:** It is recommended that you use the Google Chrome browser to access the member portal for best functionality.
-  **2. Don't lose your work! Session expiration:** Your login expires after 40 minutes and the system does not provide a warning. Be sure to periodically click the "Save for Later" button before your session expires or you may lose your work.
- 3. Don't lose your work! Navigating pages:** Do not use the "back" button or arrow on your browser. Make sure to click on "Save for Later" before navigating to a new page or you may lose your work.

MEMBER PORTAL STEP-BY-STEP GUIDE

Continuing Competence Program (CCP) Form

Navigating to CCP Form in Member Portal



1 Navigate to the College of Acupuncturists of Alberta's website (acupuncturealberta.ca).

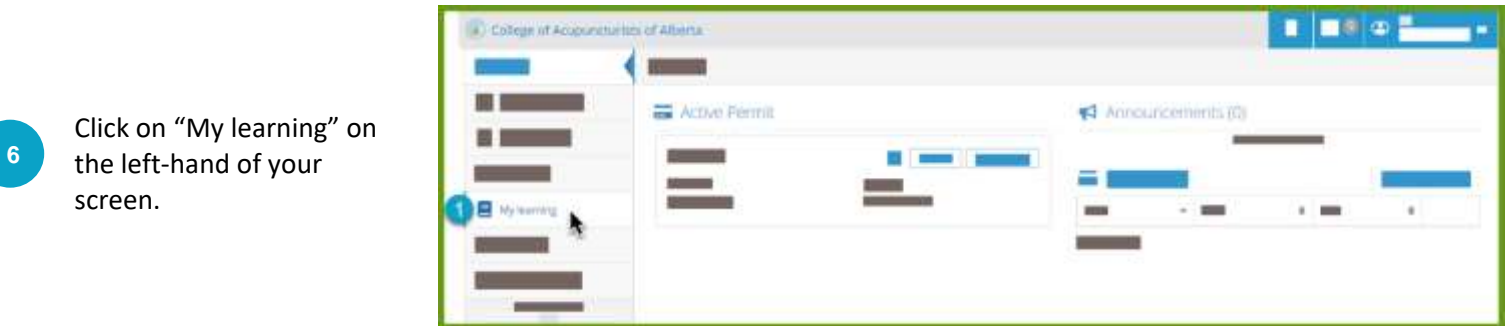
2 Click on Registrants Portal.



3 Type in your username.

4 Type in your password.

5 Click the login button.



6 Click on "My learning" on the left-hand of your screen.

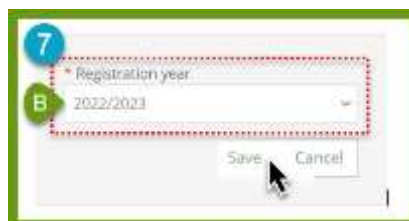


IF YOU ARE A NEW REGISTRANT:

7

A Click on the "+" button to enter a Registration year.

B Click on the drop-down menu to choose a Registration year. Click Save.

