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Note: The member portal and our website undergo small changes over time. Screen shots presented in this document may contain small variations from live websites.

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

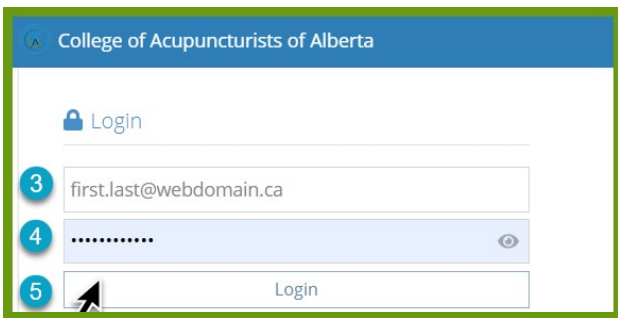
Continuing Competence Program (CCP) Form

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.

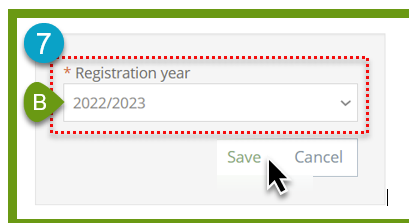
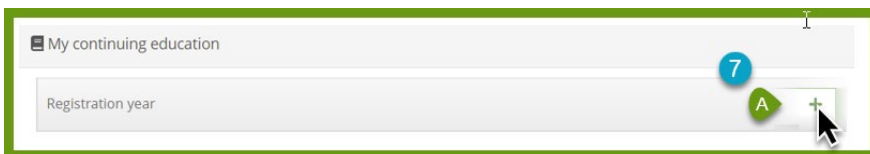
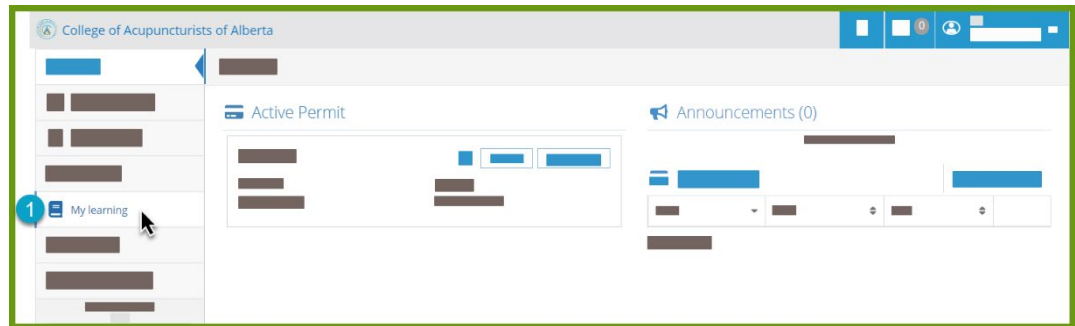


3 Type in your username.

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.

