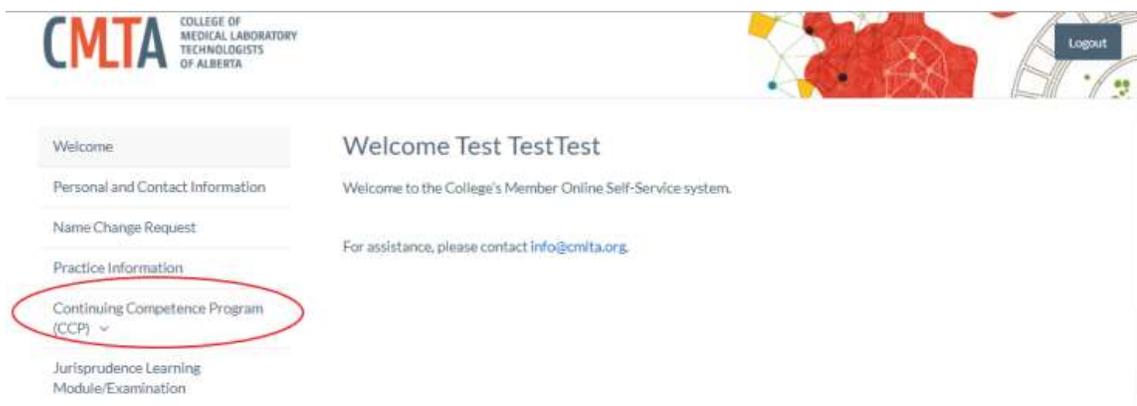


# Renewal CCP Instructions:

Creating Your Learning Plan 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](mailto: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](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 your learning plan for the upcoming year, click on the "CCP Learning Plan and Activity Log" link (circled in red in the image below).



- Once you are in the Learning Plan and Activity Log section, you will need to click on the upcoming year that you are renewing for. In the example in the image below, I am renewing for the upcoming year (2020), so I will need to click on the 2020 button (circled in red in the image below) to set my plan for the upcoming year.

### 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.



- You should now be able to see each learning objective that you chose from the self-assessment/my competency summary (you will need to scroll down to see all your learning objectives). You must complete a learning plan for each of these objectives. To create your learning plan, click on the red “Create/View Learning Plan” button circled in the image below.



**Learning Objective - 1.2.i**

The CMLTA *Standards of Practice*, *CMLTA Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice.

**Learning Plan**

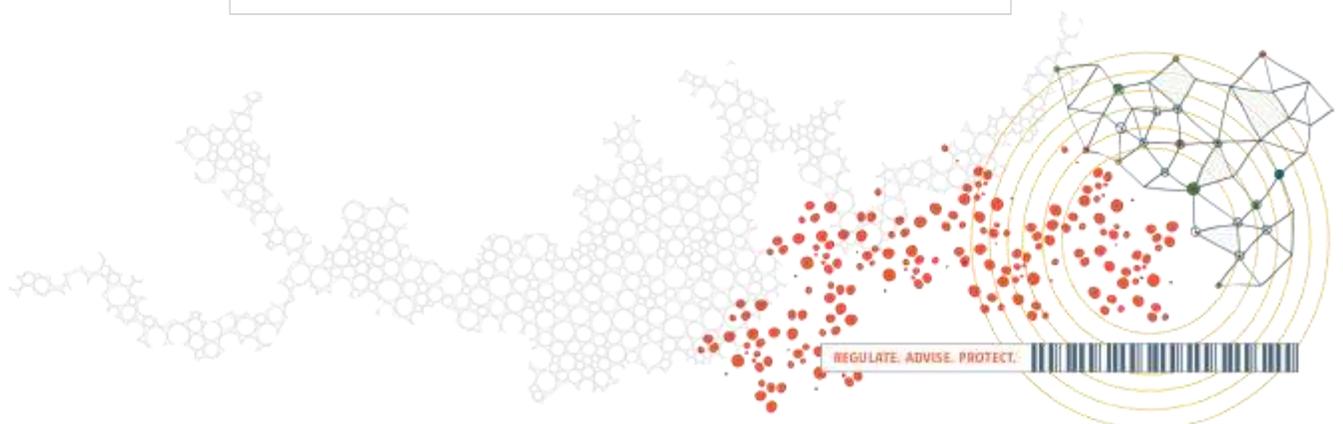
Target Date	Project Learning Activities	Project Professional Development
<p><b>Create/View Learning Plan</b></p>		

**Activity Log**

You can only add the activity once you have created your Learning Plan.

