

Opticianry QA/CCP Portal:

How to Download or Save Past CCP Cycle Work

1. Log into your [registrant portal](#) and enter the QA section by clicking either “QA(CCP)” at the top of your screen, or the “Continuing Competency Program” icon in the centre of your screen.
2. Once you have accessed the QA section, click “**Dashboard**”:



3. At the bottom of your Dashboard screen, you will see your completed work from past CCP cycles. Depending on what cycle you had been on, you may see one or two links, dated.

To view, save, or print your past program details, click on the desired link:

DASHBOARD

This is your Dashboard, where you will find a quick snapshot of your progress for the current cycle. This will also be where you can access your past CCP work (once this cycle is over) for reference purposes if needed.

There will also be news from the College on this page, so be sure to check back from time to time for any updates.

Online Learning PlanToolsAssessment

Current Goals: Tracking My Progress

News/Updates

Past Cycles

Once your cycle has ended, this is where your goals/plans are stored for future reference.

QA/CPP Learning Plan, period ending Dec 31, 2024

QA/CPP Learning Plan, period ending Dec 31, 2021

4. The selected QA/CPP cycle will open for you in a separate tab. For each program, you will see your past assessment results and the details entered for your six learning goals. If you had uploaded any supporting documents at the time, they have not been stored and will not be included.

To download a copy, click the **disk icon** at the top of the screen and choose the format you want. Once selected, a copy will be downloaded to your computer for you to save or print or manage as needed from there.


The screenshot displays the 'QA/CCP Learning Plan' interface. At the top, there is a navigation bar with icons for back, forward, search, and a '100%' zoom level. A red circle highlights a 'disk icon' with a dropdown arrow, which has opened a menu with three options: 'Excel', 'PDF', and 'Word'. Below the navigation bar, the 'QA/CCP Learning Plan' title is followed by fields for 'Name:', 'License #:', and 'Period End:'. The 'ASSESSMENT RESULTS' section is titled 'Core' and contains a table with three columns: 'Domain ID', 'Competency Domain Description', and 'Performance'.

Domain ID	Competency Domain Description	Performance
1.0	Assumes Professional Responsibilities	Moderate
2.0	Communication and Collaboration Effectively	Exemplary
3.0	Educates and Advocates Effectively	Moderate
4.0	Applies Organizational Management Principles	Exemplary
5.0	Ensures Patient / Client and Practice Safety	Moderate
6.0	Demonstrates Clinical Knowledge	Exemplary
7.0	Applies Critical Thinking and Professional Judgment	Moderate
8.0	Utilizes Practice Process	Need to address

- To print a copy, click the **printer icon** at the top of the screen. A pdf copy will be created for you to print (or save) as needed.

1 of 2

100%



QA/CCP Learning Plan

Name:

License #:

Period End: Dec 31, 2024

ASSESSMENT RESULTS

Core

Domain ID	Competency Domain Description	Performance
1.0	Assumes Professional Responsibilities	Moderate
2.0	Communication and Collaboration Effectively	Exemplary
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6.0	Demonstrates Clinical Knowledge	Exemplary
7.0	Applies Critical Thinking and Professional Judgment	Moderate
8.0	Utilizes Practice Process	Need to address