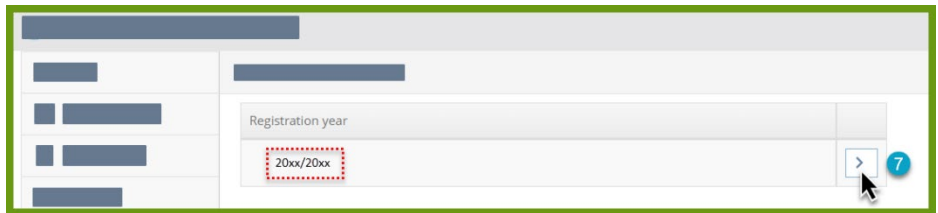
MEMBER PORTAL STEP-BY-STEP GUIDE

Continuing Competence Program (CCP) Form

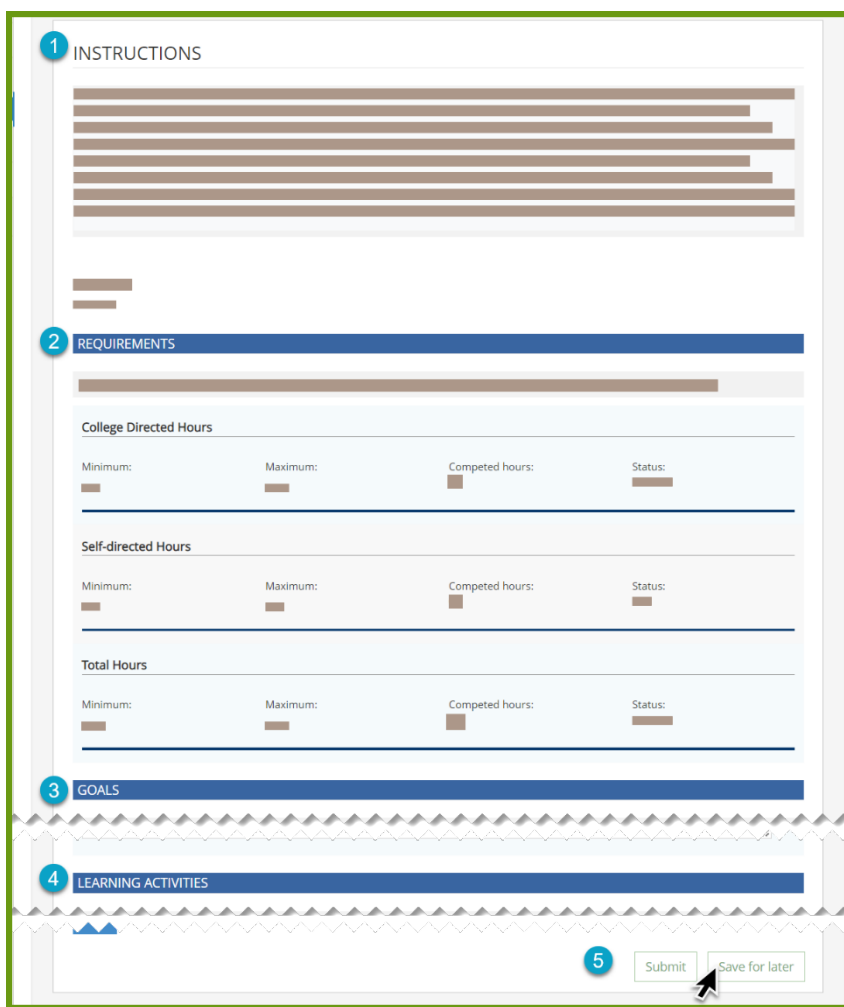
IF YOU ARE AN EXISTING REGISTRANT:

7

