COLLEGE of OPTICIANS
OF BRITISH COLUMBIA
a B.C. Health Regulator

Instruction Manual

Login & Assessment

A Support Tool for the Continuing Competency Program (CCP)

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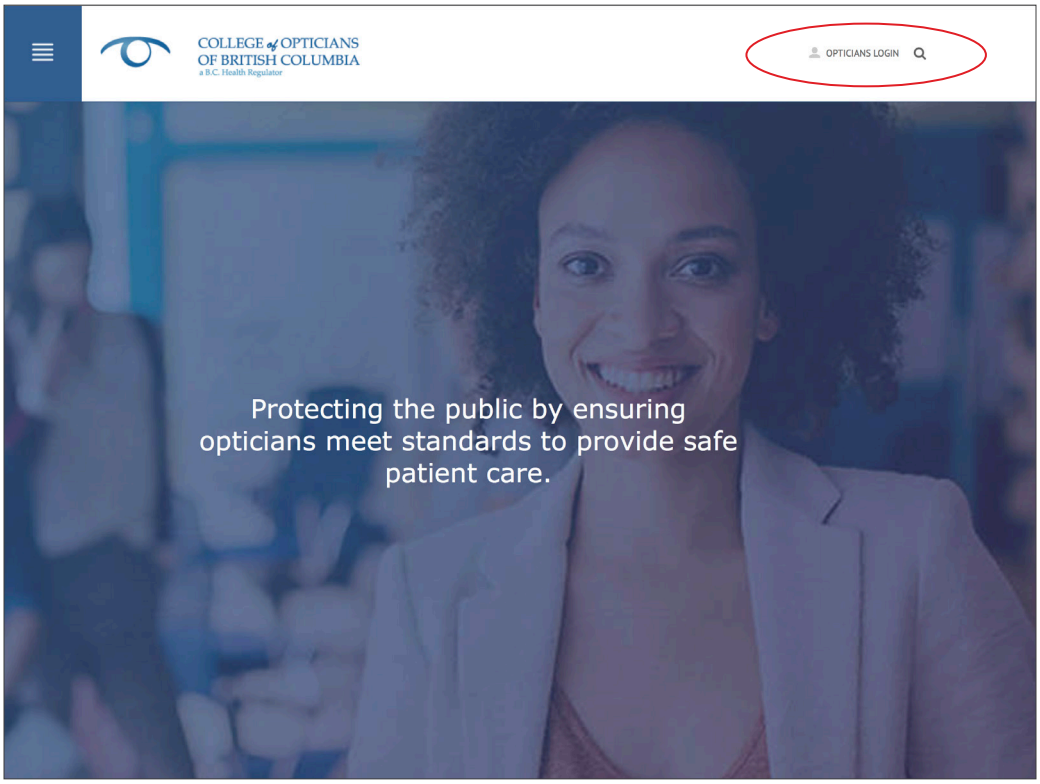
Instruction Manual: Login & Assessment

This manual is intended to assist registrants in using the online tools necessary for completing the Continuing Competency Program (CCP). It provides step-by-step instructions, as well as tips to consider for an optimal experience.

Login & Navigating the Main Page:

