



# Quick Step-by-Step LEARNING PLAN

web browser matters - choose Chrome or Firefox

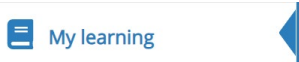
## Log In: [ACOT Online Platform](#)

- Enter email address used for login to the online platform
- Complete two-step authentication if prompted to



## Complete Learning Plan

1. Initial Reflection,
2. Goal Statement,
3. Learning Activities,
4. Learning Activity Records Reflection,
5. Goal Status Reflection



- left vertical menu bar on Home screen



- click arrow of current registration year

- **Reflections** = Why/What/How

⚠ Indicators populate Learning Plan in order selected, not numerical order

⚠ Complete all text boxes with \*

⚠ 30-minute Session Timeout

You can work past the 30 minutes if you stay on the same CCP page and click **Save for later**

⚠ If you redirect off the CCP page without clicking **Save for later** you will lose your content

## 2021/2022 CONTINUING COMPETENCE PROGRAM LEARNING PLAN

### 1. Initial Reflection

- **Reflection**
- Retrospective & Prospective
- Area of Focus aligns with Indicator

### 2. Goal Statement

- Document goal
- Specific, Achievable & Measurable
- Endpoint- Date

### 3. Learning Activities

Max 3 per Indicator

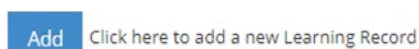
- Select activities to achieve goal

## LEARNING ACTIVITY RECORDS

### 4. Learning Activity Records

Max 3 per Indicator

- **Must** add at least 1 Learning Activity Record per Learning Plan
- Click **Add**



\* Learning Activity

a.

- Learning Activity here matches the Learning Activity selected in previous step

\* Description

b.

- What specifically did you do?

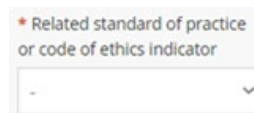
\* Date completed      \* Duration (hours)  
 yyyy-mm-dd      [ ]

c.

- Date last activity completed. Include total hours

*Continued*

4d.



- Select the Indicator the Learning Activity Record is associated with



**Not applicable:** the Learning Activity Record is **not** associated with an Indicator.

- **Not applicable** content cannot be deleted
- Content is considered a **Supporting Document**.

### 4e. Reflection – on the activity completed

\* Reflect on the Learning Activity completed. Include why you did it, and how it impacted your practice.

4f.



- Uploading documents is optional

### 5. Goal Status Reflection

- **Completed, Discontinued or Ongoing**
- **Reflection**
  - Regardless of which status selected
  - Reflect on goal and all the activities completed

⚠ Ongoing Reflection text box- only appears during renewal

- Indicate which activities you completed this year and what you plan to complete next year for the ongoing goal

Save for later