

Quick-Start Guide to Using LearningBuilder

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

To Get Started:

- Go to the ONCC website, www.oncc.org, and log in with your ONCC username and password.
- Click "My Account"
- On your account dashboard, click the link "Enter Renewal Points in LearningBuilder"

Your Learning Plan on LearningBuilder

LearningBuilder opens on your personal learning plan. You'll see general information and instructions on the right, including the total number of points required. The learning plan is specific to you and is based on your test score or Individual Learning Needs Assessment (ILNA).

Your learning plan requirements are listed on the left, and include:

- Subject areas where points may be required (if points are required in specific subjects)
- The number of points required in each subject area

OCN Learning Plan (4/1/2020 to 12/31/2024) [Show Details](#) Return to: [Applications](#)

In Process Submit

Requirements

Collapse Legend
● Units Added ○ Remaining ● Not Counted

Collapse Requirements

Treatment Modalities (8 of 19)
Progress bar: 8 / 19

Oncologic Emergencies (0 of 12)
Progress bar: 0 / 12

Instructions

In order to submit your learning plan you must enter at least **31** points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas; you may submit additional points, if desired.

You cannot submit your plan until you have entered both the total number of points needed and fulfilled the requirements in specific Subject Areas where points are required.

Points must be earned after **4/1/2020**.

You may submit your plan beginning in January of the year your renewal is due. You must submit your plan by the first business day of the due date (October 15 of the year your renewal is due).

Submit your plan on application AND a submitted Learning Plan.

Subject areas where points are required

Number of points required in each subject area.

[Instructions and User Guide](#)

Entering Points

Prior to beginning, we suggest gathering your activity documentation (e.g., CE certificates). You'll need information found in your documentation.

There are two ways to enter your activities:

1. Searching a list of ONCC pre-approved activities (i.e. ONS courses and Big List of Free CE).
2. Manually entering an activity.

The screenshot shows two sections of a web interface. The top section is titled "Search & Add Completed ONCC Pre-Approved Activities" and includes a "Show Less Instructions" link and a "Search Activity" button. The bottom section is titled "Self-enter Additional Activities" and includes a "Show Less Instructions" link and an "Add Activity" button. Both sections contain instructional text about how to use the respective buttons.

Entering Pre-Approved Activities

Click the "Search Activity" button under Search & Add Completed ONCC Pre-Approved Activities.

This screenshot is a close-up of the "Search & Add Completed ONCC Pre-Approved Activities" section. A red arrow points from the right side of the instructional text to the "Search Activity" button, which is highlighted with a red rectangular box.

Next, the "Select Activity" screen will open. This is where you can search for pre-approved activities by Keywords, Dates, Total Renewal Points, Accrediting Organization, Provider or if they're free of costs.

Select Activity
✕

To narrow down your search, activities can be filtered on keywords, dates, renewal points or the accrediting organization. Subject Areas can be searched in the 'Keyword/Subject Area' field. You can also search for activities that are free of cost. Please note that some providers may offer free activities to members only or during specific timeframes. These activities will not be listed as free in the search since they are not free to everyone. Click on the activity link to learn more. Multiple search options can be selected. If no filters are selected, all available activities will display.

<p>Keyword/Subject Area</p> <input style="width: 90%; border: 1px solid #ccc; padding: 5px;" type="text" value="Searches multiple fields"/>	<p>Dates</p> <input style="width: 45%; border: 1px solid #ccc; padding: 5px;" type="text" value="MM/DD/YYYY"/> to <input style="width: 45%; border: 1px solid #ccc; padding: 5px;" type="text" value="MM/DD/YYYY"/>	<p>Total Renewal Points Between</p> <input style="width: 45%; border: 1px solid #ccc; padding: 5px;" type="text" value="Min"/> to <input style="width: 45%; border: 1px solid #ccc; padding: 5px;" type="text" value="Max"/>
<p>Accrediting Organization</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Select an Option ▼ </div>	<p>Free</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Any selected </div>	<p>Provider</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Contains </div>

- **Keyword/Subject Area** – search by any word or multiple words/phrases, including activity title, subject area or description.
- **Dates** – search by end/expiration date for activities to take. *Note: Not all activities will have an end date. The field may be blank.*
- **Total Renewal Points Between** – search by the number of renewal/ILNA points awarded for an activity. The 'Between' filter allows you to enter a range if you're looking for a specific number of points.
- **Accrediting Organization** – search by the organization that accredits the activity. You can search by multiple organizations.
- **Free** – search for free activities by choosing 'Yes' in the dropdown. *Note: If an activity is free to members only, it will be listed as 'No' on the search.*

If no filters are selected, all pre-approved activities will appear.