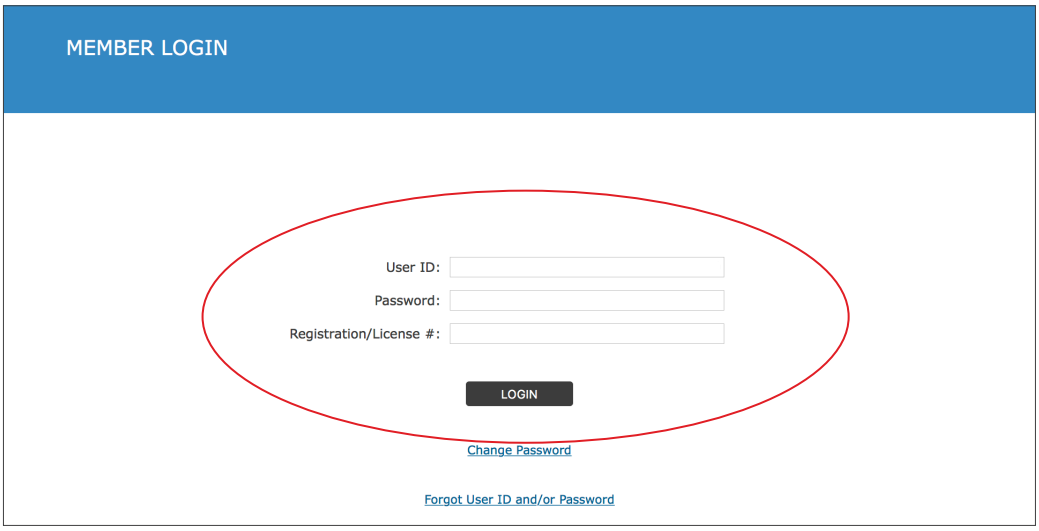
1. Go to the COBC website, www.cobc.ca
2. In the upper, right-hand corner, click **"Opticians Login"**:



3. You will be asked to enter:

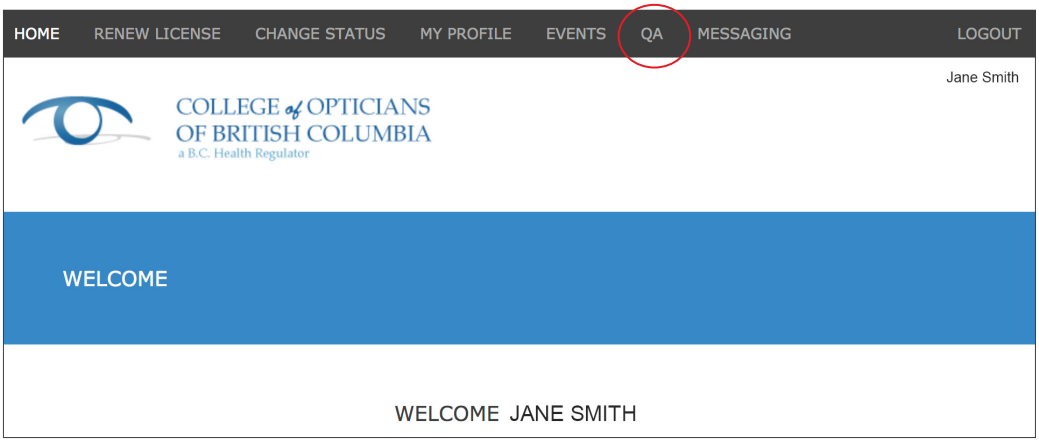
- User ID
- Password
- Registration/License #

TIP: Your login information will be the same that you use when you login to renew your license. You will need to remember the information as you will be logging in several times throughout your cycle. If you cannot remember your login information, or have difficulty logging in, please contact our office for assistance.

