

CCP

STEP-BY-STEP INSTRUCTIONS & GREAT TIPS

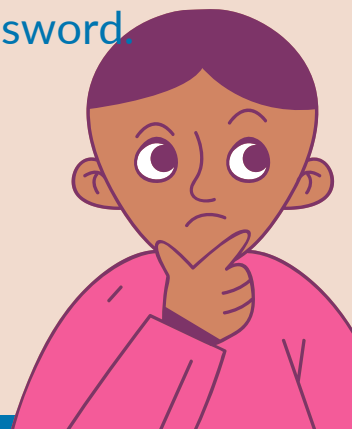
Getting started ...

Log into your Member Profile in Alinity

- go to the [Member Login Page](#)
- click 'Login Here' to enter your email address and password.

TIPS ...

- If you cannot remember your password - click 'Forgot my password'
- You will receive an email with instructions.
 - If you didn't receive an email? Check your junk box.




Click on 'My Learning'



- Choose the 'My Learning' tab (menu on the left)
- Click the '+' button and add 2022 (before renewal starts)
- You will see 3 tabs:
 - Continuing Education Report
 - Peer Dialogue Reflection, and
 - Risks & Supports
- All 3 tabs must be completed - in any order.

TIPS...

- Areas can be completed in any order and not at one sitting – use the 'save for later' button at the bottom of every tab
- Speaking of the 'save for later' button – use it often, there is a 20 minute inactivity limit that will time you out and your work will be lost
- Use the  (chevron) to take you to the top of the page – DO NOT use the back button

Continuing Education Report

- Review the list of education activities and indicate at least 2 that you participated in during the year
- Describe how these activities impacted your competence to practice
- Keep it short - use bullet or number lists



TIPS...

- We ask for 2 or more activities, make it easy on yourself - give us 2, you will thank us later, less work for you
- We do NOT judge spelling, grammar, or punctuation (enjoy the freedom)

Peer Dialogue



- Think first - which peer conversation do you want to use?
- Remember - you can choose not to do your Peer Dialogue Reflection,
- but this means your CCP submission will be audited
- Keep it simple

TIPS ...

- Know which conversation you are going to reflect upon before starting
- The conversation has to have taken place during the practice year

Risks & Supports Profile

- Select at least one risk from question 2 and one support from question 3
- Keep it short and to the point - the text box has a limit, once it is reached, nothing else will be recorded



TIPS ...

- Again, instructions ask for 'at least' one - make it easy on yourself ...
- Question 3 can be hard to see in the sea of text, watch for it as you scroll down the page
- If you 'submit' your CCP and receive the dreaded error message - not to worry, errors will show up in a pretty '**maroon**' colour, but they can be hard to see - it's a good idea to look for **maroon text** on all the tabs, just in case
- You can return and make changes to your CCP submission until you submit your Registration Renewal

More questions?



- Visit the [Continuing Competence Program](#) webpage where you will find:
 - an instructional step-by-step video,
 - sample forms,
 - CCP example submissions, and
 - other tools to help you complete the program with confidence and ease.
- ACSLPA has scheduled one-hour drop-in virtual Q&A sessions on Tuesdays at noon starting October 11.
- Email our SLP Advisor at slp@acslpa.ca or our Audiology Advisor at audiology@acslpa.ca
- During the week, you can call the office for assistance at 780-944-1604 ext. 101 - WARNING it does get busy during renewal.