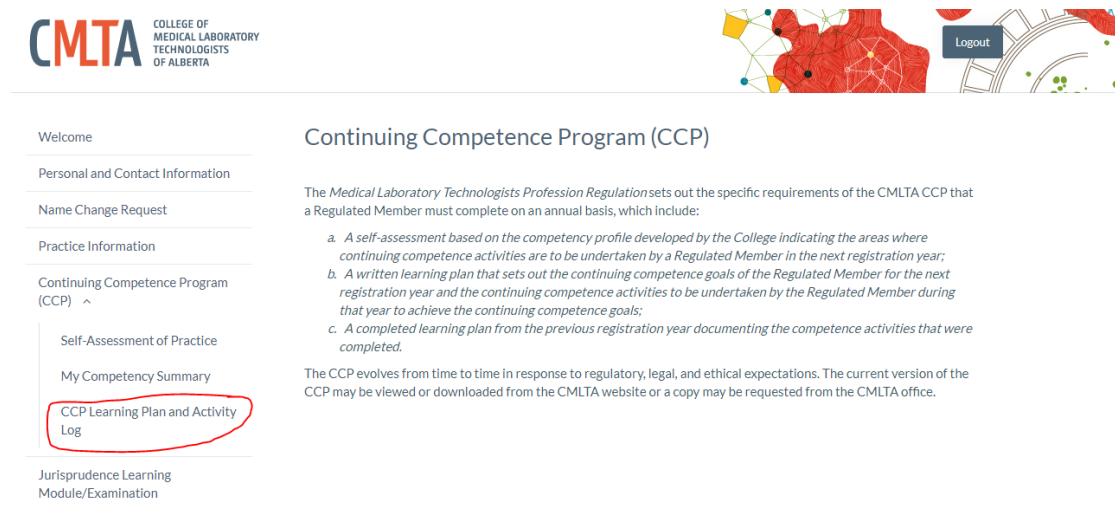


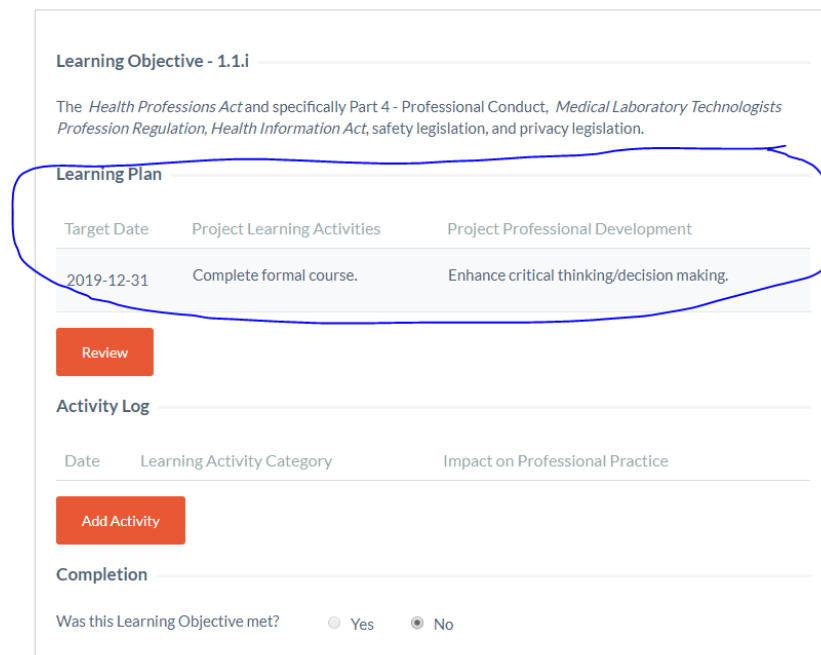
Adding an Activity to your CCP Activity Log

1. Go to <https://onlineservice.cmlta.org/webs/cmlta/service/#> and sign in using your username and password.
2. Once logged in click on the CCP Continuing Competence Program (CCP) tab on the left-hand side of the screen and select “CCP Learning Plan and Activity Log” link that is circled in red in the image below.



The screenshot shows the CMLTA website interface. On the left is a navigation menu with the following items: Welcome, Personal and Contact Information, Name Change Request, Practice Information, Continuing Competence Program (CCP) ^, Self-Assessment of Practice, My Competency Summary, CCP Learning Plan and Activity Log (circled in red), and Jurisprudence Learning Module/Examination. The main content area is titled "Continuing Competence Program (CCP)" and contains text about the Medical Laboratory Technologists Profession Regulation and a list of requirements (a, b, c). A "Logout" button is visible in the top right corner.

3. Once in your activity log, you should be able to see each objective that you had planned to meet for the current year. There should also be a learning plan created for each objective. Below is an image of an example of a learning objective that you should be able to see. The learning plan section that you would have completed prior to renewal is circled in blue and cannot be changed.



The screenshot shows a "Learning Objective - 1.1.i" page. It includes a description of the objective based on the Health Professions Act. Below the description is a "Learning Plan" section with a table:

Target Date	Project Learning Activities	Project Professional Development
2019-12-31	Complete formal course.	Enhance critical thinking/decision making.

Below the table is a "Review" button. Underneath is an "Activity Log" section with a table:

Date	Learning Activity Category	Impact on Professional Practice
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Below the table is an "Add Activity" button. At the bottom is a "Completion" section with the question "Was this Learning Objective met?" and radio buttons for "Yes" and "No".

4. To add an activity to your log for the objective, click on the red “Add Activity” button circled in red in the image below.

Learning Objective - 1.1.i

The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation*, *Health Information Act*, safety legislation, and privacy legislation.

Learning Plan

Target Date	Project Learning Activities	Project Professional Development
2019-12-31	Complete formal course.	Enhance critical thinking/decision making.