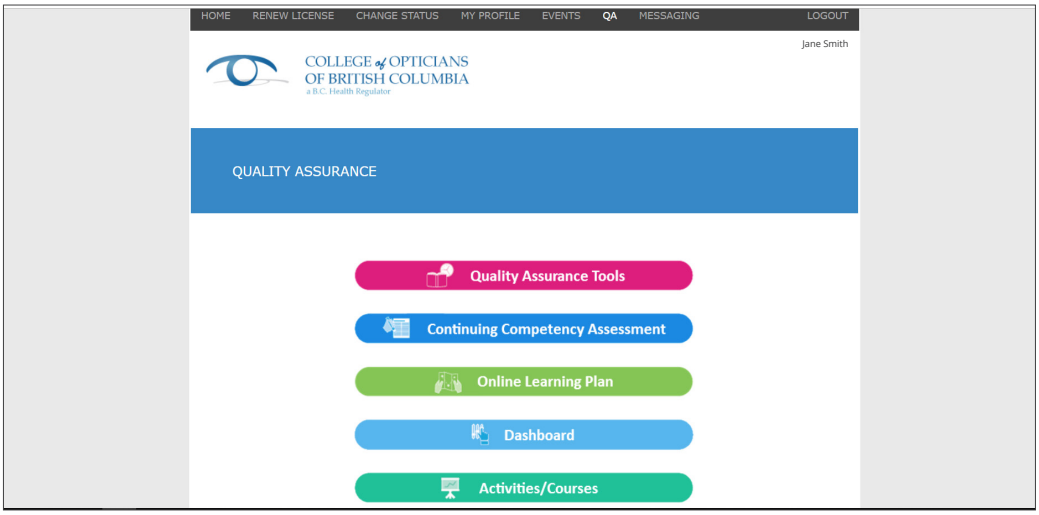


Enter the information and click **"Login"**.

4. Once you have logged in, click **"QA"** (for Quality Assurance) at the top of your screen:



5. You now have a few options:



A.

- You may wish to click **"Quality Assurance Tools"** to link back to our website for information about the program: an information guide, an extensive FAQ document, goal setting examples, etc. You are encouraged to review this information before getting started, but you will also have access to this button throughout the system, or can find it on our website at any time. *(More information on these tools can be found further in this document.)*

B.

- If you are ready to start the program, your first requirement will be to complete the assessment. To do so, click **"Continuing Competency Assessment"** for access. *(Read further in this document for more instruction on taking the assessment.)*

TIP: At the start of each cycle, it is a good idea to complete the assessment portion of the program within the first month or two, to ensure you are leaving yourself enough time to create and complete 2 goals during your first year. You will need to complete 6 by the end of your cycle.

C.

- If you have already completed the assessments required, you can click **"Online Learning Plan"** to start the next portion of the program. This is where you will create your goals and work on your plan, or access it when needed throughout your cycle.

Note: If you have not yet completed your assessments, you will not have access to this button. You must first complete the assessments before you can begin creating your learning plan.
For complete instructions on accessing and completing the Online Learning Plan, please review the separate Instruction Manual: Online Learning Plan.

D.

- You may also click **"Dashboard"** to see your progress in achieving your goals throughout your cycle, as well as any News/Updates from the COBC.

Note: If you have not yet completed your assessments, you will not have access to this button.

E.

- If you have already completed the assessments required, you will need to decide on your goals and learning plans. Clicking on the **"Activities/Courses"** button will give you access to a list of known, accredited activities that have been assigned specific competencies, to help you in your planning. These activities are meant to provide some guidance if needed, but you should also seek out activities on your own.

Note: For more details on entering activities into your plan, please review the separate Instruction Manual: Online Learning Plan.

Quality Assurance Tools:

By clicking **"Quality Assurance Tools"**, you will have access to this guide, as well as these other helpful guides and documents:

Continuing Competency Program (CCP): Information Guide

- The Information Guide provides some background on quality assurance, and on the program specifically. It also goes into greater detail about the program requirements, and further explains each step of the process.

Frequently Asked Questions Document

- The FAQ document answers around 50 of the most common questions about the CCP. Questions about starting the program, taking the assessment, creating learning goals, and completing the program are all covered here.

Instruction Manual: Online Learning Plan

- This how-to manual will provide step-by-step instructions on how to complete your online learning plan. It will show you where to create goals and plans, how to add activities into your plans, and where to reflect on your learning.

SMART Goals: Guidelines & Examples

- The SMART Goal guide explains what a SMART goal is, and provides specific tips on creating proper goals. It also offers several examples of appropriate SMART goals, suggested formatting when creating goals, and a practice worksheet.

Learning Goal/Plan Worksheet

- This worksheet can be used if you wish to manually write out your goal and plan out your activities before adding them to your online program.

