COLLEGE OF DIETITIANS OF ALBERTA

CCP Infographic for Renewal Process

March (Renewal)

- Start Renewal Form for Upcoming Year
  - *Select Update Registration beside General on the Home Page, to open a Renewal Form*
  - *4-Tab Progress Bar for the Renewal Form will remain on the Home Page*

Renewal - Tab 2

- Complete and Submit Current Year's Learning Plans
  - *If your Standard & Indicator has changed, edit your selections within the completed CCP Self-Assessment that is linked to your Learning Plans**
  - *Edit Learning Goal, Benefit to Practice, Activity Record (if applicable)*
  - *Add Reflection on Learning to complete Learning Plans*

Renewal - Tab 3

- Start Upcoming Year's Learning Plans
  - *Link to complete the CCP Self-Assessment found within Tab 3 Learning Plan*
  - *Once Standards & Indicators are identified in CCP Self-Assessment for upcoming year, click Update under Tab 3 to return to Renewal Form and add Learning Goals.*

Post-Renewal

- Throughout the year, complete Learning Activities as identified in Learning Plans (Tab 3 of Renewal)
- Update/Modify Learning Plans as necessary
- Update CCP Self-Assessment for current year as necessary**

* Completed CCP Self-Assessment can be accessed under My Self-Assessments on the Home Page. Refer to the Registration Year at the top of each Self-Assessment to determine which Self-Assessment is attached to Learning Plans.

** Standards & Indicators within a completed CCP Self-Assessment can be modified by showing "Recommended" and "All" and changing selections