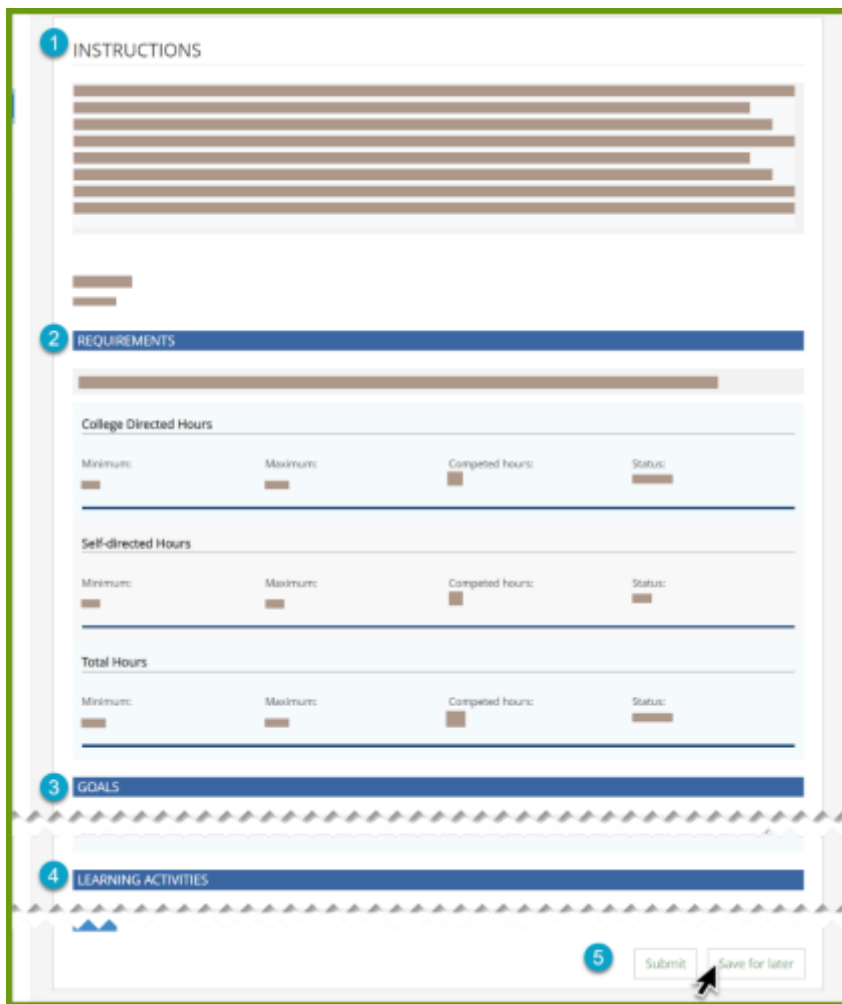


IF YOU ARE AN EXISTING REGISTRANT:

- 7 Locate the correct Registration year. Click the ">" button.



CCP Form: Overview



1 INSTRUCTIONS

2 REQUIREMENTS

3 GOALS

4 LEARNING ACTIVITIES

5 Submit Save for later

This will bring you to your Continuing Competence form in your member portal, which includes the following elements:

INSTRUCTIONS:

- 1 Information on CCP requirements for the chosen registration cycle.

REQUIREMENTS:

- 2 A quick reference of CCP requirements and what you have completed towards those requirements.

GOALS:

- 3 This is where you input your learning goals. This section is explained in further detail in the following pages.