Continuing Competency Assessment:

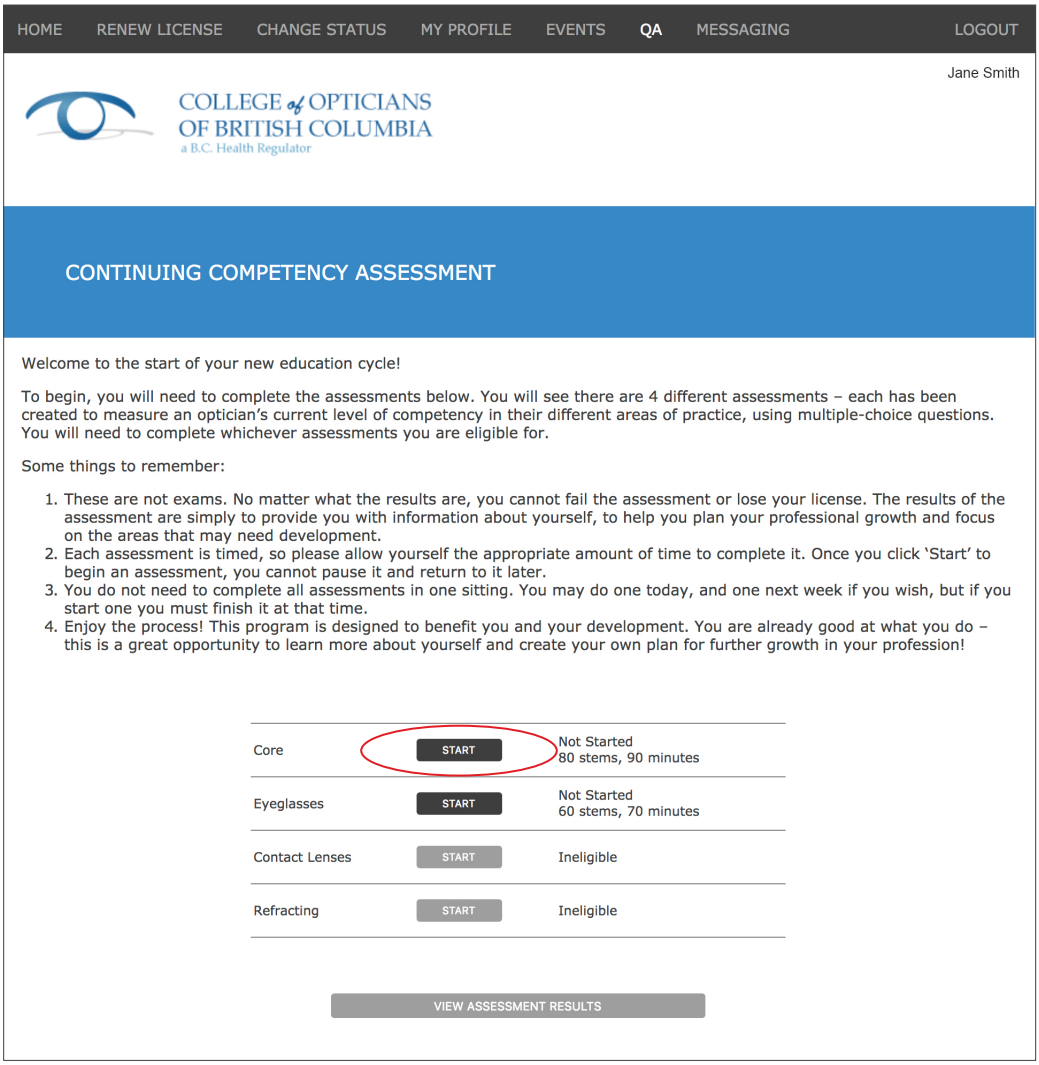
TIP: For more information on this portion of the program, please refer to the CCP Information Guide.

