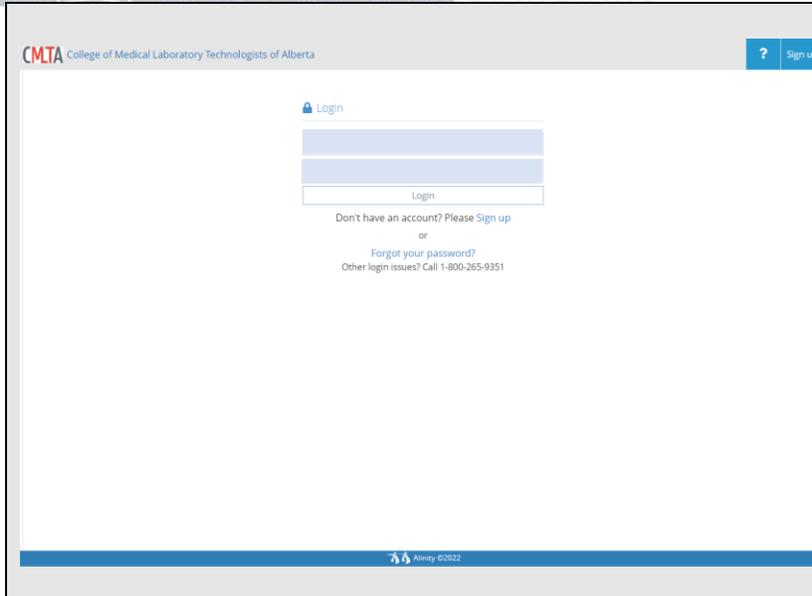
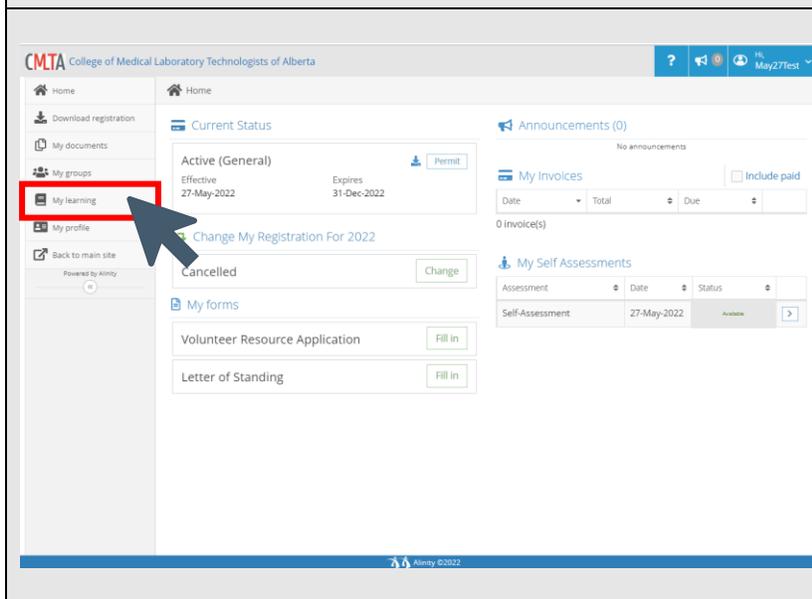


# Steps To Completing Your CCP

If you have any additional questions, please contact the Continuing Competence Associate  
Somaryl Siek: [ssiek@cmlta.org](mailto:ssiek@cmlta.org)

