



CCP Frequently Asked Questions

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What is the new NBAD database?

In September 2017, NBAD has signed a contract with Softworks Group to implement the new bilingual database called Alinity Licensing Solution ("Alinity"). This database will improve administrative efficiency within our Association for the Executive Director/Registrar and will also be a great tool for members. Members will be able to:

- have their own personal username and password to log into their profile;
- update their contact information (address, phone number, email, employment information, etc.);
- have access to their NBAD registration certificate;
- have access to their tax receipts;
- have access to a member directory (email sharing of those that gave consent);
- renew their registration online;
- complete their CCP submission online.

How can I log into my NBAD Member Account?

To access and log into the New Brunswick Association of Dietitians' Member Account from a computer with Internet access, click "Member Login" from the NBAD website: www.adnb-nbad.com

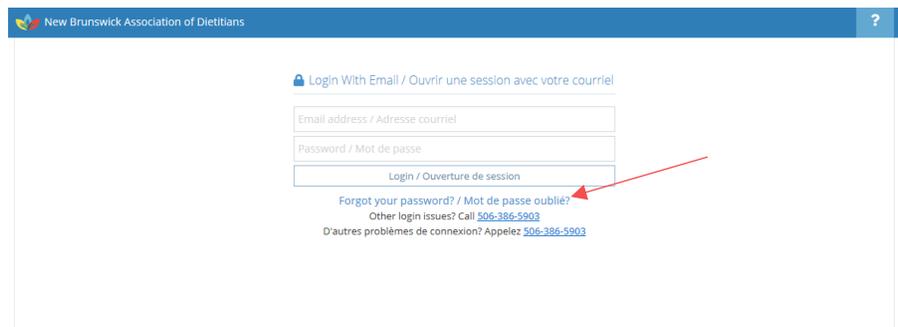
You can also access it by entering the following web link into your Internet browser: <https://adnb-nbad.alinityapp.com/>

New members to NBAD will receive an email notifying them to create their unique password.

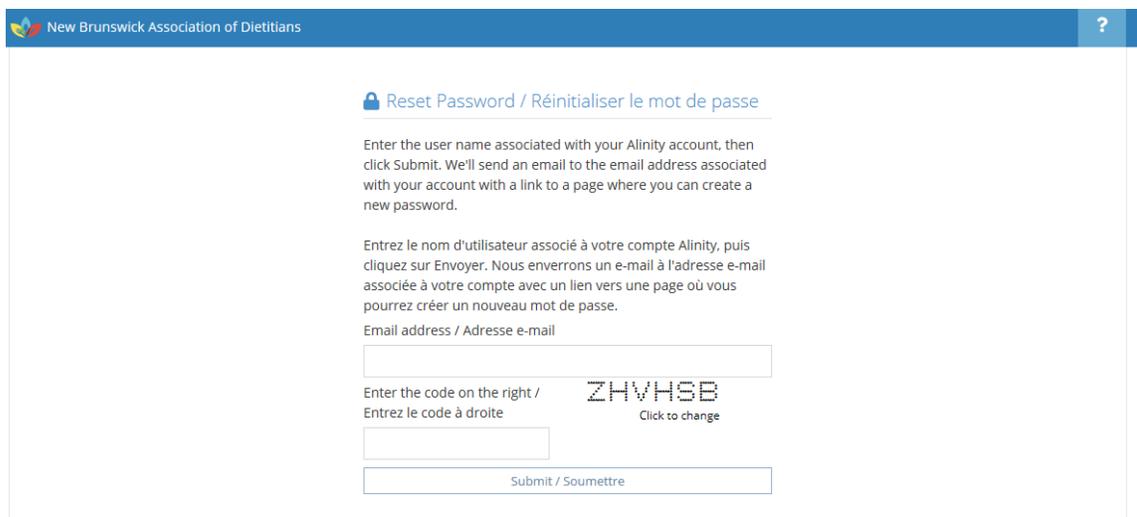
I can't remember my password to my NBAD Member Account. What do I do?