1. If you are ready to start the program, your first requirement will be to complete the assessment. To get started, click **"Continuing Competency Assessment."**

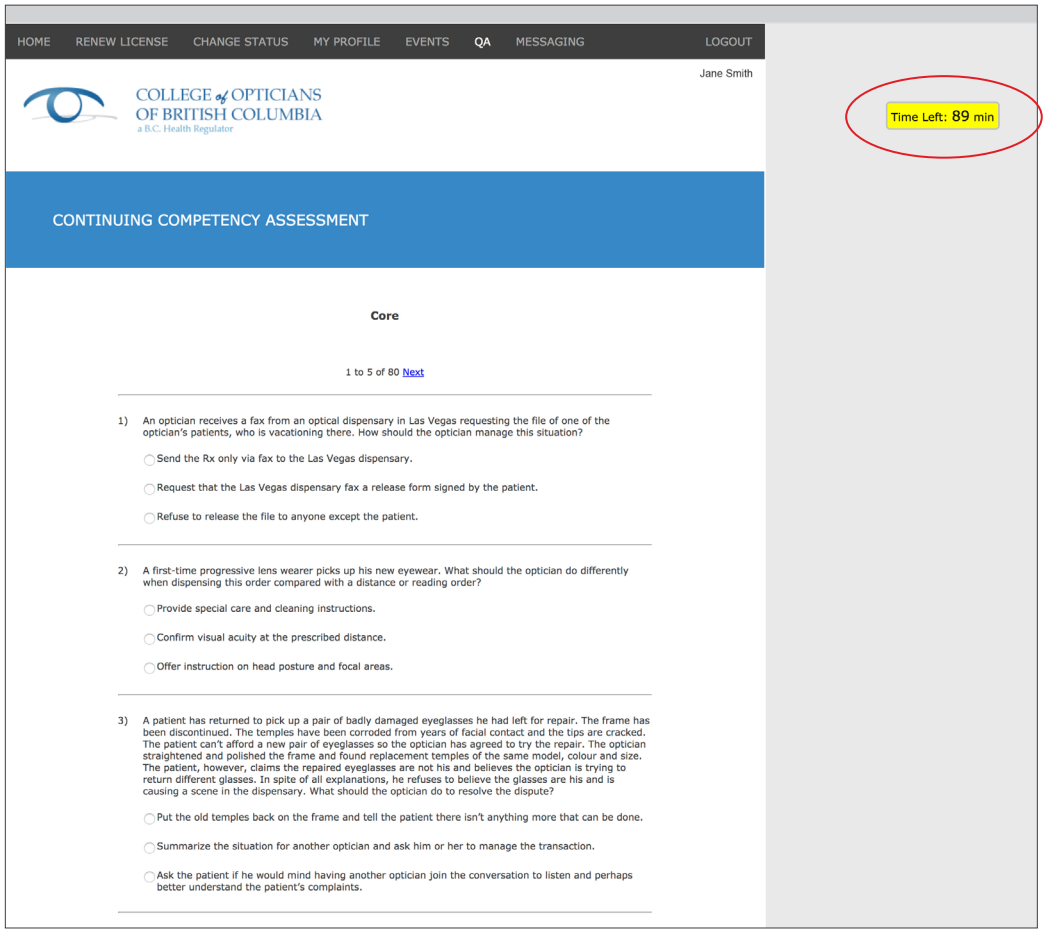
TIP: There is no need to prepare for the assessment in advance. Find a quiet place that will be free from disruption, ensure that your Internet connectivity is strong and secure, and allow 60-90 minutes to complete each section, at your convenience.

2. Once you have clicked **"Continuing Competency Assessment"**, you will see 4 different assessments. You will need to complete whichever assessments have been made available to you. Click on the **"Start"** button to begin an assessment:

TIP: Once you click **"Start"**, you will need to complete the assessment you have started in the same sitting, as it is timed.