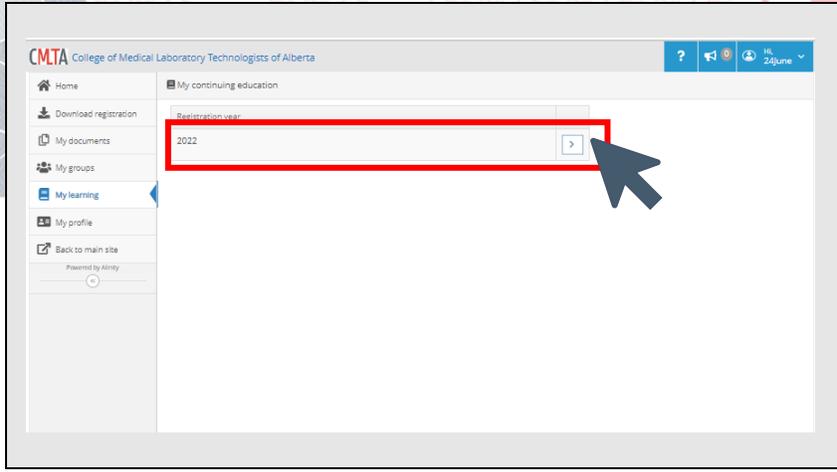


The Regulated Member must log in to their Member Portal



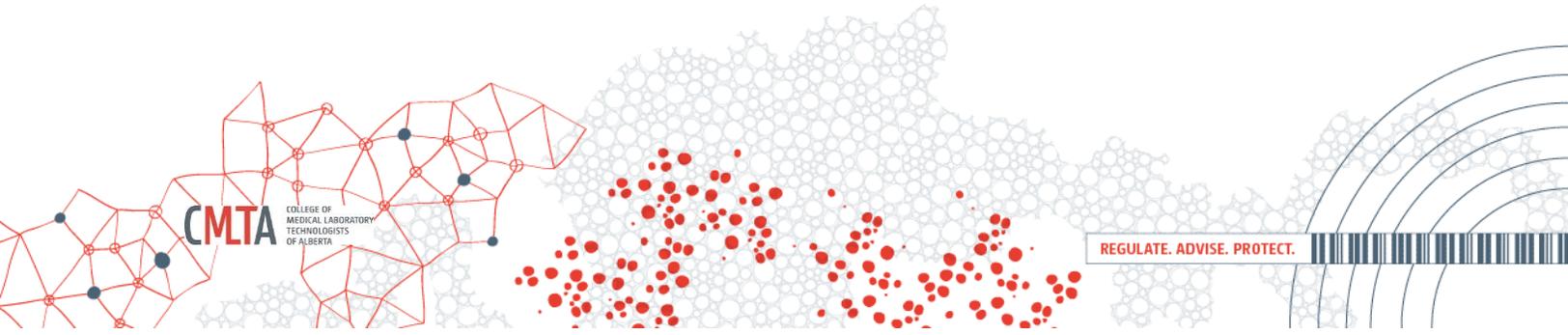
On the left-hand side navigation bar the Regulated Member must:

Click  
“My Learning”



The Regulated Member must then select "2022"

Click  
">"



CMLTA College of Medical Laboratory Technologists of Alberta

Home | My continuing education | May27, May27Test (123456) - 2022

Continuing Education Portfolio (CEP)

Name: May27Test May27  
 Registration number: 123456  
 Continuing competence program cycle: 2022-01-01 - 2022-12-31

The Medical Laboratory Technologists Profession Regulation sets out the specific requirements of the CMLTA CCP that a Regulated Member must complete on an annual basis, which include:

1. Self-Assessment based on the Competency Profile for the profession
2. Learning Plan for the upcoming registration year including continuing competence goals and activities that may be undertaken to achieve the goals
3. Learning Plan from the previous registration year that has been completed by documenting the completed learning objectives and competence activities

The CCP evolves from time to time in response to regulatory, legal, and ethical expectations. The current version of the CCP may be viewed or downloaded from the CMLTA website or a copy may be requested from the CMLTA office.



LEARNING PLAN APPLICATION

You finished the self assessment, you can complete the application

Learning Goal #1

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

3.4.ii Adhering to ethics review board principles.