Review

Activity Log

Date	Learning Activity Category	Impact on Professional Practice
Add Activity		

Completion

Was this Learning Objective met? Yes No

- This should bring you to the page pictured below where you are able to fill out all required sections in order to add your activity.

Add CCP Learning Activity Information

There are eleven Learning Activity categories to choose from. Please carefully review each category and select the most suitable choice from the dropdown. "Other" is to be selected only when learning cannot be applied to any of the categories listed in the dropdown. Once a Learning Activity category has been selected, the programming will display the data elements required to validate the learning.

NOTE: Based on the Learning Activity category selected, documentation requirements may vary.

* denotes required fields.

Learning Activity Category: *

! Please click the button below to save your changes.

- Select the "Learning Activity Category" that best describes the activity you have completed from the drop-down menu. This should expand your page as pictured below (please note that there may be slight differences depending on which learning activity category was selected).

Add CCP Learning Activity Information

There are eleven Learning Activity categories to choose from. Please carefully review each category and select the most suitable choice from the dropdown. "Other" is to be selected only when learning cannot be applied to any of the categories listed in the dropdown. Once a Learning Activity category has been selected, the programming will display the data elements required to validate the learning.

NOTE: Based on the Learning Activity category selected, documentation requirements may vary.

* denotes required fields.

Learning Activity Category: *

Documentation Requirements

Nature of Resource: *

(conference / convention / annual general meeting / symposium / forum)

Record the most appropriate type/category of resource that best relates to the Learning Activity. For example: textbook, procedure, workshop, conference. (will be in dropdown form, with the option of other.)

Date *

Record the date(s) on which the learning occurred.

Title: *

(event)

Topic: *

(of subject matter)

Name: *

(presenter / provider / organization)

Dedicated Hours: *

Impact on Professional Practice: *

Record the outcome/benefit of the completed Learning Activity and the relevancy/applicability on MLT professional practice.

Supporting Documents (if required) * No file chosen

* copy of certificate or notice of participation with member name, name of event, provider, date(s)

i Please click the button below to save your changes.

7. Next, fill out each section for your activity that has a red asterisk beside it (*). The activity will not save unless every field with an asterisk * beside it has been filled out. This also includes the section to upload documents if they are required.

Once you have filled out every section to log your activity, hit the save button that is circled in red in the picture below.

Add CCP Learning Activity Information

There are eleven Learning Activity categories to choose from. Please carefully review each category and select the most suitable choice from the dropdown. "Other" is to be selected only when learning cannot be applied to any of the categories listed in the dropdown. Once a Learning Activity category has been selected, the programming will display the data elements required to validate the learning.

NOTE: Based on the Learning Activity category selected, documentation requirements may vary.

* denotes required fields.

Learning Activity Category: *

Documentation Requirements

Nature of Resource: *
(conference / convention / annual general meeting / symposium / forum)

Record the most appropriate type/category of resource that best relates to the Learning Activity. For example: textbook, procedure, workshop, conference. (will be in dropdown form, with the option of other.)

Date *

Record the date(s) on which the learning occurred.

Title: *
(event)

Topic: *
(of subject matter)

Name: *
(presenter / provider / organization)

Dedicated Hours: *

Impact on Professional Practice: *

Record the outcome/benefit of the completed Learning Activity and the relevancy/applicability on MLT professional practice.

Supporting Documents (if required) * No file chosen
[learning plan.png](#) ✕

* copy of certificate or notice of participation with member name, name of event, provider, date(s)

Please click the button below to save your changes.

8. If the form for adding an activity has been filled out properly, it will take you back to the learning plan and activity log main page as pictured below with your new activity added. In the picture the activity we just added has been circled in red.

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.

2019

Learning Objective - 1.1.i

The *Health Professions Act* and specifically Part 4 - Professional Conduct, *Medical Laboratory Technologists Profession Regulation, Health Information Act*, safety legislation, and privacy legislation.

Learning Plan

Target Date	Project Learning Activities	Project Professional Development
2019-12-31		Enhance critical thinking/decision making.

[Review](#)

Activity Log

Date	Learning Activity Category	Impact on Professional Practice	
March 16, 2019	Attended professional event	Developed program/policy/procedure/process	Edit Delete

[Add Activity](#)

Completion

Was this Learning Objective met? Yes No

9. If there are fields that have been missed in the form the field missing will be highlighted in red. Fill in the sections highlighted and hit the save button again. This should have saved your learning activity as pictured in step 8.

Add CCP Learning Activity Information

There are eleven Learning Activity categories to choose from. Please carefully review each category and select the most suitable choice from the dropdown. "Other" is to be selected only when learning cannot be applied to any of the categories listed in the dropdown. Once a Learning Activity category has been selected, the programming will display the data elements required to validate the learning.

NOTE: Based on the Learning Activity category selected, documentation requirements may vary.

There were some errors handling your submission:

- Please complete all required fields.

* denotes required fields.

Learning Activity Category: *

Documentation Requirements

Nature of Resource: *
(conference / convention / annual general meeting / symposium / forum)

Record the most appropriate type/category of resource that best relates to the Learning Activity. For example: textbook, procedure, workshop, conference. (will be in dropdown form, with the option of other.)

Date *

Record the date(s) on which the learning occurred.

Title: *
(event)

Topic: *
(of subject matter)

Name: *
(presenter / provider / organization)

Dedicated Hours: *

Impact on Professional Practice: *

Record the outcome/benefit of the completed Learning Activity and the relevancy/applicability on MLT professional practice.

Supporting Documents (if required) No file chosen
[learning plan.png](#) ✕

- copy of certificate or notice of participation with member name, name of event, provider, date(s)

Please click the button below to save your changes.