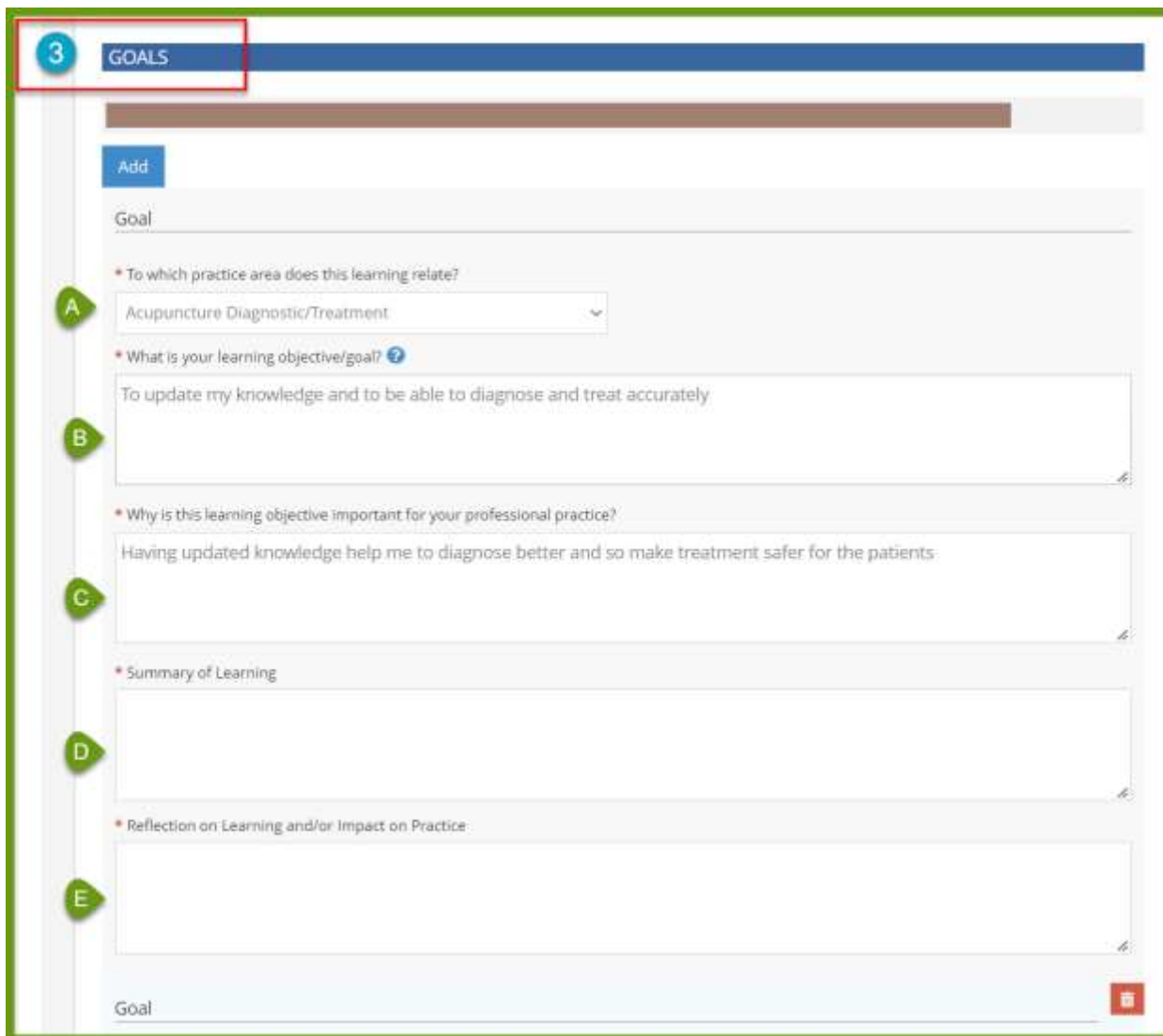
LEARNING ACTIVITIES:

- 4 This is where you input the activities you have completed towards the CCP requirements. This section is explained in further detail in the following pages.

SUBMIT or SAVE FOR LATER.

- 5 You can submit your form or save your progress for later. This is explained in further detail in the following pages.

Goals - How to Fill Out



3 GOALS

Add

Goal

* To which practice area does this learning relate?

A Acupuncture Diagnostic/Treatment

* What is your learning objective/goal? ?

B To update my knowledge and to be able to diagnose and treat accurately

* Why is this learning objective important for your professional practice?

C Having updated knowledge help me to diagnose better and so make treatment safer for the patients.

* Summary of Learning

D

* Reflection on Learning and/or Impact on Practice:

