

CCP Annual Timeline

CCP mandatory online reporting is done during membership renewal period: March 1 to March 31

| ANNUAL TIMELINES AT-A-GLANCE | STEPS | WHEN CAN I START? | WHERE DO I ENTER THE INFORMATION? |
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| October 31 – March 31 Deadline: March 31 at 11:59 pm | Step 1 Completing your Self-Assessment | <ul style="list-style-type: none"> The CCP Member Workbook for the upcoming CCP year is always sent to members by October 31. Members can start their Self-Assessment as soon as they receive the workbook. | <ul style="list-style-type: none"> CCP Member Workbook (p. 4 to 13) |
| | Step 2 Identifying your Two Learning Goals | <ul style="list-style-type: none"> Once members have completed their Self-Assessment, they can identify two learning goals for the upcoming CCP year. | <ul style="list-style-type: none"> CCP Member Workbook (p. 18 and 19) NBAD online member account during membership renewal (March 1 – March 31) |
| April 1 – March 31 Deadline: March 31 at 11:59 pm | Step 3 Completing your Learning Activities and Activity Log | <p>Completing your Learning Activities:</p> <ul style="list-style-type: none"> Members must complete learning activities during the CCP year (April 1 – March 31). <p>Completing your Activity Log:</p> <ul style="list-style-type: none"> Members must keep an Activity Log of their completed learning activities related to their learning goals throughout the CCP year (April 1 – March 31). | <ul style="list-style-type: none"> CCP Member Workbook (p. 18 and 19) NBAD online member account under "My Learning Plans" throughout the CCP year (April 1 – March 31) and/or during membership renewal (March 1 – March 31) |
| | Step 4 Completing your Self-Reflection | <ul style="list-style-type: none"> Members must complete the Self-Reflection of each of their learning goals during the CCP year (April 1 – March 31). | <ul style="list-style-type: none"> CCP Member Workbook (p. 18 and 19) NBAD online member account under "My Learning Plans" throughout the CCP year (April 1 – March 31) and/or during membership renewal (March 1 – March 31) |