Next, the "Search Results" will display allowing you to select an activity.

Select Activity ✕

Search Results

Activity Title	Free	Provider	End Date	Renewal Points	
▶ 14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1	Yes	Medscape	2/16/2023	2.25	+ Select
▶ 14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 2	Yes	Medscape	2/16/2023	1.75	+ Select
▶ 2019 Webinar: Genomic Testing in Cancer care	No	Oncology Nursing Society (ONS)	5/3/2024	1	+ Select
▶ 2019 Webinar: Geriatric Oncology Principles Helpful in Caring for Older Adults	Yes	Oncology Nursing Society (ONS)	9/24/2022	1	+ Select

On this screen, you can also select the arrow to expand an activity and see additional details such as description and accrediting organization. Click “Select” next to the activity to add it to your learning plan.

Select Activity ✕

Search Results

Activity Title	Free	Provider	End Date	Renewal Points	
▼ 14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1	Yes	Medscape	2/16/2023	2.25	+ Select
Description	Have increased knowledge regarding the recent clinical trial data for hematologic malignancies. Methods to assess treatment response in patients with hematologic malignancies and disorders. Treatment-related adverse events of agents used for hematologic malignancies and disorders				
Accrediting Organization	Accreditation Council for Continuing Medical Education (ACCME)				

Your activity will display in your learning plan. To apply the points to your plan, click ‘Claim Your Points.’

Search & Add Completed ONCC Pre-Approved Activities 📄

[Show More Instructions](#) [Search Activity](#)

Use the "Search Activity" button to find and add pre-approved Professional Development Activities to your Learning Plan.

Activity Title	Completion Date	Points	Accrediting Organization	Next Step
14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1			Accreditation Council for Continuing Medical Education (ACCME)	Claim Your Points 📄 ⋮

[Show Less](#)
Have increased knowledge regarding the recent clinical trial data for hematologic malignancies. Methods to assess treatment response in patients with hematologic malignancies and disorders. Treatment-related adverse events of agents used for hematologic malignancies and disorders

The activity details will appear. You must enter the date you completed the activity and select ‘Click to select Subject Areas’ to apply the points to the correct subject areas.

14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1: Enter Activity Details

Activity Type: Continuing Education (NCPD, CNE, CME, etc.) - Pre-coded

Activity Id: UA0810

Activity Title: 14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1

Description: Have increased knowledge regarding the recent clinical trial data for hematologic malignancies. Methods to assess treatment response in patients with hematologic malignancies and disorders. Treatment-related adverse events of agents used for hematologic malignancies and disorders

Total Renewal Points: 2.25

Points Guidance: Treatment | Symptom management, Palliative Care, Supportive Care | Oncology Nursing Practice

Activity Information Link: <https://www.medscape.org/viewarticle/968271>

Free: Yes

End Date: 2/16/2023

Accrediting Organization: Accreditation Council for Continuing Medical Education (ACCME)

Completion Date*:

Subject Areas*:

Once you click to add subject areas, a window will open where you can enter your points in specific subject areas. Follow the “Points Guidance” field from the previous screen for recommendations on where to apply the points. (Note: You do not need to divide the points among multiple subject areas for activities that are 4 points or less.)

You can find keywords to help you understand topics that apply in each subject area by hovering over the information “i” icon next to each subject area.