**Completion**

You cannot determine if your objective has been met until you have created your Learning Plan.



6. You should now be on the page pictured below. Fill out all the required fields that have an asterisk (\*) next to them. You will be required to add a target date which is the date you plan to have your objective completed by. You will also need to select 1-3 projected learning activities and 1-3 projected professional development outcomes from the dropdowns. Once you have completed these steps, click the save button circled in red in the image below.

## Learning Plan Objective

In my professional practice, I will develop/advance/expand my knowledge, skills, judgements, and attitudes on:

1.2.7 - I understand professional standards and apply to practice in a manner consistent with: The CMLTA Standards of Practice, CMLTA Code of Ethics, practice advisory statements, and other doctrines applicable to professional practice.

\* denotes required fields.

Target Date

Target date is a realistic time frame for achievement of the Learning Objective and will vary depending upon the complexity and urgency of the learning. The CMLTA suggests all Learning Activities be undertaken during the year for which registration and an MLT Practice Permit are issued; however, Learning Activities from September 1 prior to the registration year through December 31 of the registration year will be accepted. A minimum of one Learning Objective must be completed in the year for which the MLT Practice Permit has been issued. For example: on a 2019 Learning Plan, the CMLTA will recognize Learning Activities from September 1, 2018 through December 31, 2019 provided at least one Learning Objective is completed in 2019.

Target Date \*

Projected Learning Activities

Projected Learning Activities are the tools an individual plans to utilize to develop the selected Learning Objective. Please select up to three (3) Learning Activities from the dropdowns.

To fulfill my Learning Objective, I will: \*

Delete

Projected Learning Activity: \*

Learning Activity Detail (minimum of 10 characters):

Add Projected Learning Activities

Projected Professional Development

Please select up to three (3) from the dropdowns.

By completing this Learning Objective, I will: \*

Delete

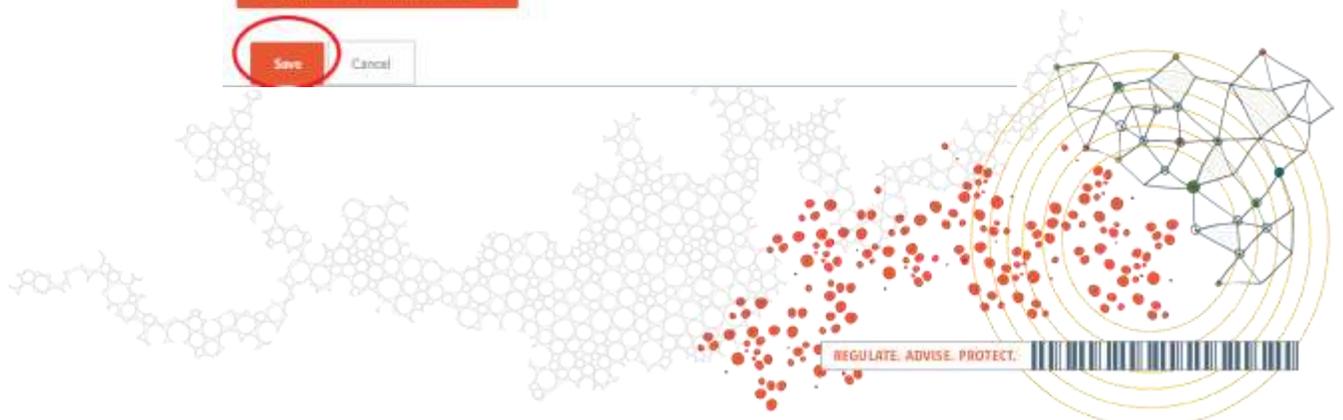
Projected Professional Development: \*

Projected Professional Development Detail (minimum of 10 characters):

Add Projected Professional Development

Save

Cancel



7. If your learning plan saved properly, you should be redirected back to the learning plan page pictured in step 5. If you have missed a required field, it will be highlighted in red (circled in red in the image below) and an error message will occur at the top of the page (circled in blue in the image below). You will not be able to save unless you complete all required fields. Once all required fields are complete, you can press save and you will be redirected to the main learning plan/activity log page.