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



CCP Form: Overview



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.

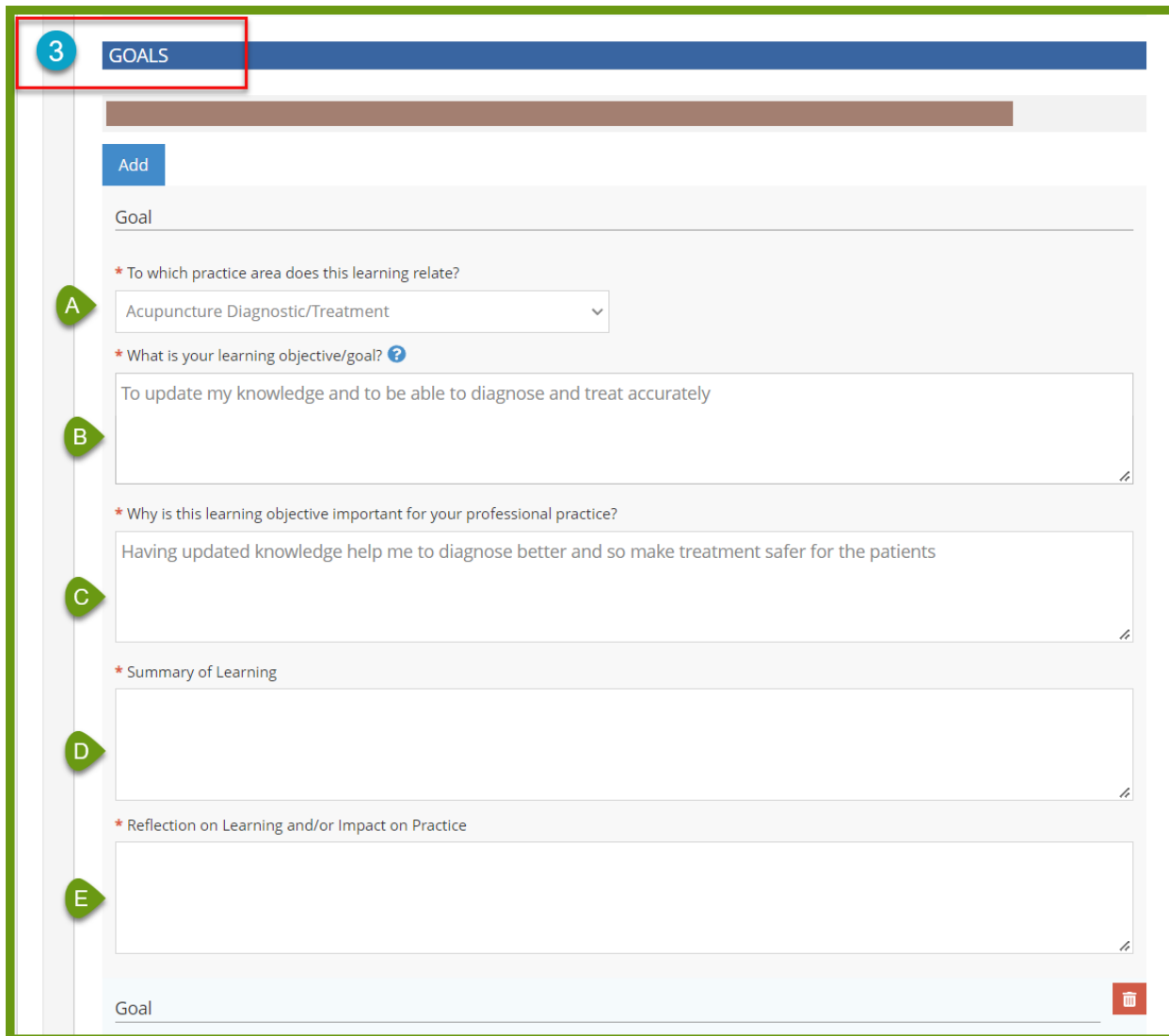
LEARNING ACTIVITIES:

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.

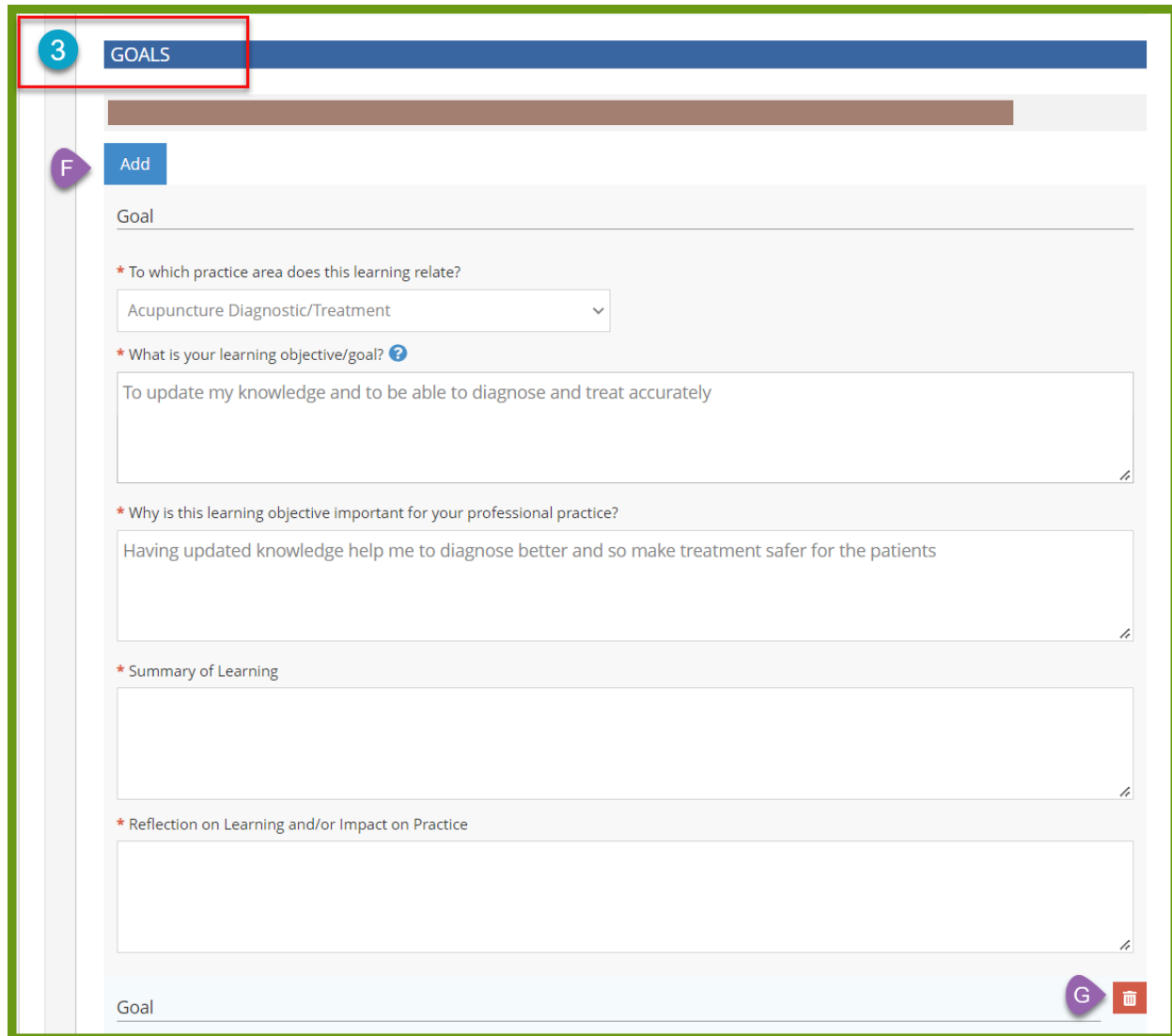
Goals - How to Fill Out



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

- 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



3 GOALS

F Add

Goal

* To which practice area does this learning relate?

Acupuncture Diagnostic/Treatment

* What is your learning objective/goal?


