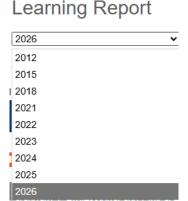
## **Dietetics QA/CCP Portal:**

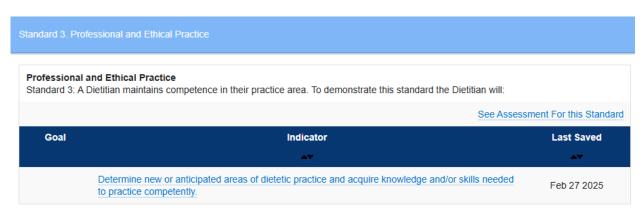
## How to Access, Download or Save Past CCP submissions.

**Step 1:** Log into your <u>Registrant Portal</u>. Select "Continuing Competence Program", then select "Professional Development Report". Select "**start reporting**".

Step 2: A drop-down menu will appear. Select the year you wish to view.



**Step 3:** If you want content from each specific learning report within the CCP, select the Report by **clicking on the dark blue Standard**. This will open the Standard, allowing you to view the Indicator you selected. **Click on the indicator**. From here, you can select the tab "Goal", "Learning Activities", "Outcome" that you wish to review.



**Step 4:** Choose the **print icon when accessing the information you want to pdf**. You can repeat Steps 1-4 for all your learning reports, and any content within each learning report.