There is no limit as to how many times you can attempt to enter your password. You will not be blocked by numerous attempts.

To reset your password, click on the link "Forgot your password? / Mot de passe oublié?".



You will be required to enter your email address (User ID) used for NBAD correspondences and the unique code identified on the web page. You will then receive an email to reset your password. Please check your junk mail as sometimes the reset password email is sent to this folder.



How do I submit my two learning goals for the upcoming CCP year?

During the registration renewal period, between March 1 and March 31, you will be required to log into your NBAD Member Account and complete the renewal process. Within this process, you will be required to enter your two learning goals for the upcoming CCP year.

A Registration Renewal Guide is sent to members in February with step by step instructions.

Must I complete the *Self-Assessment Tool* if I already know my learning goals?

All steps of the CCP are now mandatory. Members must complete the *Self-Assessment Tool* in the CCP Member Workbook to determine their two learning goals. While entering their two learning goals on the online submission, you will be required to choose the Standard of Practice, Practice Competency and Performance Indicator related to each of your learning goals, which are determined from the self-assessment.

Starting the 2019 audit (for the 2018 CCP year), members will be required to submit their CCP Member Workbook. NBAD may also request to review your CCP Member Workbook and supporting documentation at any time. Therefore, members must use the CCP Member Workbook.

Can I change my two learning goals throughout the year?

Yes, you can log into your NBAD Member Account and make changes to your two learning goals throughout the CCP year. You do not need to notify the NBAD office. Remember to make the changes to your CCP Member Workbook.

Click on "My learning plans" and then select the appropriate CCP year.



Modify the Standard of Practice, Practice Competency and Performance Indicator related to each of your learning goals, if needed, and your learning goal. Click "Save".



GOAL 2

* This continuing competence goal relates to:

1: Professional Practice

* Competency

Competency 1.1

* Performance indicator

1.1.1

Practices in compliance with applicable federal provincial / territorial and regulatory legislation, regulations, bylaws and policies. May include: health profession acts, protection for person in care acts, advanced health care directives act, health information protection acts, freedom of information and protection of privacy acts, etc.

LEARNING GOAL

* Specific to the noted performance indicator, my SMART learning goal is:

As per NBAD By-Law IX and X, the Board should provide effective strategic direction and oversight using a hybrid model of governance and the Registrar should also follow/apply the governance model. Having a new Board and also being in this position for a little over a year, I do not know a lot about the governance model and it would be my responsibility to educate new Board members about their role, including the governance model. In the upcoming year, I want to understand what is

ACTIVITY LOG

Add Click "Add" to add a activity

SELF-REFLECTION

To what extent has your learning affected your professional growth?

Developed program / process / product Improved work environment Enhanced accountability

Enhanced critical thinking / decision making Increased confidence Increased knowledge / skill / competence

Improved communication skills Review, reinforcement or update of knowledge

Change in perception, understanding, awareness, insight or philosophy Professional skills developed

Identified further need for information or action

Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal:

Save

What is the timeline to complete my learning activities for my learning goals?

As this is a transition year from the old process to the new process, NBAD will accept learning activities from January 1st, 2018 to March 31st, 2019 for your 2018 learning goals.

Starting April 1, 2019, learning activities must be completed during the CCP year (i.e. April 1 – March 31).



When and where do I enter my learning activities and self-reflection for the current CCP year?

Members must use the CCP Member Workbook to log their learning goals, learning activities and self-reflection.

Continuing Competence – Goal 1

Member Name: CCP Year: April 1, 2019 – March 31, 2020
NBAD Registration Number:

This Continuing Competence Goal relates to:	<input type="checkbox"/> Standard 1: Professional Practice	Competency Number: <input type="text"/> Performance Indicator Number: <input type="text"/> (refer to Step 1 – Self Assessment Tool)
	<input type="checkbox"/> Standard 2: Communication and Collaboration	
	<input type="checkbox"/> Standard 3: Nutrition Care	
	<input type="checkbox"/> Standard 4: Population and Public Health	
	<input type="checkbox"/> Standard 5: Management	

Learning Goal

Specific to the noted Performance Indicator, my SMART learning goal is:

Activity Log

Date	Description of Learning Activity	Supporting Documentation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Self-Reflection

To what extent has your learning affected your professional growth?

