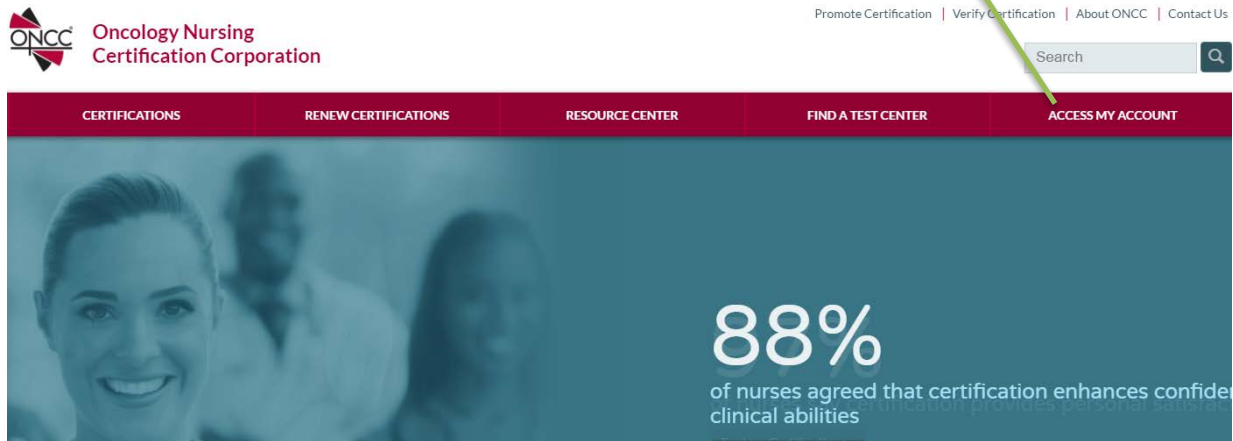


Quick-Start Guide to Using LearningBuilder

Welcome to LearningBuilder, the online tool for recording and submitting points for ONCC certification renewal. Here's a quick guide to getting started.

Go to the ONCC website, www.oncc.org to log in. Click the "Access My Account" tab.

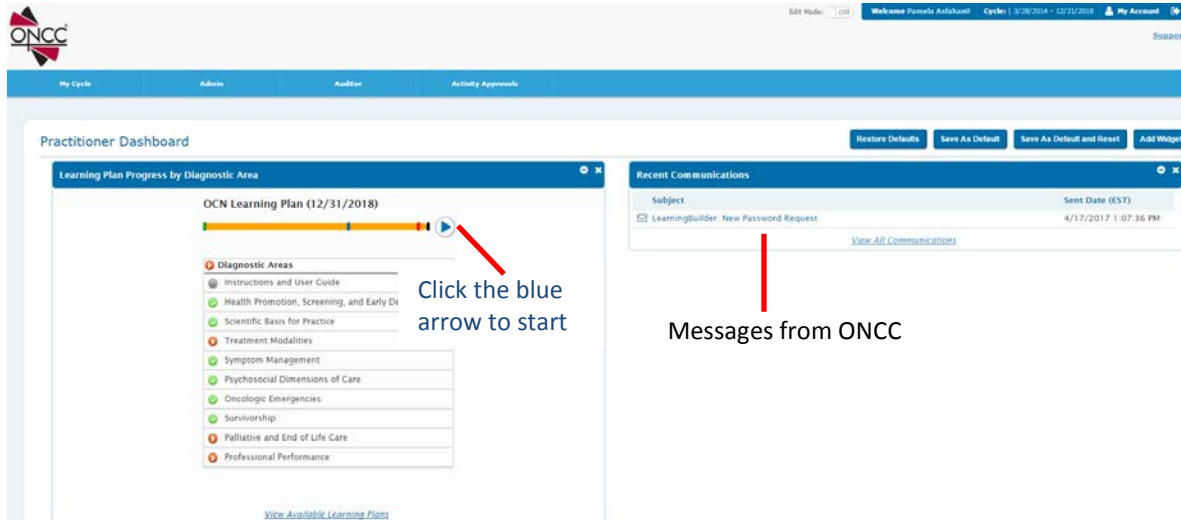


Click LearningBuilder account login button. Use your ONCC username and password to log in.



