

Step-by-Step Guide to Using MyCCP

MyCCP is completed in two stages: *Practice Reflection* and *Continuing Professional Development*. Practice Reflection involves planning your professional development for the coming practice year. Continuing Professional Development is the implementation of that plan and occurs throughout the practice year. Use these directions to complete both stages. A Troubleshooting Guide and Frequently Asked Questions can be found at the end.

It may also be helpful to view the video tutorial about the CCP found on the MyCARNAs web page:

- go to www.nurses.ab.ca
- click “Log in” in the upper right corner
- enter your member number as your user ID and your password

To access the tutorial click **Continuing Competence Program** at the top of the screen, then click **MyCCP Video Tutorial**.

OR

To go directly to MyCCP click **Open MyCCP**.

The first screen is titled **All MyCCP Records**.

First time users: click the orange **Begin** button to open your MyCCP record. First time users are completing the steps of Practice Reflection to develop the learning plan that they will implement once the practice year begins.

Previous users: click **Continue** to open your current MyCCP record. At renewal, current members are finishing the record they developed when they applied for their current permit, and so should follow the directions in **2. Continuing Professional Development in MyCCP** (below). Return to the directions for Practice Reflection, if needed, when you start your new record for the coming year.

1. Practice Reflection in MyCCP

You are now ready to begin your Practice Reflection to plan your professional development. Before anything is entered in a new MyCCP record the directions for each section are displayed on screen. These directions disappear once an entry is made, but there is a “?” next to the title of each section; click it to re-open them. You can also use the directions below to complete the required steps in each section:

Section of MyCCP	Directions for Completing	When complete the button will read:
Introduction to MyCCP:	Click Review Introduction . Review and click Close when completed.	“Reviewed”
Privacy Policy	Click Review Policy . Review and click I Agree .	“Complete”
My Nursing Practice:	Click Identify Practice and enter <i>at least one</i> role and practice setting. (If you are not currently employed click Select next to the role that best describes the position you are seeking and in the next window click Unemployed)	“Entered”

	<i>In MyCCP, click the “?” symbol next to the title of this section for directions in entering your nursing practice information. Click again to close.</i>	
My RN Learning Plan(s):	<p>Click Select an Indicator. Review the indicators and Select one. Review the detailed information about this indicator, then click Continue. Enter a learning objective and statement of relevance. Click Save.</p> <p>Repeat this process to add as many indicators to your learning plan as you want.</p> <p><i>In MyCCP, click the “?” symbol next to the title of this section and follow the directions under “Part 1. Practice Reflection” for directions in developing your learning plan information. Click again to close.</i></p>	“ <i>Learning Objective Entered</i> ” (for at least one indicator)
My Feedback:	<p>Feedback can be entered during Practice Reflection or anytime throughout the practice year. Before the year ends you need to enter at least one entry of feedback that you have collected from someone familiar with your practice. Click Add Feedback, enter the details and click Complete.</p> <p><i>In MyCCP, click the “?” symbol next to the title of this section for directions in entering your feedback. Click again to close.</i></p>	“ <i>Feedback Recorded</i> ” (if you choose to enter feedback during Practice Reflection; nothing if you choose to enter feedback later in the year)
My Other Learning Activities	This section is optional. After the practice year begins you may choose to use this section to record completed learning activities <i>not</i> related to your learning plan.	No buttons are required in this section.
Practice Reflection in Progress	<p>This final section of <i>MyCCP</i> is used to report your completed Practice Reflection to CARNA. This tells CARNA that you have completed your planning and will allow you to continue on to apply for a practice permit. Click Report Practice Reflection Click Report Practice Reflection again the window</p>	“ <i>Practice Reflection Reported</i> ”

Now what?

With your Practice Reflection complete you are now ready to apply for a practice permit. Click **Logout** in the top right hand corner to return to MyCARNA. Return to *MyCCP* at any time throughout the practice year to enter your professional development activities (directions in next section).

From MyCARNA, click **Apply for Registration**. Complete and submit the permit application and fee.

