



College of
Registered Nurses
of Manitoba

Entering your self- development plan into your online renewal application

*This presentation applies to RNs
who are selected for the
CCP review*

Overview

- Before you log in to renew
- Completing additional questions on the online renewal application
- What happens after you submit your online renewal application

Before you log in to renew

- Identify a day well ahead of the renewal deadline (6 p.m. on Dec. 1) to complete your online renewal application.
- Be prepared to answer additional questions about your self-development plan in the online renewal application:

Complete Parts A and B of your CCP forms before logging in

Check your self-development plan against the scoring rubric located in the CCP Workbook

Tip: If you use the fillable electronic version of the CCP forms, you can copy and paste your information from those forms into your online renewal application

Completing additional questions

- When you reach the continuing competency section of the online renewal application, you will be asked to enter information from your 2020 self-development plan.

This includes answering the following questions:

- Did you complete Part A: Self-Assessment in the 2020 CCP forms?
- Please enter your 2020 self-directed learning goal.
- You are required to have completed at least one self-directed learning activity related to your self-directed learning goal. In the space below, enter one, two or three learning activities that you completed.
- Impact on practice.

Completing additional questions cont'd

Required field

3. Did you complete Part A: Self-Assessment on the 2020 CCP Forms?*

4. Please enter your 2020 self-directed learning goal.* (Your goal should demonstrate how you **enhanced** your practice.) Please do not use symbols, for example <, in any of your responses.

Please provide details below.*

Required Field

5. You are required to have completed at least one learning activity related to your self-directed learning goal. In the space below, enter one, two or three learning activities that you completed.

5a. What is the learning activity that you completed between **December 1, 2019** and **December 1, 2020**?* (Please include specific references such as titles, dates, sources, etc.)

Required Field

Completing additional questions cont'd

The learning activity must have been completed between **December 1, 2019** and **December 1, 2020**. Use the calendar on the right-hand side to select the date you completed this learning activity.*



Required Field

Please enter a valid date as MM/DD/YYYY

What type of activity was this?* Use the drop-down menu on the right-hand side to make your selection. (e.g. journal article, workshop, in-service, etc.)



Required Field

5b. If applicable, what is the title of a second learning activity that you completed between **December 1, 2019** and **December 1, 2020**?* (Please include specific references such as titles, dates, sources, etc.)

Completing additional questions cont'd

6. Use the text box below to explain how completing your learning activity/activities impacted your practice.* Please provide a specific example of how you incorporated this learning into your practice. If you are not currently working, anticipate how your learning will impact your practice when you return to work.

Remember, you need to provide enough information to confirm that your learning was self-directed, relevant and had an impact on your practice.

Before you start entering information, please be aware there is a **500 word maximum** and a **10 minute time limit**. We recommend you have your CCP forms handy to refer to or copy and paste from. Click the **NEXT** button to make sure your information is saved.

3000 characters left. Required Field

Save your self-development plan information

What happens after you submit your application?

- The renewal deadline is Dec. 1 at 6 p.m.
- Submitting your online renewal application is only one component of renewal.
- You can see your renewal status by searching your name in Nurse Check.
- After renewal closes, CCP reviewers will assess the information you entered against the scoring rubric. We will then enter your outcome in our database.
- Possible outcomes are:
 - Exemplary
 - Met
 - Met with recommendations
 - Not met
- You will be notified of your outcome in January/February

Final reminders

- Ensure you complete your self-development plan before you log in to renew.
- Self-assess against the scoring rubric and ensure you provide enough information to meet the minimum requirements.
- Save frequently on the online renewal application to ensure you do not lose data – it is recommended **every 5 minutes**
- Most RNs do really well. Check out page 12 of our CCP Workbook to see examples of exemplary self-development plans.
- Contact us early if you have any questions about self-development planning or entering your information online.

Thank You



College of
Registered Nurses
of Manitoba