Select Subject Areas

- For offerings of 4 points or less, choose one subject area that is reasonably related to the content of the offering and apply the total points to it.
- When claiming points for large conferences, apply points to the subject areas that are reasonably related to the sessions you attended. For example: if you attended a conference and earned 20 contact hours, base your points on the content of the sessions you attended. Enter the points accordingly, such as 10 points to treatment, 4 points to survivorship, and 6 points to symptom management.
- When dividing points for an offering among multiple subject areas don't claim more points than the total points awarded for the offering.
- Notes to Reviewer field. This field is optional. If you wish to provide information as to why you claimed points for an offering in this subject area, enter your comments here. This field is not required.

SUBJECT AREA	ILNA POINTS*	NOTES TO REVIEWER (OPTIONAL)
TOTAL	0	
I Care Continuum <i>i</i>	<input type="text" value=""/>	<input type="text"/>
II Oncology Nursing Practice <i>i</i>	<input type="text"/>	<input type="text"/>
III Treatment Modalities <i>i</i>	<input type="text"/>	<input type="text"/>
IV Symptom Management and Palliative Care <i>i</i>	<input type="text"/>	<input type="text"/>
V Oncologic Emergencies <i>i</i>	<input type="text"/>	<input type="text"/>
VI Psychosocial Dimensions of Care <i>i</i>	<input type="text"/>	<input type="text"/>

Cancel

You have the option to include a note about your points. It can be helpful to include a rationale if you're claiming points that are not an obvious fit based on the program title.

Click “Finish & Close” to save your points. You'll see the points entered for each subject area on the Activity Detail Window.

Upload a File (Optional)

You may upload documentation for an activity (e.g., a CE certificate) when you enter activity details. (Note: You will be required to upload documentation only if your plan is selected for audit or there is a question about the activity. You are not required to upload when entering.)

- 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.

Subject Areas: [Click to select Subject Areas](#)

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. Documentation is only required if audited.

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

Upload 2 (optional): [Choose from library or](#)

Upload 3 (optional): [Choose from library or](#)

Save Your Entry

Click “Submit” to save your entry to your learning plan.

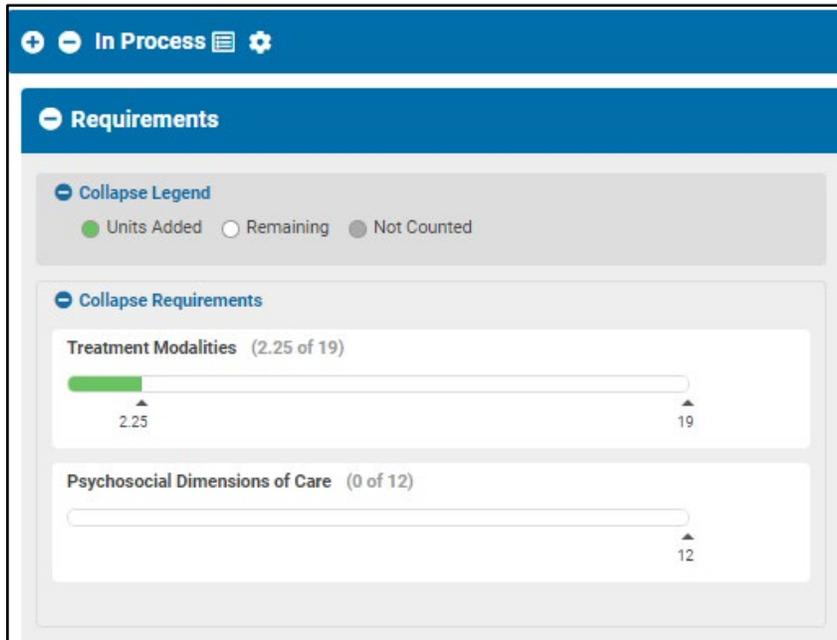
After you save the entry, your points will appear on your learning plan as shown below.