2. Continuing Professional Development in MyCCP

Once the practice year begins you can log in and out of *MyCCP* as often as you like to enter your professional development information. Before the end of the year complete and report your record to CARNA. Follow the directions below to ensure your record is complete:

Section of <i>MyCCP</i>	Directions for Completing	When complete the button will read:
*Audit Review Notification	*This section <i>only</i> appears on the <i>MyCCP</i> records of those members who have been randomly selected for audit review. If you do not see this section in your record you have not been selected. Members selected will click “Confirm” to acknowledge their audit selection	“Confirmed” (*only for those members selected for audit)
Introduction to <i>MyCCP</i>	The introduction section was reviewed when you developed your current <i>MyCCP</i> record. If not, you may do so now.	“Reviewed”
Privacy Policy	The privacy policy was reviewed when you developed your current <i>MyCCP</i> record. If you wish to review it again, click the green back arrow to “undo” this action and click Review Privacy Policy again to review. Click I Agree to close.	“Complete”
My Nursing Practice:	You will have entered your role and practice setting when you developed your current record. You can change this information if needed. <i>In MyCCP, click the “?” symbol next to the title of this section for directions in entering your nursing practice information. Click again to close.</i>	“Entered”
My RN Learning Plan(s):	This section will display the indicator(s) and learning objective(s) that you previously identified for this practice year. You are now adding the implementation of your learning plan(s) which includes the completion of <i>at least one</i> learning activity towards meeting your learning objective and evaluation of the influence of your learning on your practice. <i>Even if you didn’t finish everything you wanted to do, your plan will be considered implemented after you enter at least <u>one</u> learning activity and evaluate your plan. A plan should only be reported as incomplete if <u>nothing</u> has been completed.</i> For <i>at least one learning plan</i> in this section you will implement your learning plan by: 1. Entering completed learning activities: Click Add Learning Activity .	“Learning Plan Implemented” (for at least one indicator)

Complete the 4 fields in the learning activity window:

- select the **activity type** from the list provided that best describes your completed activity;
- type in a brief **description** of the topic or title of your activity;
- click in the **date** field to open the calendar and select the date the activity was completed;
- type in a brief description of the **effectiveness** of this activity in helping you meet your learning objective.

Click **Learning Activity Completed**.

Repeat this process for each activity that you want to enter. When you have entered all of your learning activities you are ready to proceed to evaluating your learning plan.

2. Evaluating your Learning Plan

Click **Evaluate INFLUENCE of LEARNING**.

Review the indicator, learning objective, and statement of relevance that you originally entered. To continue click **Evaluate Influence of Learning**.

Type in your response about the influence of your learning on your practice and click **Review Implemented Plan**.

Do a final review of the indicator, learning objective, statement of relevance, and the influence on your practice that you have entered. Click **Complete**. This learning plan will now be considered *implemented* and the button will display **Learning Plan Implemented**.

If you have more than one selected indicator and learning objective you can complete the same steps as above to also note them as “implemented”. Remember that **one implemented learning plan** is the minimum requirement of the CCP (2 for NPs).

In MyCCP, click the “?” symbol next to the title of this section and follow the directions under “Part 2. Continuing Professional Development”. Click again to close.

My Feedback:	<p>You may have entered feedback during your Practice Reflection. If not, add at least one entry of feedback that you have collected from someone familiar with your practice.</p> <p>Click Add Feedback, select Verbal or Written, enter the details and click Complete.</p> <p>Repeat for each entry you wish to add.</p> <p><i>In MyCCP, click the “?” symbol next to the title of this section for directions in entering your feedback. Click again to close.</i></p>	“Feedback Recorded”
My Other Learning Activities	<p>This section is optional. Members may choose to use this section to record completed learning activities <i>not</i> related to their learning plan. Click Add Other Activity if you want to enter information in this section.</p>	No buttons are required in this section. If used, a completed entry will read “Learning Activity Completed”
Continuing Professional Development in Progress	<p>This final section of <i>MyCCP</i> is used to report your completed record to CARNAs.</p> <p>Click Report MyCCP Record.</p> <p>Review the information displayed and click Yes to confirm your understanding.</p> <p>Click MyCCP Record is Complete.</p>	“MyCCP Report Received”

Now what?