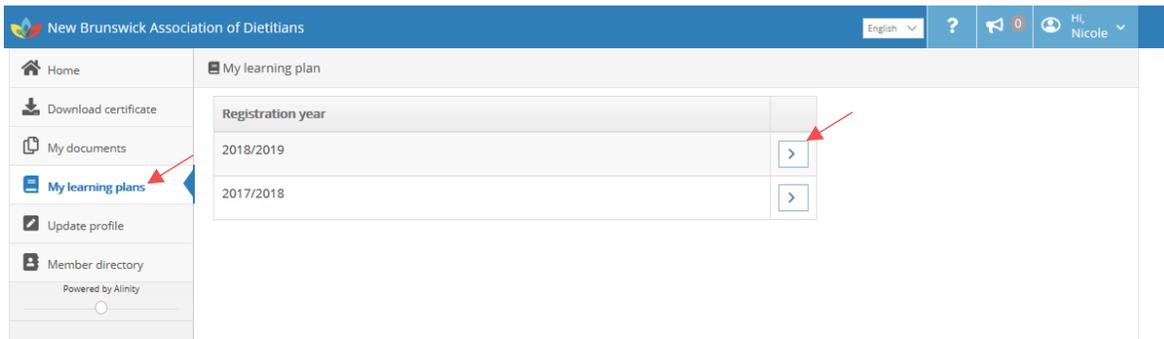
- | | |
|--|---|
| <input type="checkbox"/> Developed program / process / product | <input type="checkbox"/> Improved work environment |
| <input type="checkbox"/> Enhanced accountability | <input type="checkbox"/> Increased confidence |
| <input type="checkbox"/> Enhanced critical thinking / decision making | <input type="checkbox"/> Increased knowledge / skill / competence |
| <input type="checkbox"/> Improved communication skills | <input type="checkbox"/> Review, reinforcement or update of knowledge |
| <input type="checkbox"/> Change in perception, understanding, awareness, insight or philosophy | <input type="checkbox"/> Professional skills developed |
| <input type="checkbox"/> Identified further need for information or action | |

Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal (maximum 500 words):

Online CCP Submission

At any time during the CCP year, you can log into your NBAD Member Account and add your learning activities and self-reflection related to your learning goals. You can also wait until renewal period (March 1 – March 31) to complete your CCP submission.

Click on "My learning plans" and then select the appropriate CCP year.



Click "Add" under *Activity Log* to add learning activities. You can add as many learning activities by clicking this button.

ACTIVITY LOG

Add Click "Add" to add a activity

SELF-REFLECTION

To what extent has your learning affected your professional growth?

Developed program / process / product
 Improved work environment
 Enhanced accountability
 Enhanced critical thinking / decision making
 Increased confidence
 Increased knowledge / skill / competence
 Improved communication skills
 Review, reinforcement or update of knowledge
 Change in perception, understanding, awareness, insight or philosophy
 Professional skills developed
 Identified further need for information or action

Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal:

Save



Enter the date of the learning activity, the supporting documentation (verification/reference) and the description of the learning activity.

Supporting documentation (verification/reference) examples:

- Copies of certificates
- Copies of the overview of the programs (learning objectives or topics covered)
- Copies of receipts
- References to Internet sites
- References or abstracts to journal articles
- References to other learning sources (focus group notes, book cover and table of contents, webinar screen shot, etc.)
- Hands-on learning activities journal (list of activities completed, mentoring activities, ongoing self-reflection, etc.)

Description of learning activity examples:

- Journal club / study group
- Courses / residency
- Case studies / rounds
- Networking / discussion groups
- Professional group activities / meetings / committee work
- Self-directed research / journal reviews
- Conferences / workshops / education sessions
- Job shadowing
- Consultation with other health professionals / peers
- Hands-on experience

ACTIVITY LOG

Add Click "Add" to add a activity

Date <small>yyyy-mm-dd</small>	Verification/Reference
Description of learning activity	

SELF-REFLECTION

To what extent has your learning affected your professional growth?