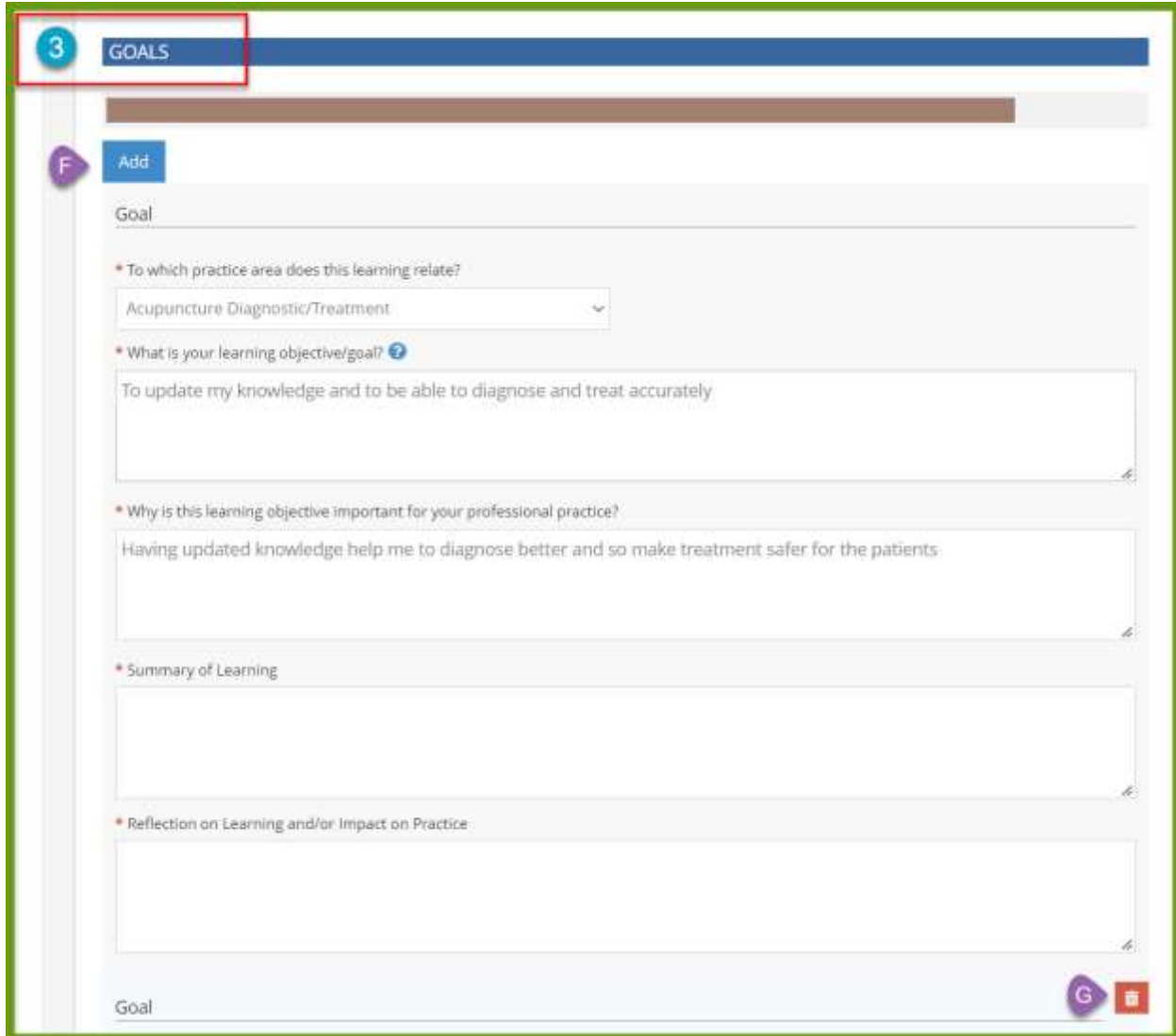
E

Goal

Each year, you must identify at least 1 learning goal. Each goal requires you to fill out the following (all fields are **mandatory**):

- 3 • For **A**, choose from a drop-down menu: Which practice area does this learning relate to?
- Type in your answer to the questions laid out in **B** through **E**.

