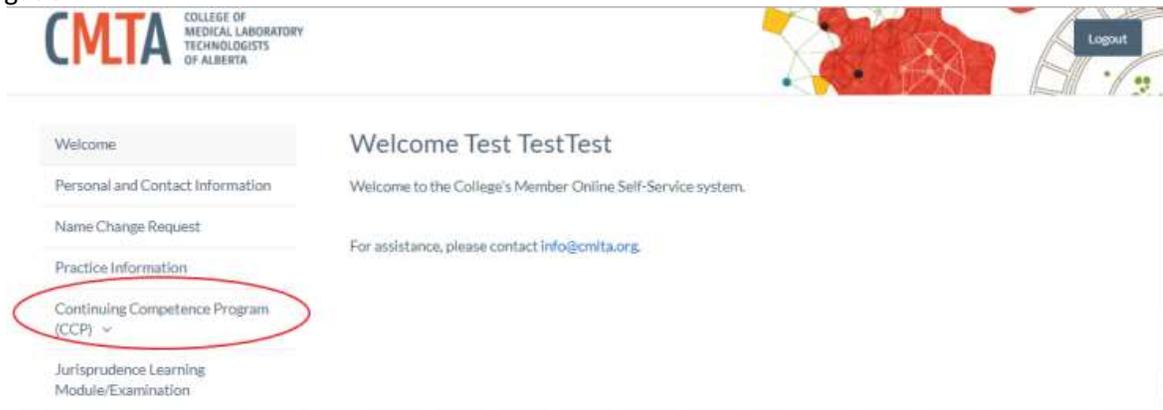


Renewal CCP Instructions:

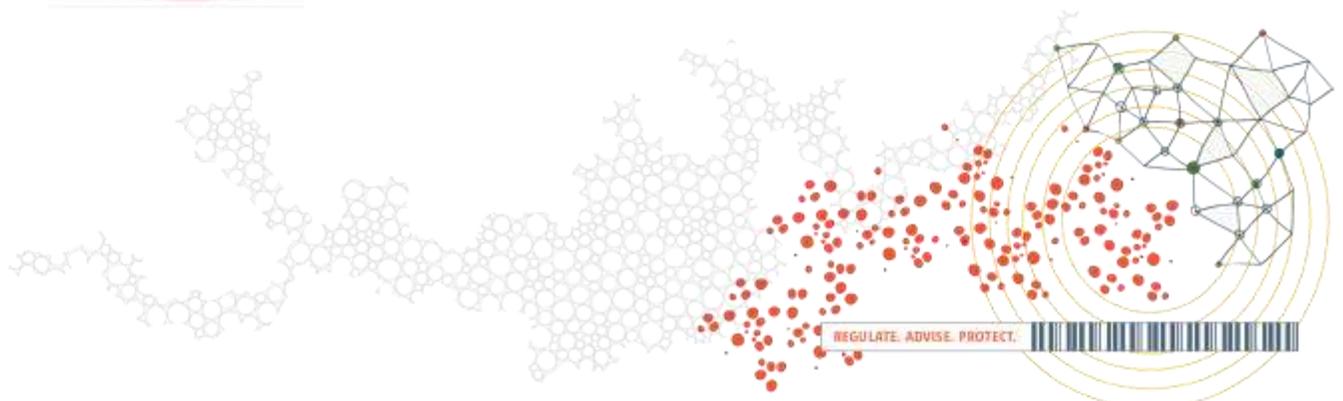
Completing Your Learning Plan
from the Current Year

The following is a set of instructions to help you complete the sections of your Continuing Competence Program (CCP) required before you can complete your renewal. If you are still experiencing difficulties completing these requirements after following the instructions, please contact Kirsten Ash at kash@cmlta.org and reference the step of the instructions you are having difficulty completing. For more information on the CMLTA's continuing competence program, please go to https://cmlta.org/wp-content/uploads/2018/07/CMLTA_CCP_V4-websize.pdf.

1. The CCP can be accessed by logging in to the Registrant Portal on the CMLTA website at <https://onlineservice.cmlta.org/webs/cmlta/service/#> and signing in using your user name and password.
2. Once logged, in click on the "Continuing Competence Program (CCP)" link in the left-hand navigation (circled in red in the image below). Please note if you are on a mobile device, you will need to click on the button in the top left-hand corner that shows three horizontal lines (☰) in order to expand the navigation.



3. To create your learning plan for the upcoming year, click on the "CCP Learning Plan and Activity Log" link (circled in red in the image below).



