Renewal CCP Instructions:
Completing Your Self-Assessment and Competency Summary for the Upcoming 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 CMLTAs 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 of the 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 a new learning plan for the upcoming year, you must first complete a new Self-Assessment of Practice by clicking on the "Self-Assessment of Practice" link in the left-hand navigation (circled in red in the image below).
4. Once in the "Self-Assessment of Practice", you must first ensure that you select the year for which you want to complete your self-assessment. You will be completing your self-assessment for the upcoming registration year. For example, in the image below, I am renewing for the 2020 year, so I want to ensure I am in the 2020 year by clicking the 2020 button (circled in red).
5. Once in the "Self-Assessment of Practice", you must complete the three sections of the self-assessment: Professional Accountability, Knowledge Based Practice, and Professional Roles. To complete each section, you must click on it. To complete the first section, click on the "Professional Accountability" section circled in red in the image below.

6. Once in the Professional Accountability section of the Self-Assessment (pictured in the image below), read each of the enabling competencies and select the practice statement (DEV or COM) which most accurately describes your abilities and circumstances for each enabling competency. The meaning of the two practice statements (DEV and COM) are:

- **Competent (COM)** - I have self-assessed this Enabling Competency as competent because I have the necessary knowledge, skills, judgments, and attitudes to adequately meet all the requirements for this Enabling Competency.
- **Developmental/Advancing/Expanding (DEV)** - I have self-assessed this Enabling Competency as developmental/advancing/expanding because I have identified weaknesses/gaps in my knowledge, skills, judgments, and attitudes in this Enabling Competency, and/or I would like to supplement my knowledge, skills, judgments, and attitudes in this Enabling Competency. This statement does not imply unskilled or incompetent professional practice, it just implies an area you wish to improve on.

If an enabling competency is not relevant to your professional role as an MLT and neither DEV or COM are accurate practice statements, it is not mandatory that you select a practice statement for that specific enabling competency (see example below).
7. Once you have gone through each enabling competency and selected the appropriate practice statement (DEV or COM) for each, press the red save button pictured in the image below.
8. Once you have saved this section of the self-assessment, you should be brought back to the main “Self-Assessment of Practice” page. You should now see that your professional accountability self-assessment section says completed. This can be seen in the image below circled in red.

9. You must now complete both the “Knowledge Based Practice” and “Professional Roles” sections of the self-assessment by repeating steps 6 and 7. Once these sections are complete, they should have a grey box that says “completed” beside each of them as pictured in the image below.

10. You can now move on to the “My Competency Summary”, where you will determine which learning objectives to select for your learning plan. To do this, click on the “My Competency Summary” link in the left-hand navigation as pictured in the image below.
11. Once in your “My Competence Summary” section, ensure that you select the year for which you want to complete your competency summary. You will be completing your competency summary for the upcoming registration year. For example, in the image below, I am renewing for 2020 so I want to ensure I am in the 2020 year by clicking the 2020 button (circled in red).

12. You will see a list of all the enabling competencies you identified as Developing/Advancing/Expanding (DEV) in your Self-Assessment of Practice. You must select a minimum of three (3) and a maximum of six (6) to be included as learning objectives in your learning plan. If you have not selected the required number of enabling competencies in this section, an error message will appear in red as pictured in the image below (circled in red).
13. Once you have selected the required number of enabling competencies, the error message pictured in step 12 will go away. Once this error message is gone as seen in the image below, you have completed this section of the CCP. Please remember that the enabling competencies you have selected will become your learning objectives in your learning plan.