Goals - Add or Delete

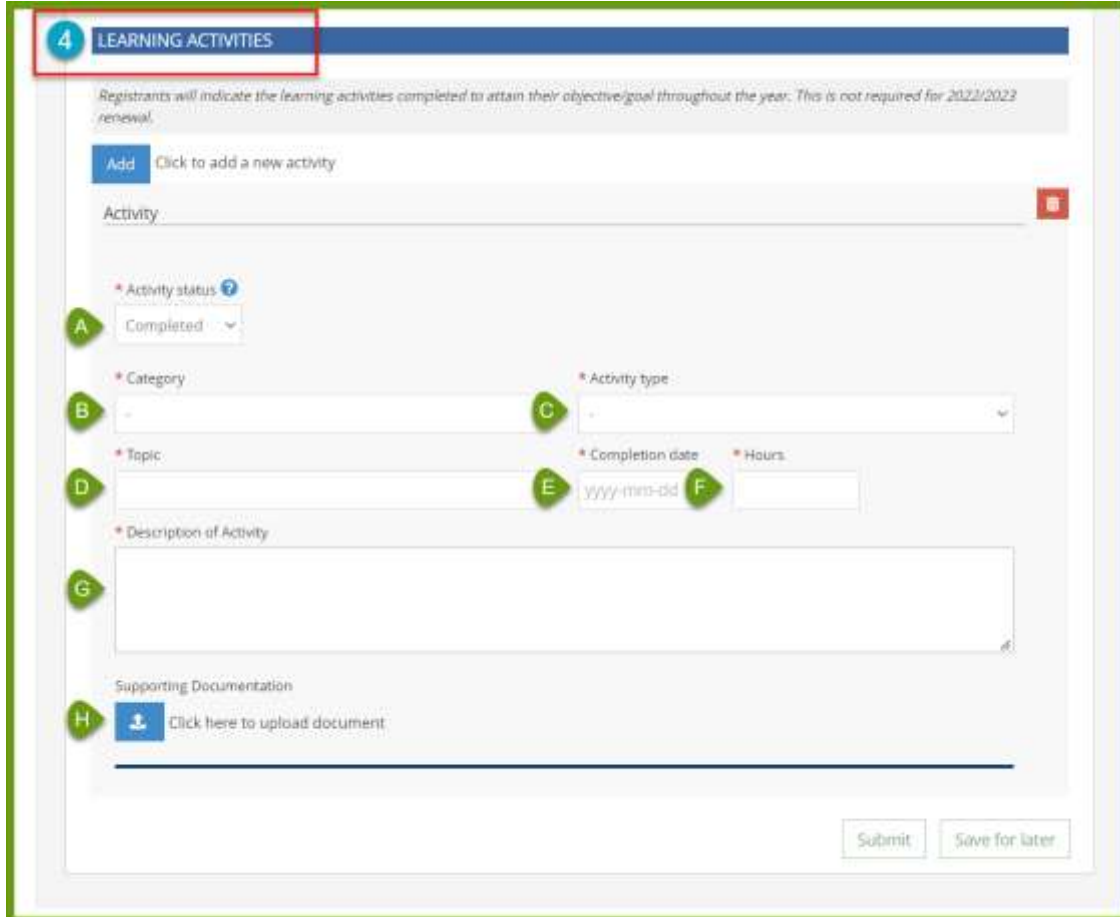


F If you would like to add more goals, click on the “Add” button.

3

G If you would like to delete a goal, click on the Trash Can icon.