Search & Add Completed ONCC Pre-Approved Activities				
Activity Title	Completion Date	Points	Accrediting Organization	Next Step
14th Annual Hematologic Malignancies Demystified: A Critical Appraisal of Data From 2021 Part 1	10/6/2021	OCN 2022 Blueprint III Treatment Modalities - 2.25 Points	Accreditation Council for Continuing Medical Education (ACCME)	<input type="button" value="Review"/> <input type="button" value="List"/> <input type="button" value="More"/>

Show Less
Have increased knowledge regarding the recent clinical trial data for hematologic malignancies. Methods to assess treatment response in patients with hematologic malignancies and disorders. Treatment-related adverse events of agents used for hematologic malignancies and disorders

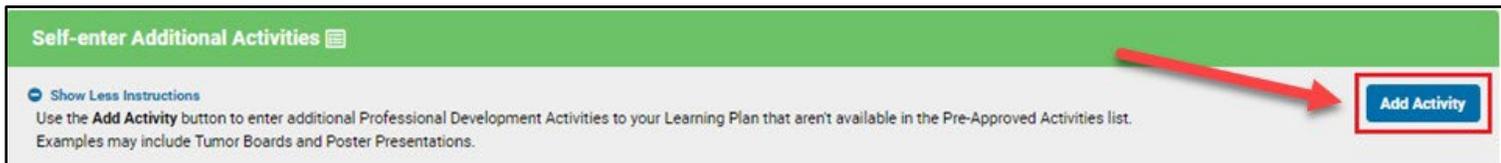
Your Requirements Progress Bar(s) will update to show the points you've entered.

Once you have entered all the required points for a subject area, the green bar will be full and a check mark will appear beside the bar.



Entering Additional Activities

Any activities not available in the pre-coded section can be entered in the “Self-enter Additional Activities” area. Click the blue “Add Activity” button to begin.



Next, the “Select Activity” window will open. Select the activity type:

- Continuing Education
- Academic Education
- Presentations
- Publications

Oncologic Emergencies (0) You may submit your plan beginning in January of the year your renewal is due. You October 15 of the year