6. If you have already begun work on your most recent cycle, you may also wish to save your partially completed program.

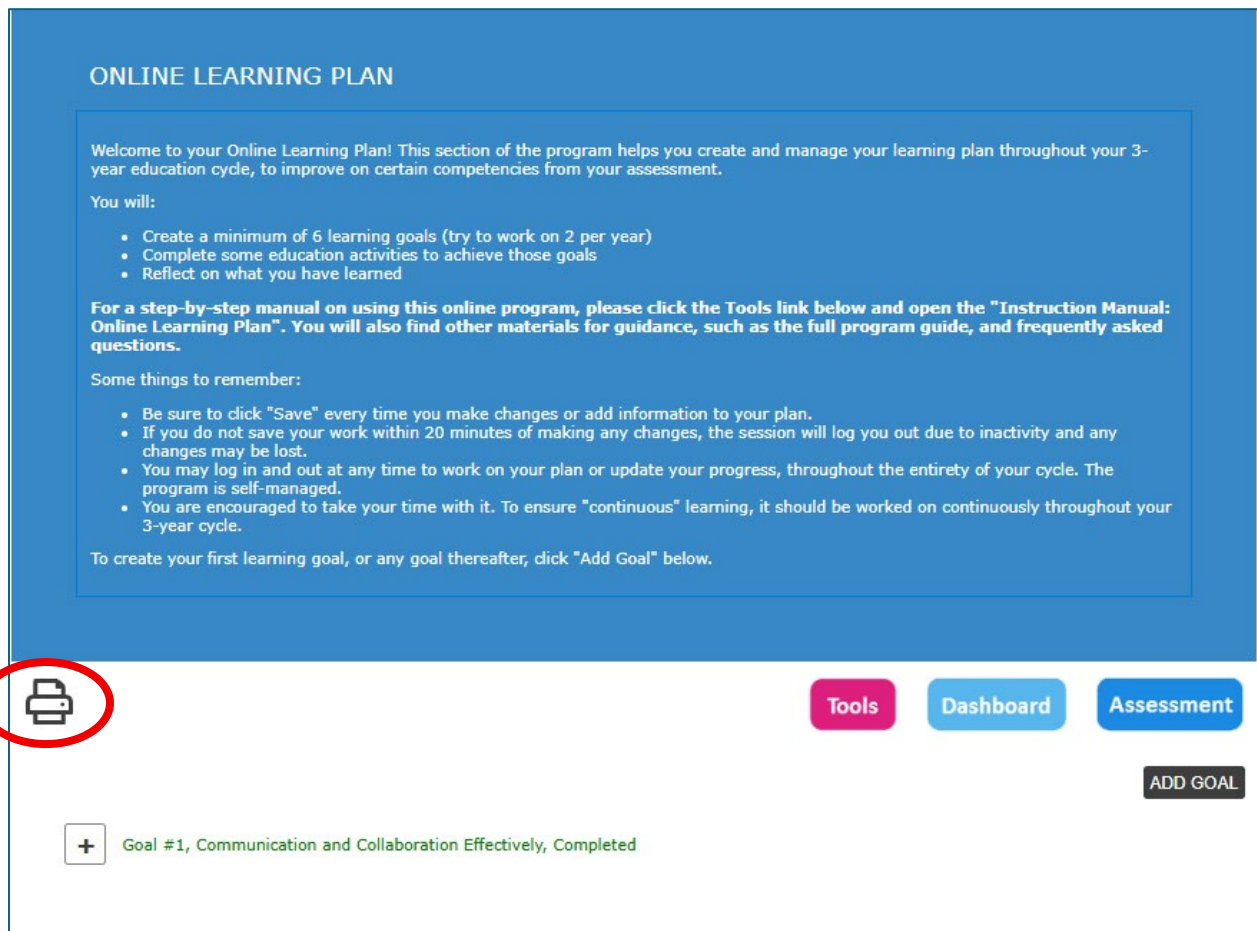
To do so, click “**Online Learning Plan**” on the main QA page:



If the “Online Learning Plan” button is not accessible for you, it means you do not have any learning goals open in the most recent cycle. There is nothing further you need to do in this case.

If the “Online Learning Plan” button does activate for you, you may have some learning goals started or completed you wish to save. In the example below, you can see the registrant has one goal completed.

7. To save or print any partially completed program work, click the **printer icon**:



ONLINE LEARNING PLAN

Welcome to your Online Learning Plan! This section of the program helps you create and manage your learning plan throughout your 3-year education cycle, to improve on certain competencies from your assessment.

You will:

- Create a minimum of 6 learning goals (try to work on 2 per year)
- Complete some education activities to achieve those goals
- Reflect on what you have learned

For a step-by-step manual on using this online program, please click the Tools link below and open the "Instruction Manual: Online Learning Plan". You will also find other materials for guidance, such as the full program guide, and frequently asked questions.

Some things to remember:

- Be sure to click "Save" every time you make changes or add information to your plan.
- If you do not save your work within 20 minutes of making any changes, the session will log you out due to inactivity and any changes may be lost.
- You may log in and out at any time to work on your plan or update your progress, throughout the entirety of your cycle. The program is self-managed.
- You are encouraged to take your time with it. To ensure "continuous" learning, it should be worked on continuously throughout your 3-year cycle.

To create your first learning goal, or any goal thereafter, click "Add Goal" below.

Tools **Dashboard** **Assessment**

ADD GOAL

+ Goal #1, Communication and Collaboration Effectively, Completed

8. The program details will open in a separate tab. You may then click the **disk icon** or **printer icon** as shown earlier, to either download or print as desired.