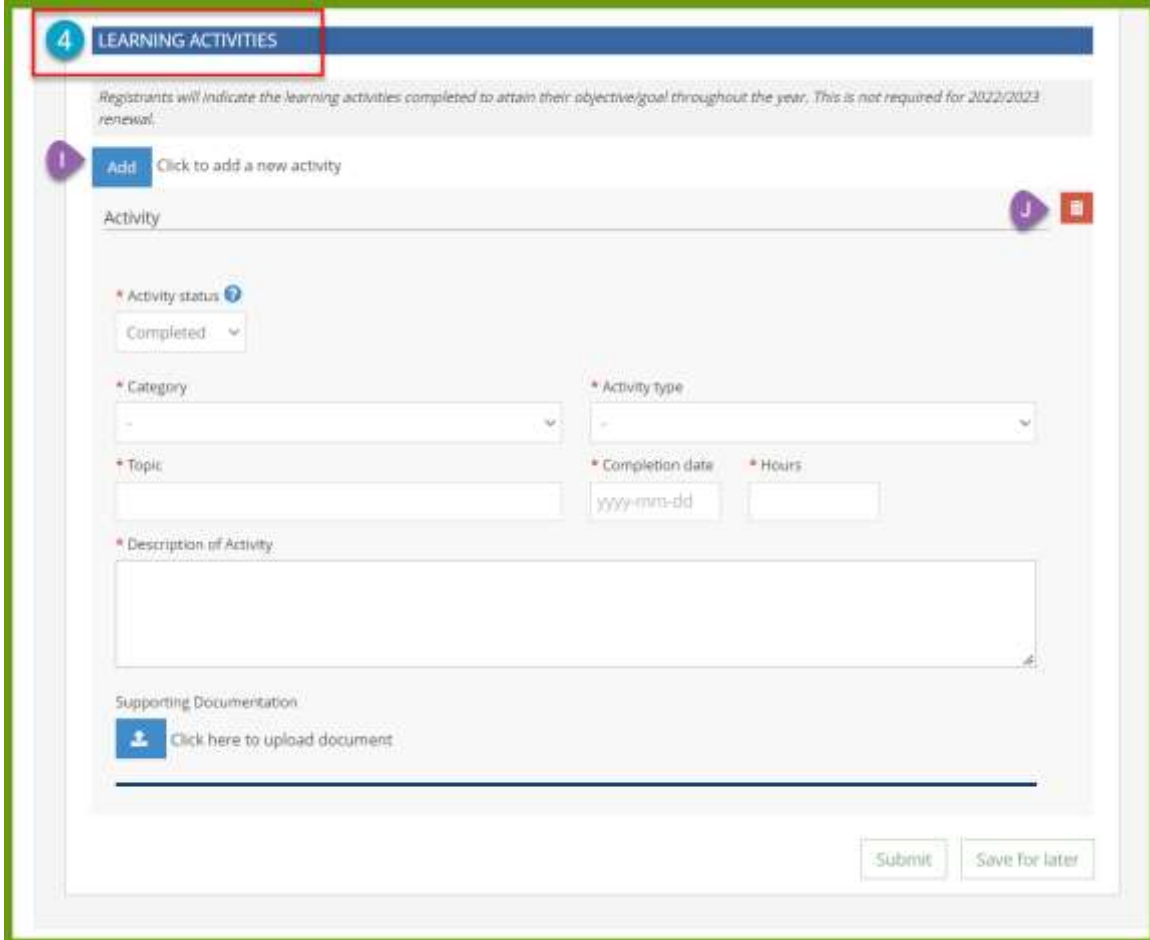
Learning Activities – How to Fill Out



Each year, you must report a minimum of 15 credits/hours of learning activities. For each type of activity, you must report the following information (fields A-G are **mandatory**):

- **A** Choose from a drop-down menu: indicate if this was a College-direct or self-directed activity.
 - **B** Choose from a drop-down menu: Completed or Cancelled.
 - **C** Choose from a drop-down menu: indicate which type of activity was undertaken (ex: participation in a formal program). Note: this drop-down will only populate once “B” has been chosen.
 - **D** Type in what the topic was for this learning activity.
 - **E** Choose a date from a calendar.
 - **F** Indicate the number of hours dedicated to this activity.
 - **G** Type in a description of the activity.
- H** Providing supporting documents is **optional** and can be uploaded by clicking on the Upload Document button.

Learning Activities – Add or Delete



4 LEARNING ACTIVITIES

Registrants will indicate the learning activities completed to attain their objective/goal throughout the year. This is not required for 2022/2023 renewal.