Completing and reporting a *MyCCP* record returns you to the **All MyCCP Records** screen and gives you access to a new record for the coming practice year. If you will be applying for a new practice permit you will click **Begin** to start your new record (return to the Practice Reflection directions above, if needed). If you are not applying for a practice permit for the coming practice year you do not need to start a new *MyCCP* record but please return to MyCARNAs and complete a “non-practicing” application to report your practice hours and close your CARNAs record in good standing.

Troubleshooting and Frequently Asked Questions about MyCCP

I keep getting an error message that something is missing but I don’t know what it is.

If the message tells you something is missing from your learning plan go to the *My RN Learning Plan(s)* section and click on the “?” next to the section title to open the directions. Review the directions carefully to identify what might be missing or incomplete. Often, at the end of the year, the **Evaluate INFLUENCE of LEARNING** button gets missed. Click the “?” again to close the directions.

Will the information I enter in MyCCP be reviewed?

No. Reporting the completion of your *MyCCP* record only means that you are telling CARNAs that you have completed all of the required steps. The information you enter in *MyCCP* is not reviewed or evaluated unless you are selected for audit review, report your record is incomplete, or are otherwise specifically asked to provide information about your continuing competence activities. The information that CARNAs can readily see about your *MyCCP* record is that all steps are complete and which indicator(s) was selected. This displays in CARNAs’s database as a check mark and an indicator number(s).

How do I re-open a section that says it is “Reviewed” or “Completed”?

To re-open a completed entry or section, click the green back arrow to undo the last action in that section (saving or closing an entry). You will be asked if you are sure you want to undo this action - click **OK**. This turns the section button orange again, allowing you to re-open your entry and make any changes.

How do I delete an entry in MyCCP?

Any entry can be deleted at any time until that record is reported as completed. The process will be different depending on whether you are deleting an entry that is partially or fully complete:

- **If the entry is partially complete:** a trash can icon will be visible in the section that you want to delete. You will be asked if you are sure you want to do this? If you are, click **OK**.
- **If the entry is fully complete:** the trash can icon will not yet be visible; click first on the green back arrow; you will be asked “are you sure?” Click **OK**. A trash can icon will now appear in this section. Click the trash can icon to delete. You will again be asked “are you sure?” If you are, click **OK**.

My nursing role and/or practice setting has changed; how do I change this in MyCCP?

A new role or setting can be added by clicking on **Identify Practice** and entering the new information. You can then either keep the original entry or delete it (see directions above). If your learning focus has also changed, follow the directions below.

I want to change my indicator.

If you focused on a different indicator than originally selected, click on **Select an Indicator** and click the **Select** button next to your new indicator. Then enter your new learning objective and statement of relevance to your practice. This is the new plan for the correct indicator.

You now have several options for your original indicator: you can delete it entirely (see directions above), or you can leave it and do nothing further with it. *MyCCP* requires that at least one indicator* is developed into a learning plan and then implemented by completing learning activities and evaluating the learning plan. Other indicators and plans that are partially completed do not impede the progress of completing your *MyCCP* record.

**Nurse Practitioners must select 2 indicators and implement 2 learning plans each year.*

I want to keep my indicator but re-word my learning objective.

- Click **Evaluate Influence of Learning**;
- In the new window click **Change Objective**;
- Type in the changes you want;
- Click **Save**.

How do I report my record as Incomplete?

A record is reported as incomplete when there has been no learning plan implemented. Unless there were zero (0) practice hours completed during the practice year at least one implemented learning plan is required to be eligible for a permit in the following year. A record can be reported as incomplete by clicking **Report MyCCP Record**, clicking **Yes** to confirm your understanding, and clicking **MyCCP Record is Incomplete**. All incomplete records are reviewed by CARNA.