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

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

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

* Summary of Learning

* Reflection on Learning and/or Impact on Practice

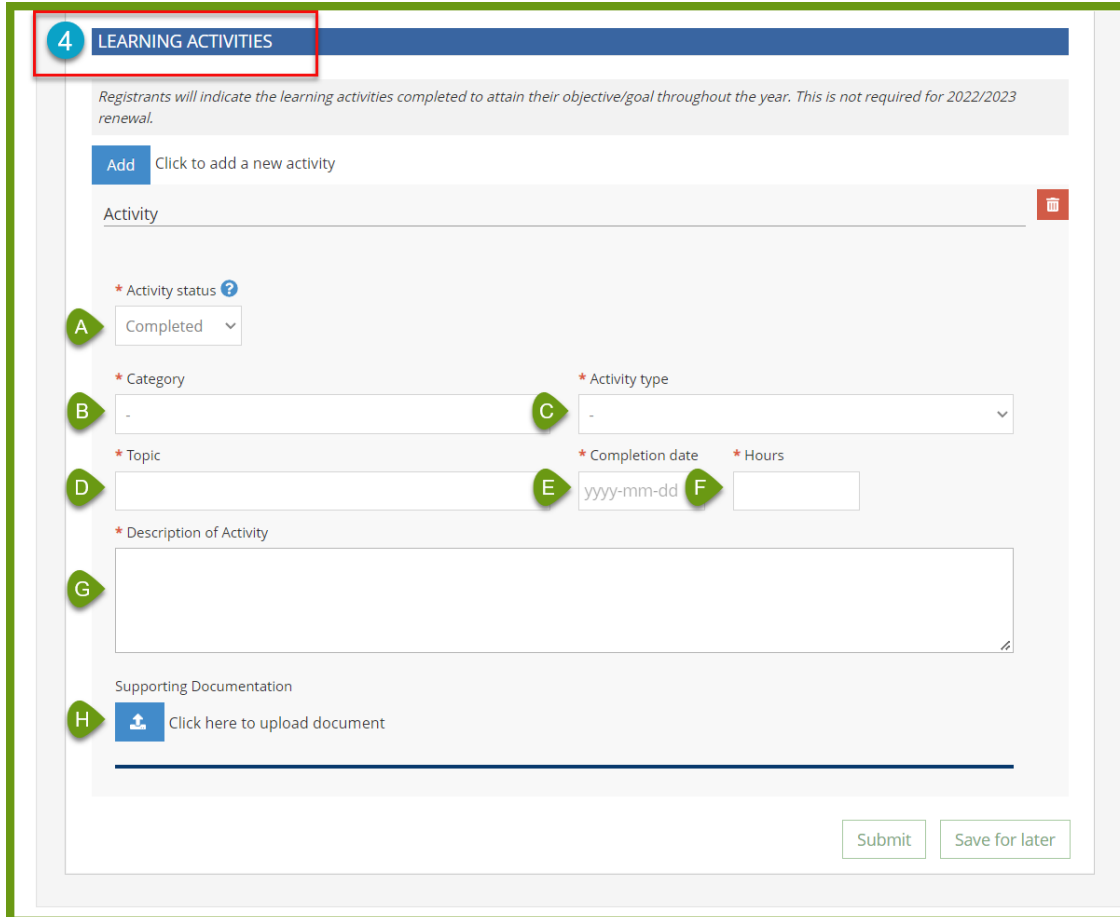
Goal **G** 

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

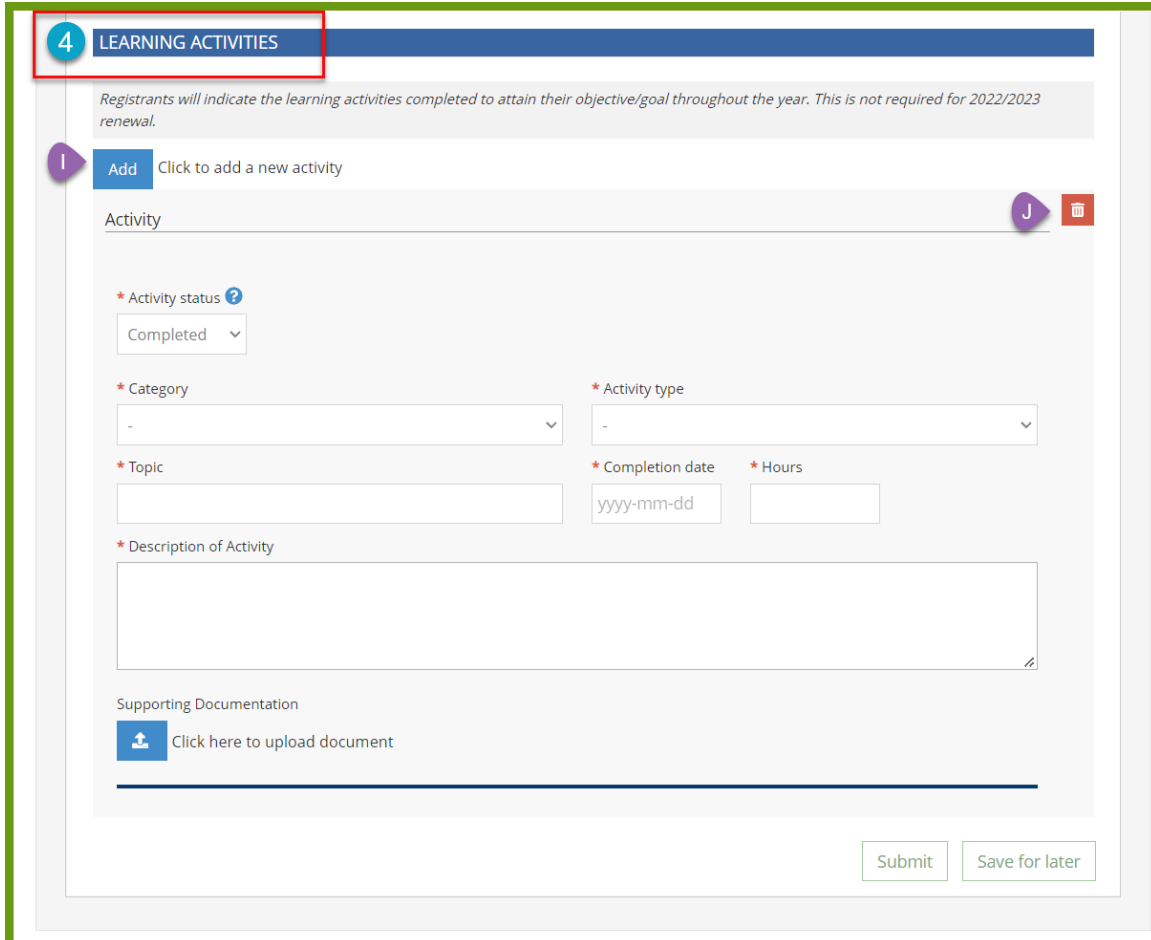


The screenshot shows a web form titled "4 LEARNING ACTIVITIES". A red box highlights the title. Below the title is a note: "Registrants will indicate the learning activities completed to attain their objective/goal throughout the year. This is not required for 2022/2023 renewal." The form includes an "Add" button with the text "Click to add a new activity". Below this is a text input field for "Activity" with a delete icon. The form has several required fields marked with an asterisk: "Activity status" (dropdown menu, callout A), "Category" (dropdown menu, callout B), "Activity type" (dropdown menu, callout C), "Topic" (text input, callout D), "Completion date" (calendar icon, callout E), "Hours" (text input, callout