Developed program / process / product
 Improved work environment
 Enhanced accountability
 Enhanced critical thinking / decision making
 Increased confidence
 Increased knowledge / skill / competence
 Improved communication skills
 Review, reinforcement or update of knowledge
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 Professional skills developed
 Identified further need for information or action

Reflect on how your practice and competence has been enhanced or will be enhanced through completion of this learning goal:

Save

Under the *Self-Reflection* section, select the appropriate boxes related to your professional growth and type in your self-reflection. Click "Save".

To learn more about how to write a self-reflection, refer to *Step 4 – Self-Reflection* of your CCP Member Workbook.

Do I need to send my CCP Member Workbook to the NBAD office?

Starting the 2019 audit (for the 2018 CCP year), members will be required to submit a copy of their CCP Member Workbook and supporting documentation to the NBAD office by mail.

NBAD may also request to review your CCP Member Workbook and supporting documentation at any time. Therefore, it is important to keep your CCP Member Workbook up to date. Keep your CCP Member Workbooks and supporting documentation for a **minimum of five years. You are responsible for the retention of your documentation.**

Is there a specific file name that I should save my CCP Member Workbook?

NBAD encourages you to save your CCP Member Workbook as **MemberNumber.CCPWorkbook.Year** (example: 553.CCPWorkbook.2018).

When will I know if I am selected for audit and what do I need to submit?

Selected members for the CCP audit will be notified by email on April 1. Members will be required to submit their CCP Member Workbook and supporting documentation to the NBAD office by May 1 (post-marked) via mail.

The email sent to selected members will provide detailed instructions to follow.

I will be retiring and resigning from NBAD before April 1 or during the upcoming registration year, do I need to complete my CCP?

Please contact the NBAD office as soon as possible for further details. Arrangements can be made.

When is the deadline for my CCP submission?

Registration renewal and CCP submission closes at 11:59 pm on March 31. After 11:59 pm, a penalty fee (equal to one year's registration fee) is automatically charged to members who are late in submitting their renewal. The Registrar may suspend all members whose CCP submission, renewal or fees are past due. NBAD sends a letter to those whose certificate of registration is suspended.

On April 1, the Registrar informs the member's last employer on record that the member failed to renew their membership and that their membership is suspended.

Extension Requests

Can I request an extension to submit my two learning goals for the upcoming CCP year?

Requests for extension for submitting your two learning goals for the upcoming CCP year will be considered for significant and long-standing illness of a member, a member's spouse or child, or for personal catastrophic events. The request must be in writing **by February 15**. Requests will not be considered after deadline and the NBAD Board of Directors will consider all requests on an individual basis.

If the CCP submission extension is not approved, the Member must complete their CCP submission when completing their online registration renewal, no later than **March 31**.

Contact the NBAD Registrar for further details.

Can I request an extension for the submission of my learning activities and self-reflection for the current CCP year?

Requests for extension for the submission of your learning activities and self-reflection for the current CCP year will be considered for significant and long-standing illness of a member, a member's spouse or child, or for personal catastrophic events. The request must be in writing **by February 15**. Requests will not be considered after deadline and the NBAD Board of Directors will consider all requests on an individual basis.

If the CCP submission extension is not approved, the Member must complete their CCP submission when completing their online registration renewal, no later than **March 31**.

Contact the NBAD Registrar for further details.

Can I request for an extension for the CCP audit submission?

Requests for extension for the submission of your CCP audit submission will be considered for significant and long-standing illness of a member, a member's spouse or child, or for personal catastrophic events. The request must be in writing **by April 15**. Requests will not be considered after deadline and the NBAD Board of Directors will consider all requests on an individual basis.

If the CCP audit submission extension is not approved, the Member must mail their CCP audit submission, no later than **May 1 (post-marked)**.

Contact the NBAD Registrar for further details.