\* Target date  
2022-12-31

\* To fulfill my Learning Goal, I may:

Projected learning activity (max 3)

- Review subject matter relevant to the area of professional practice (e.g., textbook, journal, article, course, policy, procedure manual)
- Complete Course must include an Assignment or Exam
- Attend workplace event/in-service (e.g., seminar, workshop, in-service, vendor training, medical rounds)
- Attend professional event (e.g., conference, convention, annual general meeting, symposium, forum)
- Observe and/or consult with peer/expert  Share knowledge and/or expertise as a trainer/mentor/preceptor
- Share knowledge and/or expertise as presenter/lecturer (e.g., paper, poster, lecture)
- Troubleshoot equipment/instrumentation/process  Perform and/or review external/internal proficiency samples
- Participate on committee/focus group relevant to area of professional practice
- Develop and/or revise subject matter (e.g., program, policy, procedure, process, curriculum, course)

\* Learning activity details

I may attend a work, college, or association presentation but I may need to read an article regarding professional communication

\* By completing the Learning Goal, I may:

Projected professional development (max 3)

- Acquire new skill/aptitude/attitude  Develop program/policy/procedure/process  Enhance accountability
- Enhance critical thinking/dec  Improve communication skills  Improve program/policy/procedure/process
- Improve work environment  Increase awareness/understanding  Increase confidence  Increase knowledge
- Other: must specify

\* Professional development details

Along with improving my communication skills among fellow MLTs this activity improved my communication skills with the diverse healthcare professional I work with on a daily basis



The Regulated Member must then scroll down on the **Continuing Education Portfolio (CEP)** Page.

Here Members can review their Learning Plan that they created previously under the header **Learning Plan Application**

NOTE: this will be locked and cannot be changed (light grey in colour).



Learning Activities and Professional Development Update

Learning Goal #1

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-27

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

\* Select a learning claim type

Learning Goal #2

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-30

3.4.ii Adhering to ethics review board principles.

\* Select a learning claim type

Learning Goal #3

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-25

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

\* Select a learning claim type

The member can then continue to scroll until they see **Learning Activities and Professional Development Update**



Learning Goal #1

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-27

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

\* Select a learning claim type  
Complete  
Discontinued  
In Progress

3.4.ii Adhering to ethics review board principles.

\* Select a learning claim type

Learning Goal #3

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-25

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

\* Select a learning claim type

The Regulated Member has three options per Learning Goal.

The Regulated Member must select a Learning Claim type

- 1. Complete
2. In progress
3. Discontinued

NOTE: A minimum of three - maximum of six Learning Goals must be selected as complete to fulfill the CCP requirements and to be able to submit your CCP.

**Learning Goal #1**

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-27

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

\* Select a learning claim type  
Complete

\* Select a learning activity Learning activity details: test

---

**Learning Goal #2**

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-30

3.4.ii Adhering to ethics review board principles.

\* Select a learning claim type  
-

---

**Learning Goal #3**

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-25

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

\* Select a learning claim type  
-

The Regulated Member must then select the Learning Activity they participated in to complete the Learning Goal.

**Learning Goal #1**

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by: Target completion date: 2022-06-27

3.4.iv Demonstrating an openness to share research findings, while respecting intellectual property.

