

## Tracking Your ILNA Points: The Learning Builder Tool

### What is Learning Builder?

Learning Builder is an online tracking tool you will use to complete your learning plan for certification renewal. It will outline your individual learning plan, and allow you to record details about the professional development activities you will complete for certification renewal. It will serve as an online record of the points you earn for renewal.

Learning Builder is an easy-to-use online tracking tool. It does not require any special computer skills.

### How do I access Learning Builder?

ONCC will send you an email message when you are given access to Learning Builder. The message will contain a link to the Learning Builder tool, and instructions on how to access your plan. Nurses who pass a test will be given access shortly after testing. Nurses who take the learning needs assessment will be given access shortly after completing the assessment.

### Where can I find help for using Learning Builder?

ONCC has created a User's Guide for Learning Builder. You can open this document from the Learning Builder site, or from the ONCC web site. The User's Guide explains the Learning Builder features, and offers instructions on how to enter, edit, or delete information about ILNA points. You may also contact ONCC staff at 877-769-6622 or [oncc@oncc.org](mailto:oncc@oncc.org) for help in using Learning Builder.

### Should I save documentation of my points?

Yes, you should always keep documentation of professional development activities. Keep CE certificates awarded for continuing education programs, grade reports for academic courses, copies of programs that list you as a presenter, and samples of publications you have authored, edited, or reviewed. You will have the option to upload electronic versions of these items into your Learning Plan as you enter points. If your plan is selected for audit you will be required to upload this documentation. Uploading documentation at the time of entry will save time in the event of an audit. It can also serve as an archive of professional development activities.

### Can I use ONC-PRO logs to record my ILNA points?

No. ONC-PRO logs are specific to the requirements for renewal by the ONC-PRO method. These logs will not be accepted after 2015, the last year that the ONC-PRO method will be used for renewal. All points for renewal by the ILNA method must be recorded in the Learning Builder tool.