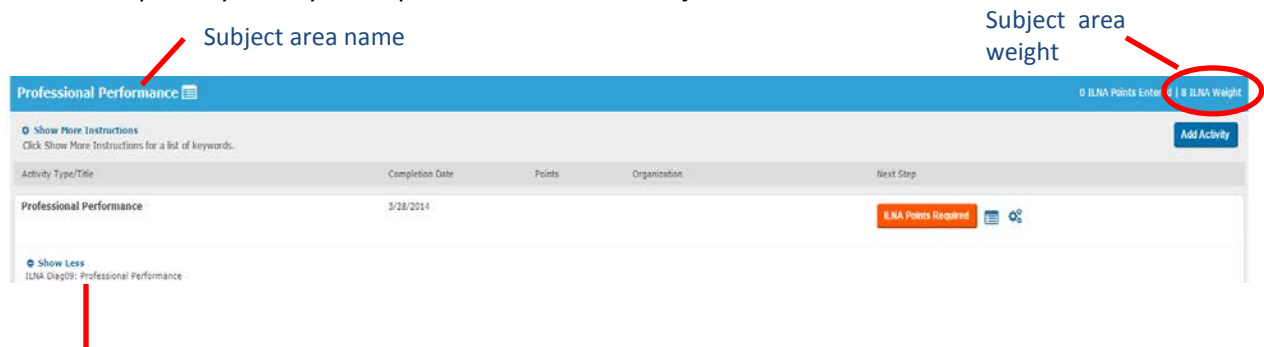
Your LearningBuilder Dashboard

- LearningBuilder opens on your dashboard page. Your dashboard shows your progress in completing your learning plan. It may also show messages from ONCC.
- Click the **blue arrow** (triangle) to go to your plan.
- If you have more than one learning plan, click the “View Available Plans” link.



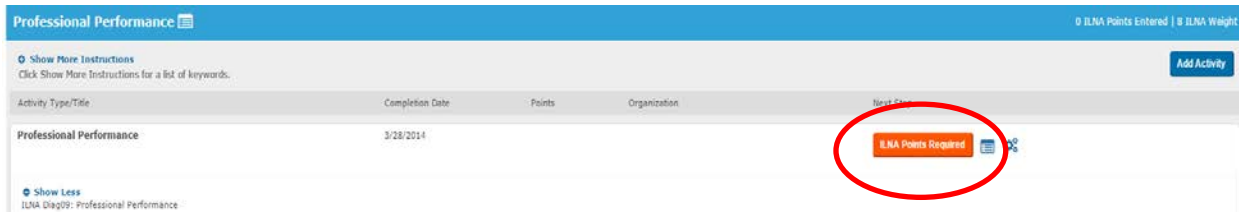
ILNA Subject Areas in LearningBuilder

LearningBuilder has the same subject areas as your test score report or assessment results report. Each subject is labeled with the subject area name and ILNA Weight. The ILNA Weight equals the number of points you may be required to earn in the subject area.



Note: The first line in the subject area is also the subject area name. This line indicates your assessment or certification test results have been input into the system to form your learning plan. You cannot edit or remove this line.

What does ILNA Points Required mean?




The screenshot shows a table with the following columns: Activity Type/Title, Completion Date, Points, Organization, and Next Step. The first row is for 'Professional Performance' with a completion date of 3/28/2014. The 'Next Step' column contains a red box with the text 'ILNA Points Required' and a small gear icon. The table is part of a larger interface with a blue header and a 'Show More Instructions' link.

Activity Type/Title	Completion Date	Points	Organization	Next Step
Professional Performance	3/28/2014			ILNA Points Required

- “ILNA Points Required” (red box) means you are required to earn and enter points in the subject area.
- If points are required, the ILNA Weight equals the minimum number of points you must earn in the subject area. For example: an ILNA Weight of 8 means you must enter at least 8 points if points are required in the area.
- You may enter more than the minimum number of points required. The red box will not change color regardless of the number of points required.

What does ILNA Points Optional mean?



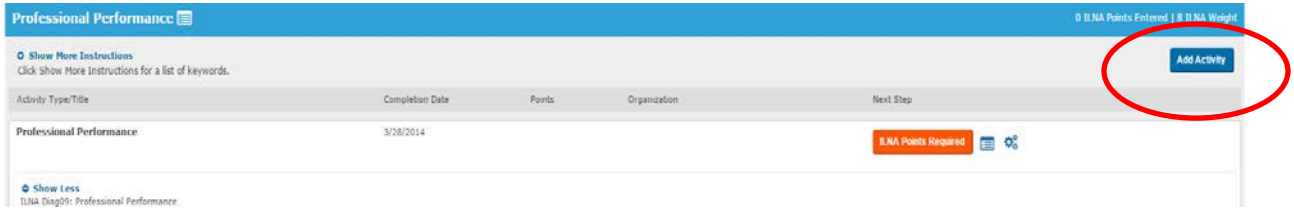
The screenshot shows a table with the following columns: Activity Type/Title, Completion Date, Points, Organization, and Next Step. The first row is for 'Health Promotion, Screening, and Early Detection' with a completion date of 3/28/2014. The 'Next Step' column contains a green box with the text 'ILNA Points Optional' and a small gear icon. The table is part of a larger interface with a blue header and a 'Show More Instructions' link.