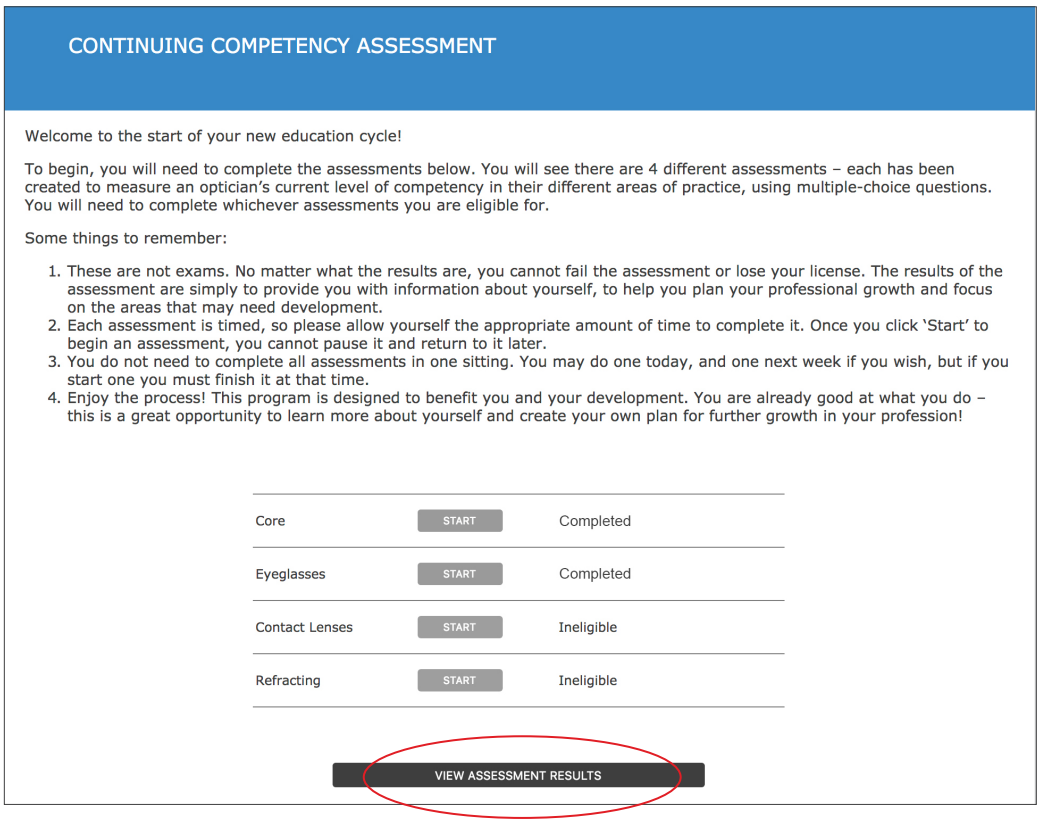
3. For the assessment, you will be answering multiple-choice questions. As the assessment is timed, you will see how much time you have remaining to complete the assessment, on the right side of your screen. This will count down as time passes:



TIP: During the assessment, you can advance each screen by clicking **"Next"**, but also go back to older questions by clicking **"Previous"** if you want to review your answers, or re-visit a question later. You can also change any of your answers prior to submitting.

Once you have answered all questions, you can click **"Submit the Assessment"** on the final page. You will then be taken back to the main assessment page.

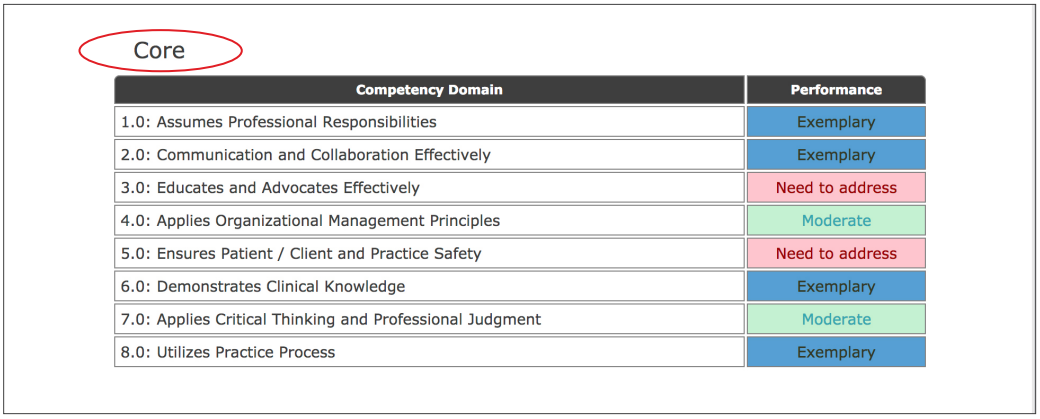
4. Once you have completed a section of the assessment, you can click **"View Assessment Results"** to see your results for the sections you have completed:



Your assessment results will be made available immediately after completing one of the sections. The results will also be available for you to view at any point throughout your cycle.

