



# CCP Frequently Asked Questions

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### **Q.1 – 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.

### **Q.2 – 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](http://www.adnb-nbad.com)

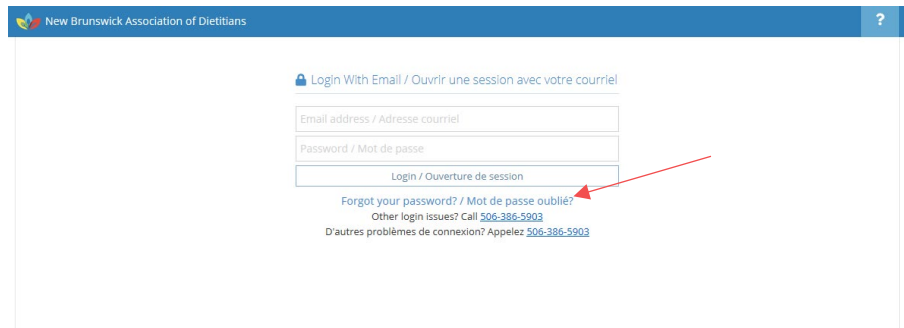
You can also access it by entering the following web link into your Internet browser: <https://adnb-nbad.alinityapp.com/>

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

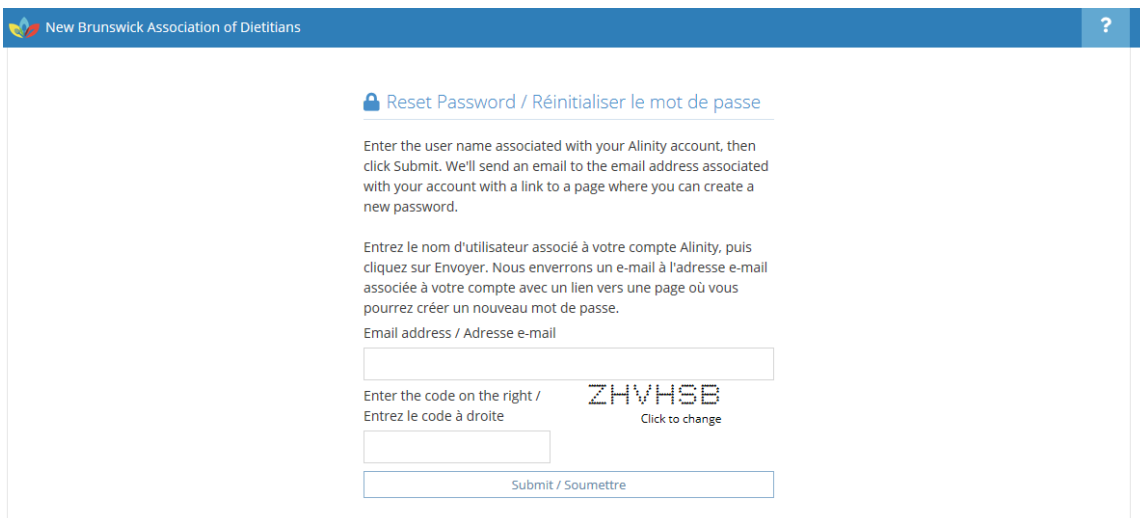
### Q.3 – I can't remember my password to my NBAD Member Account. What do I do?

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.



### Q.4 – 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 on March 1 with step by step instructions.

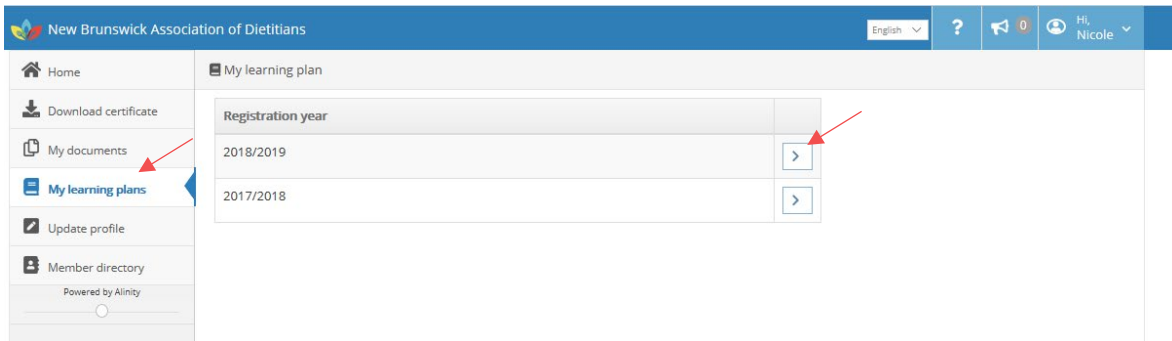
**Q.5 – Must I complete the *Self-Assessment Tool* if I already know my learning goals?**

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.

**Q.6 – 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.

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:

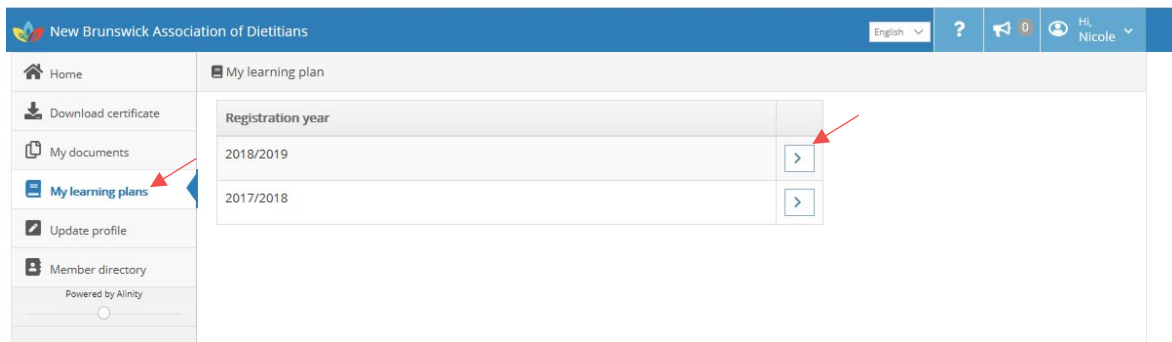
Save

## Q.7 – What is the timeline to complete my learning activities for my learning goals?

Learning activities must be completed during the CCP year (i.e. April 1 – March 31).

The month of March is considered a transition month and learning activities completed in March can be used towards your learning goals for the current CCP year or your learning goals for the following 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
- Copies of email confirmation of reservation / attendance



- Copies of or print screen / screen shots of main webpages of Internet sites consulted (not only the weblinks)
- Copies of 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.)
- Letter from immediate supervisor confirming hands-on learning activities completed

**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  
 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

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.



### **Q.9 – Do I need to send my CCP Member Workbook to the NBAD office?**

The CCP Member Workbook is a tool available to members to guide them through the four steps of the CCP. The CCP Member Workbook is not mandatory to complete and submit; however, we strongly encourage you to use it to draft your online CCP submission.

NBAD may review your CCP online submission and request supporting documentation at any time. Keep your CCP Member Workbooks and supporting documentation for a **minimum of five years**. **You are responsible for the retention of your documentation.**

### **Q.10 – 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.2020).

### **Q.11 – 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 a printed copy of their online CCP submission 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.

### **Q.12 – 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.

### **Q. 13 – 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 suspends 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

### **Q.14 – 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.*

### **Q.15 – 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.*

### **Q.16 – 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.*