Activity Type/Title	Completion Date	Points	Organization	Next Step
Health Promotion, Screening, and Early Detection	3/28/2014			ILNA Points Optional

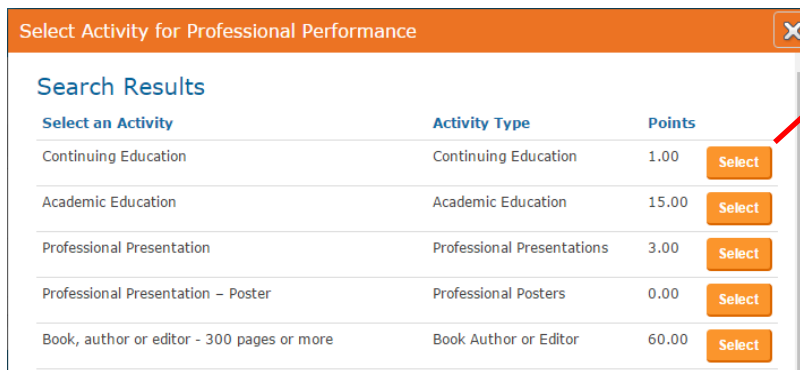
- “ILNA Points Optional” (green box) means you are *not* required to earn points in the subject area; however, you may enter points in the subject.
- If every subject area on your plan appears as “ILNA Points Optional” you are not required to earn points in specific areas. However, you must earn and submit a minimum of 25 points in any subject area or combination of subject areas.
- In areas marked “ILNA Points Optional” you may enter as few or as many points as desired. The ILNA Weight is not a maximum or a minimum.

Entering Points

- Gather your documentation (e.g., CE certificates, program outlines, etc.). You'll need information found in your documentation.
- Click the "Add Activity" button in the subject area where you want to enter points.



Next, the "Select Activity" window will open. Select the activity type: Continuing Education, Academic Education, Presentations, or various types of Publications.



An Activity Details window will open. Enter the information requested, such as the title of a CE offering, date completed, etc.

The screenshot shows a window titled 'Continuing Education: Enter Activity Details'. It contains a list of instructions, a form with fields for Activity Type, Title of Offering*, Accrediting Organization*, Completion Date*, Points Guidance, ILNA Points*, and Records to Keep/Upload. There is also an Upload section with a 'Choose from library' link and an 'Upload' button. At the bottom right, there are 'Finish Later', 'Cancel', and 'Submit' buttons.

Continuing Education: Enter Activity Details

- Points entered must be earned after passing test or taking the assessment
- Points entered must be specific to the domain
- Same set of points may not be used more than one time within renewal period
- No points are awarded for repeat activities with identical content.
- Activity must be approved by an accredited approver or provided by an accredited provider
- Click "Finish Later" if you'd like to come back and enter more information later
- Click "Submit" when your entry is complete

Activity Type: Continuing Education

Title of Offering*:

Accrediting Organization*:

Completion Date*:

Points Guidance:
* One contact hour = 1 ILNA point
* Points may be divided among domains
* Points may be used only once per application

ILNA Points*:

Records to Keep/Upload: A certificate awarded by the CE provider. Must include an accreditation statement or provider number, your name, title, date, and number of contact hours awarded.

Upload: [Choose from library](#) or

Upload a file (Optional)

Continuing Education: Enter Activity Details

- Points entered must be earned after passing test or taking the assessment
- Points entered must be specific to the domain
- Same set of points may not be used more than one time within renewal period
- No points are awarded for repeat activities with identical content.
- Activity must be approved by an accredited approver or provided by an accredited provider
- Click "Finish Later" if you'd like to come back and enter more information later
- Click "Submit" when your entry is complete

Activity Type: Continuing Education

Title of Offering*:

Accrediting Organization*:

Completion Date*: MM/DD/YYYY

Points Guidance: * One contact hour = 1 ILNA point
* Points may be divided among domains
* Points may be used only once per application

ILNA Points*:

Records to Keep/Upload: A certificate awarded by the CE provider. Must include an accreditation statement or provider number, your name, title, date, and number of contact hours awarded.