\* Select a learning claim type  
Complete

\* Select a learning activity Learning activity details: test

Reviewed subject matter relevant to professional practice

\* Nature of resource Activity date: yyyy-mm-dd \* Dedicated hours

- -

\* Title of resource \* Topic of learning

- -

\* Name author or provider \* Impact on professional practice

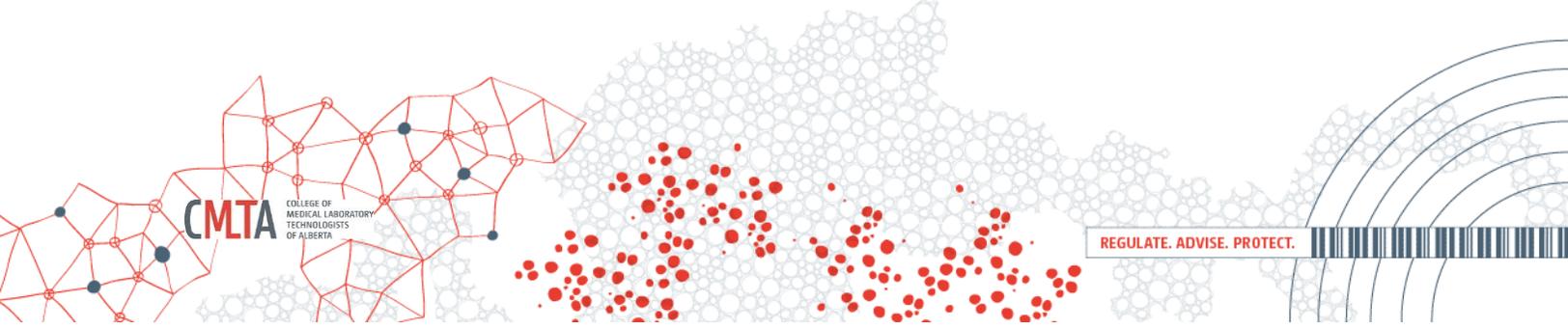
- -

Supporting document: Click here to upload your supporting document

Once the Regulated Member has selected a Learning Activity. Supporting questions (indicated with asterisks) require answers.

Note: the information required may be different depending on the Learning Activity type. To review what information is required for each Learning Activity please refer to [Document Guidelines For Learning Activities](#)

NOTE: A minimum of three - maximum of six Learning Goals must be selected as complete to fulfill the CCP requirements and to be able to submit your CCP.



### Learning Goal #3

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

Target completion date:  
2022-06-25

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

\* Select a learning claim type

Complete

\* Select a learning activity

Share Knowledge/Expertise as Presenter/Lecturer

Learning activity details:

test

\* Nature of resource

Paper

Activity date

yyyy-mm-dd

\* Dedicated hours

2

\* Title of resource

test

\* Name organization/publication/institution

test

\* Impact on professional practice

Increased knowledge

Supporting document:

Click here to upload your supporting document

### Additional Activities Update

If you wish to report more activities on any of your learning goals, add them here.

Add Please enter your activity details once completed the projected activity by clicking the button.

Submit Save for later

If the Regulated Member completed more than one activity per objective. Extra activities can be added under the **Additional Activities Update** Section

Click  
"ADD"

NOTE: This is optional, the CMLTA only requires one activity to meet each Learning Goal

### Additional Activities Update

If you wish to report more activities on any of your learning goals, add them here.

Add Please enter your activity details once completed the projected activity by clicking the button.

#### Activity Information Update

\* Choose a learning goal

-

Select a learning activity

-

The Regulated Member will be asked which Learning Goal/Enabling Competency the activity was related to and what type of learning activity they completed.

Again, additional prompts will auto-populate related to the Learning Activity Selected. The information required may be different depending on the Learning Activity type. To review what information is required for each Learning Activity please refer to [Document Guidelines For Learning Activities](#)

### Learning Goal #3

3.4 I support, facilitate, or participate in relevant research and development in the applicable area(s) of professional Practice by:

Target completion date:  
2022-06-25

3.4.iii Analyzing and reporting data truthfully and disclosing all potential biases and conflict of interests, both actual and perceived.

\* Select a learning claim type

Complete

\* Select a learning activity

Share Knowledge/Expertise as Presenter/Lecturer

Learning activity details:

test

\* Nature of resource

Paper

Activity date

yyyy-mm-dd

\* Dedicated hours

2

\* Title of resource

test

\* Name organization/publication/institution

test

\* Impact on professional practice

Increased knowledge

Supporting document

Click here to upload your supporting document

#### Additional Activities Update

If you wish to report more activities on any of your learning goals, add them here.

Add Please enter your activity details once completed the projected activity by clicking the button.

Submit

Save for later

Once the Regulated Member has successfully changed a minimum of three/maximum of six Learning Goals as Complete and answered all prompts with an asterisk. The Regulated Member can submit their Complete Learning Plan by:

Clicking  
"Submit"

At the bottom of the page