F), and "Description of Activity" (text area, callout G). At the bottom, there is a "Supporting Documentation" section with an "Upload Document" button (callout H) and the text "Click here to upload document". At the very bottom of the form are "Submit" and "Save for later" buttons.

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 * Hours

* Description of Activity

Supporting Documentation
 Click here to upload document

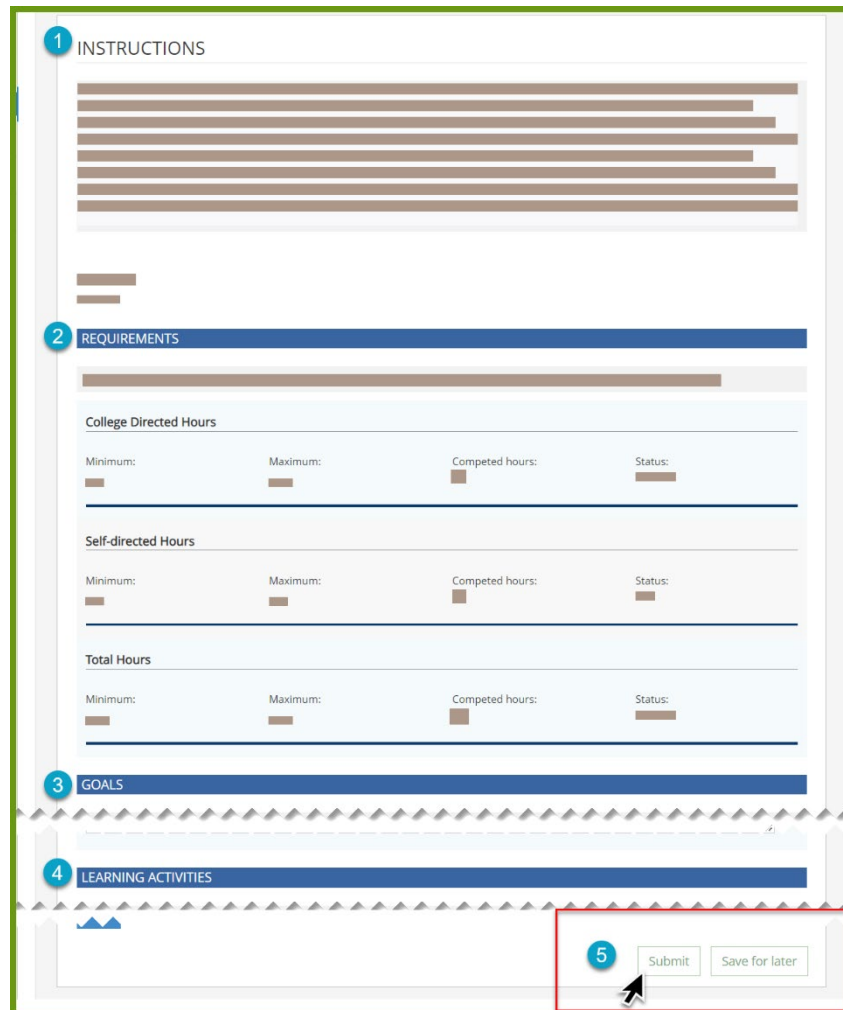
Submit Save for later

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

4

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

Save Progress or Submit



The screenshot shows a web form with five numbered sections: 1. INSTRUCTIONS (blurred text), 2. REQUIREMENTS (with sub-sections for College Directed Hours, Self-directed Hours, and Total Hours, each with Minimum, Maximum, Competed hours, and Status fields), 3. GOALS, and 4. LEARNING ACTIVITIES. A red box highlights the bottom right corner containing a '5' in a blue circle, a 'Submit' button, and a 'Save for later' button. 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.