### Learning Plan Objective

In my professional practice, I will develop/advance/expand my knowledge, skills, judgements, and attitudes on:

1.2.1 - I understand professional standards and apply to practice in a manner consistent with: The CMLTA Standards of Practice, CMLTA Code of Ethics, practice advisory statements, and other doctrines applicable to professional practice.

There were some errors handling your submission:  
• Please complete all required fields.

\* denotes required fields.

Target Date

Target date is a realistic time frame for achievement of the Learning Objective and will vary depending upon the complexity and urgency of the learning. The CMLTA suggests all Learning Activities be undertaken during the year for which registration and an MLT Practice Permit are issued; however, Learning Activities from September 1 prior to the registration year through December 31 of the registration year will be accepted. A minimum of one Learning Objective must be completed in the year for which the MLT Practice Permit has been issued. For example: on a 2019 Learning Plan, the CMLTA will recognize Learning Activities from September 1, 2018 through December 31, 2019 provided at least one Learning Objective is completed in 2019.

Target Date \*

2020-08-20

Projected Learning Activities

Projected Learning Activities are the tools an individual plans to utilize to develop the selected Learning Objective. Please select up to three (3) Learning Activities from the dropdown.

To fulfill my Learning Objective, I will: \*

Delete

Projected Learning Activity: \*

Learning Activity Detail (minimum of 10 characters):

Please Select...

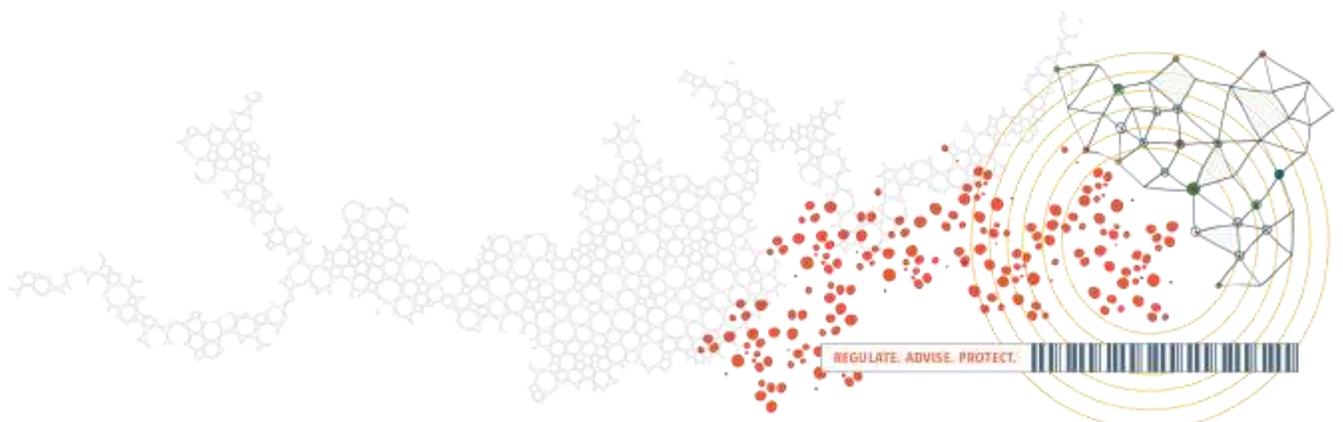
Add Projected Learning Activities

Projected Professional Development

Please select up to three (3) from the dropdown.

By completing this Learning Objective, I will: \*

8. You must now repeat this step for each of your learning objectives. You will be able to tell that you have created your learning plan for each objective if your target date, projected learning activities, and projected professional development fields are completed as shown in the image below (circled in red). Once you set your learning plan for each of your learning objectives, you can begin your renewal.



Learning Objective - 1.2.i

The CMLTA *Standards of Practice*, *CMLTA Code of Ethics*, practice advisory statements, and other doctrines applicable to professional practice.

Learning Plan

Target Date	Project Learning Activities	Project Professional Development
2020-08-20	Develop and/or revise subject matter.	Develop program/policy/procedure/process.

Create/View Learning Plan

Activity Log

Date	Learning Activity Category	Impact on Professional Practice
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Add Activity

Completion

Was this Learning Objective met?  Yes  No