Upload: [Choose from library](#) or **Upload**

[Finish Later](#) [Cancel](#) [Submit](#)

- You may upload documentation for an activity, such as a CE certificate, when you enter activity details. (Note: You are only required to upload documentation if your plan is selected for audit or there is a question about the activity.)
- To upload, you will need to have an electronic copy of your document on your computer. Most file formats can be uploaded (e.g., .pdf, .doc, .jpg, .bmp, .eps, .png).
- Click "Upload". This will open a window that allows you to select a file from your computer.

Save your entry

Continuing Education: Enter Activity Details

Activity Type: Continuing Education

Title of Offering*:

Accrediting Organization*:

Completion Date*: MM/DD/YYYY

Points Guidance: * One contact hour = 1 ILNA point
* Points may be divided among domains
* Points may be used only once per application

ILNA Points*:

Records to Keep/Upload: A certificate awarded by the CE provider. Must include an accreditation statement or provider number, your name, title, date, and number of contact hours awarded.

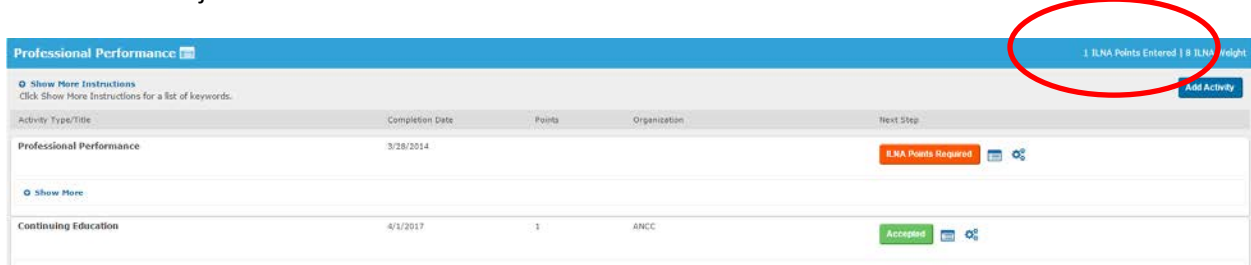
Upload: [Choose from library](#) or [Upload](#)

[Finish Later](#) [Cancel](#) [Submit](#)

After you enter the required information:

- Click "Submit" if your entry is complete. This will save your entry to your learning plan.
- Click "Finish Later" if you'd like to edit it later.

After you save an activity, the subject area bar in your plan will update the number of points you have saved in the subject area.



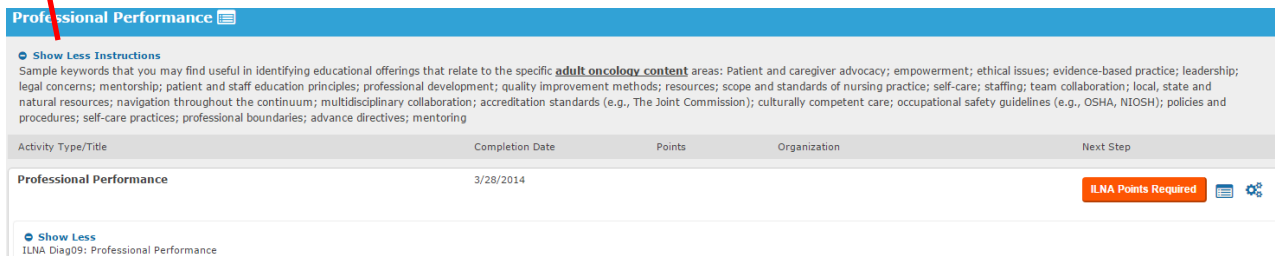
Editing Your Entries

Click the *Gear icon* (Quick Link Actions) to edit or delete an entry.