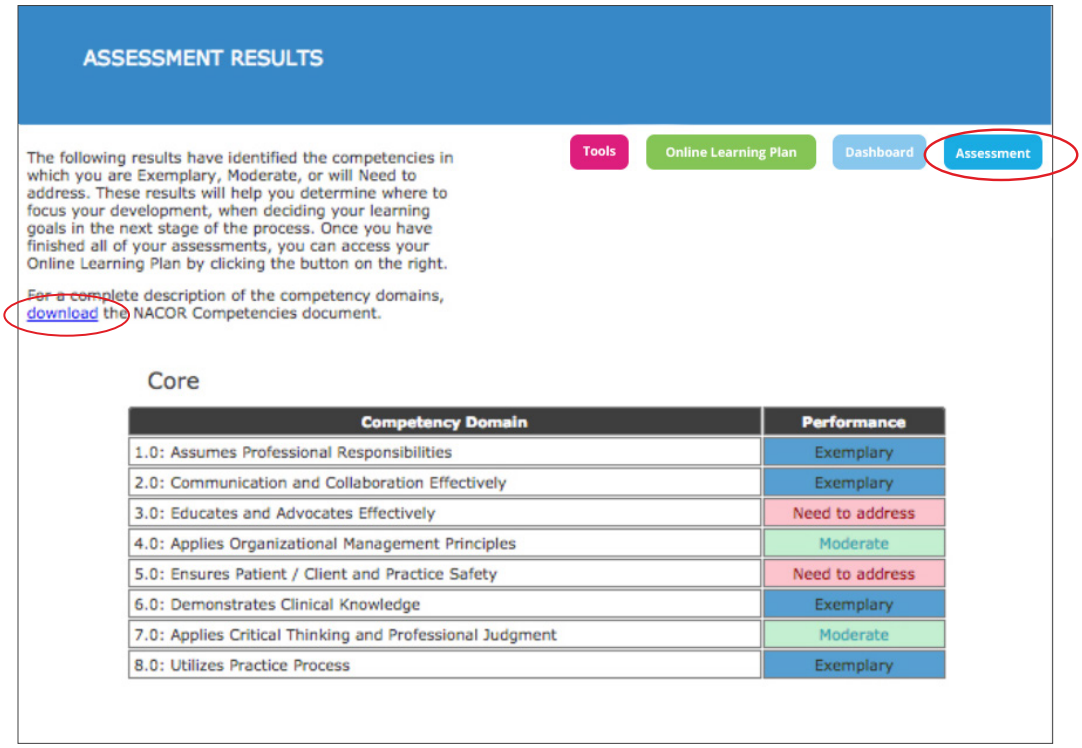
5. Once you have clicked **"View Assessment Results"** you will be able to see which competencies you are Exemplary in, are Moderate in, or those you Need to address.

This screen shows you the results from the Core section of the assessment. It lists the competencies on the left, and your competency profile (your results) on the right:



6. If you need to complete other sections of the assessment, you can click "**QA**" at the top of the screen which will take you back to your initial options, or click the "**Assessment**" button.

TIP: For more information on the competencies, you may also download the National Competency document from this screen, which will show you a complete breakdown of the performance indicators within each competency listed.



Once you have completed all assessment sections required of you, you are now ready for the next portion of the CCP - the Online Learning Plan. From your results, you will choose which competencies to work on, create some goals, and plan out the activities you will be participating in to achieve those goals.

TIP: For a manual on how to start the next part of the program, please review the Instruction Manual: Online Learning Plan.