4. Once you are in the Learning Plan and Activity Log section, you will need to click on the current year that you want to complete your learning plan for. In the example pictured below, I am renewing for the upcoming year (2020), so I will need to click on the 2019 button (circled in red in the image below) to complete my plan for the current year (2019).

CMLTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF ALBERTA

Logout

Welcome

Personal and Contact Information

Name Change Request

Practice Information

Continuing Competence Program (CCP) ^

Self-Assessment of Practice

My Competency Summary

CCP Learning Plan and Activity Log

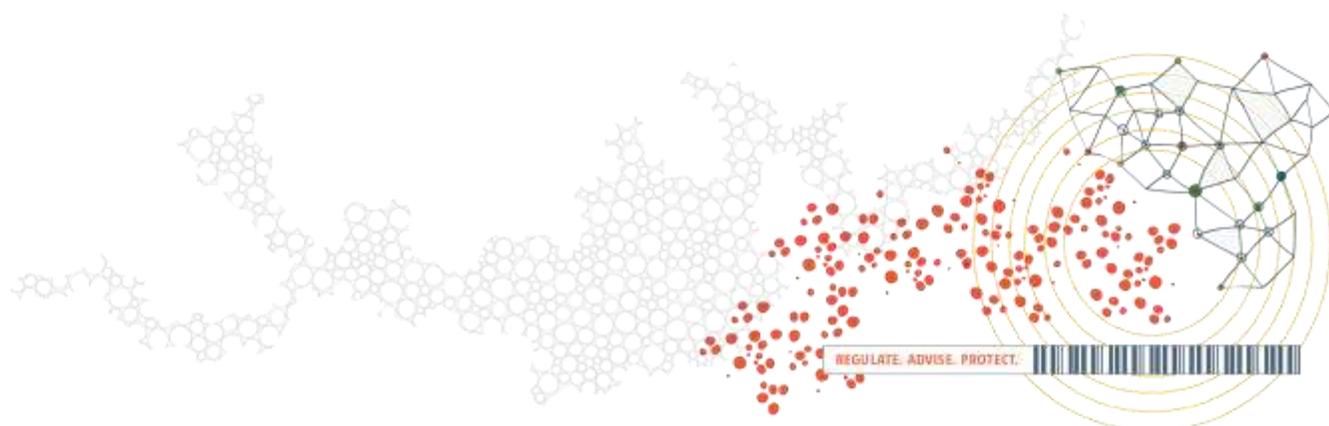
CCP Learning Plan and Activity Log

A new Learning Plan contains a minimum of three (3) and a maximum of six (6) Learning Objectives for the upcoming registration year, and the anticipated Learning Activities to achieve the corresponding Projected Professional Development. Throughout the registration year, a Regulated Member is encouraged to utilize the online CCP Activity Log to document Learning Activities pertaining to a Learning Plan.

It is necessary to both record and track the progress of Learning Objectives on a completed Learning Plan AND also on a CCP Activity Log. A completed Learning Plan must be submitted during the online MLT Practice Permit renewal process in order to proceed with registration for the upcoming year. The CCP Activity Log requests additional information not documented on a completed Learning Plan and the online submission of this log is only enabled when an individual is randomly selected for a Compliance Audit. It is recommended to complete the CCP Activity Log in real-time using the Documentation Guidelines for Learning Activities as a reference.

2020 2019

5. You should now be able to see each learning objective from the current year's CCP. In order for your CCP for the current year to be considered complete, you must have met at least three of your learning objectives. To mark a learning objective as met, you must click "yes" to the question "Was this learning objective met?" (pictured in the image below circled in red). Please note, you will not be able to mark a learning objective as met unless you have added at least one learning activity for the objective as this is the minimum requirement of the CCP. Although completing one activity for each learning objective is the minimum requirement, we encourage all MLTs to complete as many learning activities as they feel are necessary to meet their learning objectives. If you need instructions on how to add a learning activity, please go to <https://cmlta.org/wp-content/uploads/2019/09/Adding-an-Activity-to-your-CCP-Activity-Log.pdf>.



Learning Objective - 1.3.i

Accepting responsibility for the consequences of my actions and/or inactions.

Learning Plan

Target Date	Project Learning Activities	Project Professional Development
2019-09-12	Develop and/or revise subject matter.	Improve communication skills.

[Create/View Learning Plan](#)

Activity Log

Date	Learning Activity Category	Impact on Professional Practice	
March 16, 2019	Attended workplace event/in-service	Increased knowledge	Edit Delete

[Add Activity](#)

Completion

Was this Learning Objective met? Yes No

6. Once you have marked at least three of your learning objectives as complete/met, you have fulfilled your requirements for the completion of the current year's CCP.