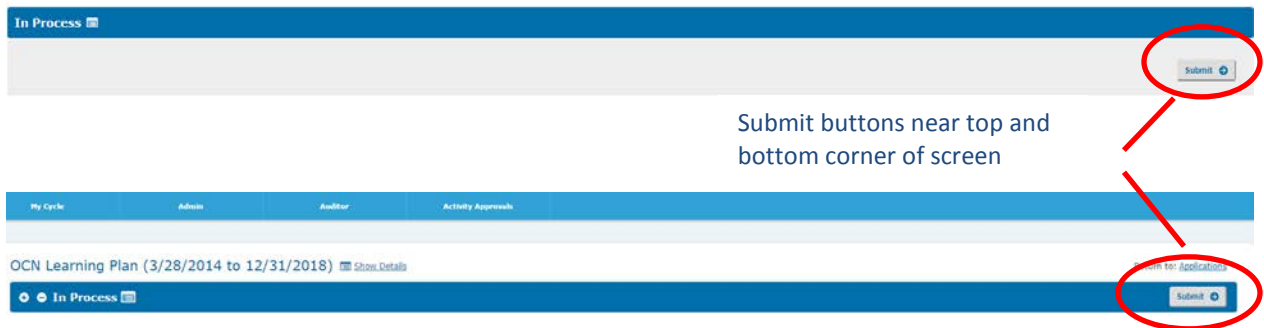
Unsure what topics apply to a subject area?

- Click “Show More Information” in the subject area bar to open a window containing keywords. These words can help you identify topics that apply in the subject area.
- Click “Show Less Information” to close the window.



Submitting Your Completed Plan

- See two gray “Submit” buttons – one in each of the upper and lower right corners of the page.
- “Submit” buttons will change from gray to orange after you have met the minimum requirements for your plan.
- Click the orange “Submit” button to submit your plan to ONCC. You cannot submit your plan until the “Submit” button is orange.
- You cannot submit your plan until the year certification renewal is due, even if you complete your plan requirements earlier.



Note: You cannot edit or add to your plan after you submit it, unless requested to do so by ONCC staff. You can view/print your plan at any time, but you will not be able to change your entries after you submit your plan.

After you have submitted your plan.

Keep your records until you have been notified that your certification renewal has been approved. If your plan is selected for audit, you will be required to upload documentation of your completed activities (if you did not upload at the time you entered the activities).

Tips for Using LearningBuilder

Internet Browser

For the best experience, use a current version of any major internet browser. You may experience problems using older internet browsers.

Dividing Points for an Activity Among Multiple Subject Areas.

You may attend continuing education programs in which the content can apply to more than one subject area on a Learning Plan. Here are tips for using CE for renewal points.

Programs of 4 contact hours or less:

- One contact hour = one point.
- You do not need to divide CE programs of 4 contact hours or less.
- You may apply points for these programs to any of the subject areas where the program applies. For example: if a 4-hour program has content about Treatment, Symptom Management, or Survivorship, apply the points to *one* of those subject areas.

Programs of more than 4 contact hours:

- One contact hour = one point.
- Decide how much of the program applies to each subject area. For example: 50%, 25%, etc.
- To determine the points for each subject area, multiply the total number of contact hours awarded for the program by the percentage of the program that addressed the subject area.

For example:

An oncology overview program awarded 8 contact hours of accredited CE. Half of the program was about symptom management, 25% about oncologic emergencies, 25% on psychosocial issues. One contact hour = one point.

Dividing the points among subject areas would look like this:

8 (contact hours) x .50 (percent of program) = 4 points in Symptom Management

8 (contact hours) x .25 (percent of program) = 2 points in Oncologic Emergencies

8 (contact hours) x .25 (percent of program) = 2 points in Psychosocial

When dividing points among multiple subject areas, keep in mind:

- You cannot claim more than the total number of points for an activity, regardless of whether you divide the points among several subject areas.
- An entry must be made in each subject area in which you are claiming points. For example, if you claim points in Symptom Management and in Oncologic Emergencies, enter the program as an activity in each subject area on your plan.
- If you have difficulty determining how to claim for an activity, contact ONCC at 877-769-6622 or oncc@oncc.org.

Submitting Extra Points

- You may submit more points than required if desired. The extra points can provide a cushion if some points are not accepted.
- There is no maximum on the number of points that may be submitted in a category.

Glossary of Terms & Icons

Activity – a professional development activity, such as a continuing nursing education program, a presentation, a publication, or academic education.

ILNA – Individual Learning Needs Assessment

ILNA Weight – The ILNA Weight is the number of ILNA points that may be required in a subject area. This weight matches the percentage of the subject area on a certification test. If you are required to earn points in a subject area, the ILNA Weight equals the minimum number of points you must enter in the subject area. If an area is Points Optional, the ILNA weight is neither a minimum or a maximum.

Learning plan – the number of points you need to earn to renew your certification and the subject areas in which those points are either required or optional.

Subject Areas – the broad content areas that comprise your credential’s Test Content Outline (Test Blueprint). The subject areas are listed on your test score report or assessment results report.



Click the clipboard icon to view a list of the activities you have entered in a subject area or details of an activity.



Click the gear icon to edit or delete an activity.