I Add Click to add a new activity

Activity **J**

* Activity status **?**
Completed

* Category **?** -

* Activity type **?** -

* Topic **?**

* Completion date **?** yyyy-mm-dd

* Hours **?**

* Description of Activity **?**

Supporting Documentation
I Click here to upload document

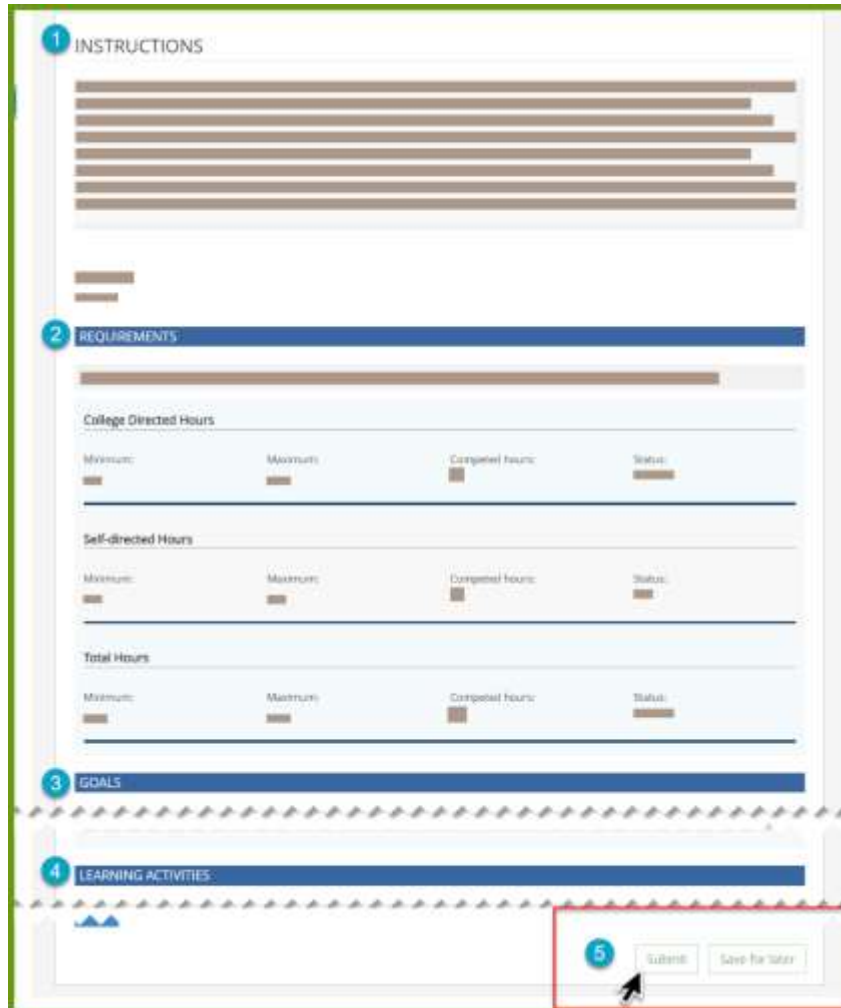
Submit Save for later

I If you would like to add more learning activities, click on the “Add” button.

J If you would like to delete a learning activity, click on the Trash Can icon.

4

Save Progress or Submit



The screenshot shows a web form with four main sections: 1. INSTRUCTIONS (with several lines of placeholder text), 2. REQUIREMENTS (with sub-sections for College Directed Hours, Self-directed Hours, and Total Hours, each containing Minimum, Maximum, Completed hours, and Status fields), 3. GOALS, and 4. LEARNING ACTIVITIES. A red dashed line separates sections 3 and 4. At the bottom right, a red box highlights a '5' icon and two buttons: 'Submit' and 'Save for later'. A mouse cursor is pointing at the 'Submit' button.

SUBMIT or SAVE FOR LATER:

Click **Save for Later** to save your progress. You can save your progress at any time.

Click **Submit** once you have completed all elements of your CCP form.

5

- All mandatory fields will need to be completed for your form to be submitted.
- If a change is required after hitting the submit button, simply make the change and hit submit again.
- There is no limit on the amount of times a form can be submitted.
- This form becomes a part of the Renewal Form and changes can no longer be made to the CCP Form after the Renewal Form has been submitted.