Instructions and User Guide
Show Instructions
Instructions and User Guide

Professional Development

Activity Type/Title

Continuing Education / Test

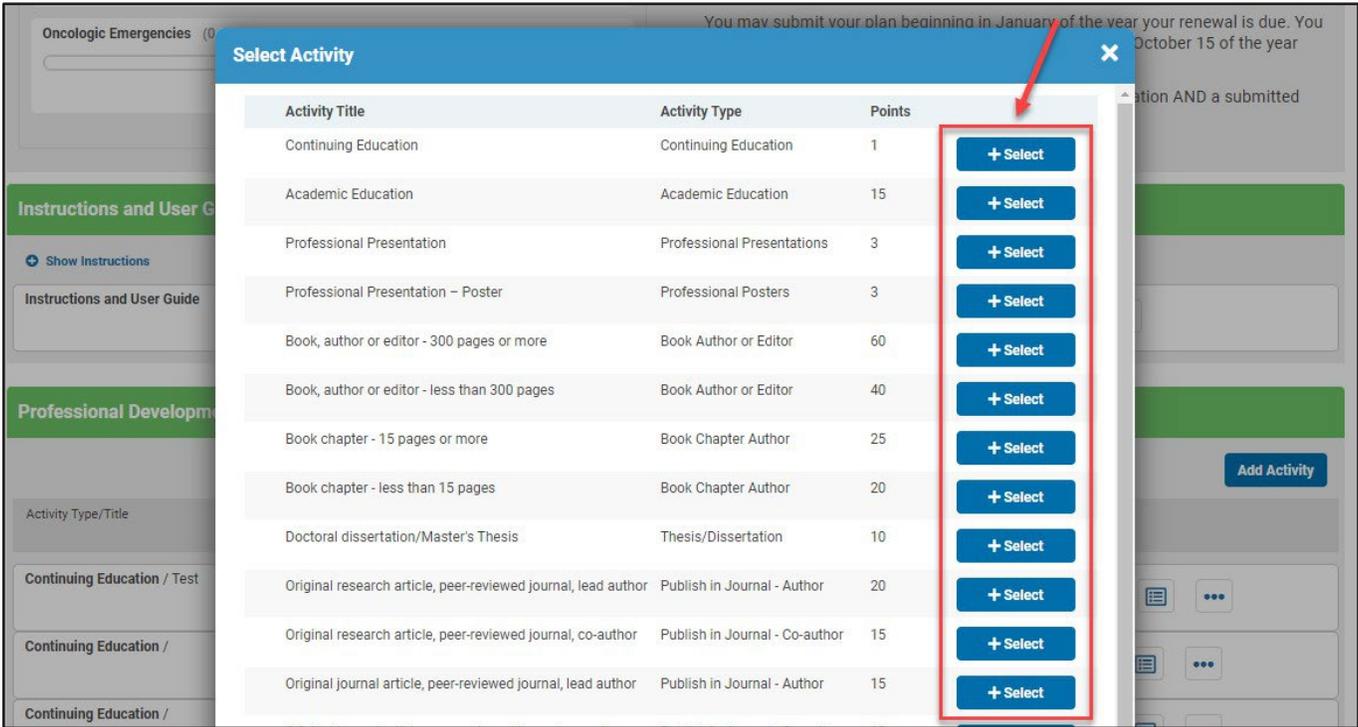
Continuing Education /

Continuing Education /

Select Activity

Activity Title	Activity Type	Points	
Continuing Education	Continuing Education	1	+ Select
Academic Education	Academic Education	15	+ Select
Professional Presentation	Professional Presentations	3	+ Select
Professional Presentation – Poster	Professional Posters	3	+ Select
Book, author or editor - 300 pages or more	Book Author or Editor	60	+ Select
Book, author or editor - less than 300 pages	Book Author or Editor	40	+ Select
Book chapter - 15 pages or more	Book Chapter Author	25	+ Select
Book chapter - less than 15 pages	Book Chapter Author	20	+ Select
Doctoral dissertation/Master's Thesis	Thesis/Dissertation	10	+ Select
Original research article, peer-reviewed journal, lead author	Publish in Journal - Author	20	+ Select
Original research article, peer-reviewed journal, co-author	Publish in Journal - Co-author	15	+ Select
Original journal article, peer-reviewed journal, lead author	Publish in Journal - Author	15	+ Select

Add Activity



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

Continuing Education: Enter Activity Details

Instructions:

- Click "Finish Later" if you'd like to come back and enter more information later
- Click "Submit" when your entry is complete

Activity Title: Continuing Education

Activity Instructions:

- * Points entered must be earned on or after the Cycle Start Date
- * 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

Title Instructions: Please provide the title of offering.

Title*:

Date Instructions: Please provide the completion date.

Completion Date*:

Click the “Select Subject Areas” button to open a window where you can enter your points in specific subject areas. (Note: You do not need to divide the points among multiple subject areas for activities that are 4 points or less. Choose one reasonably related subject area to apply the points.)

You can find keywords to help you understand topics that apply in each subject area by hovering over the information “i” icon next to each subject area.

Select Subject Areas

Instructions:

- For offerings of 4 points or less, choose one subject area that is reasonably related to the content of the offering and apply the total points to it.
- When claiming points for large conferences, apply points to the subject areas that are reasonably related to the sessions you attended. For example: if you attended a conference and earned 20 contact hours, base your points on the content of the sessions you attended. Enter the points accordingly, such as 10 points to treatment, 4 points to survivorship, and 6 points to symptom management.
- When dividing points for an offering among multiple subject areas don't claim more points than the total points awarded for the offering.
- Notes to Reviewer field. This field is optional. If you wish to provide information as to why you claimed points for an offering in this subject area, enter your comments here. This field is not required.

SUBJECT AREA	ILNA POINTS*	NOTES TO REVIEWER (OPTIONAL)
TOTAL	0	
I Care Continuum ⓘ	<input type="text"/>	<input type="text"/>
II Oncology Nursing Practice ⓘ	<input type="text"/>	<input type="text"/>
III Treatment Modalities ⓘ	<input type="text"/>	<input type="text"/>
IV Symptom Management and Palliative Care ⓘ	<input type="text"/>	<input type="text"/>
V Oncologic Emergencies ⓘ	<input type="text"/>	<input type="text"/>
VI Psychosocial Dimensions of Care ⓘ	<input type="text"/>	<input type="text"/>

Cancel Finish & Close

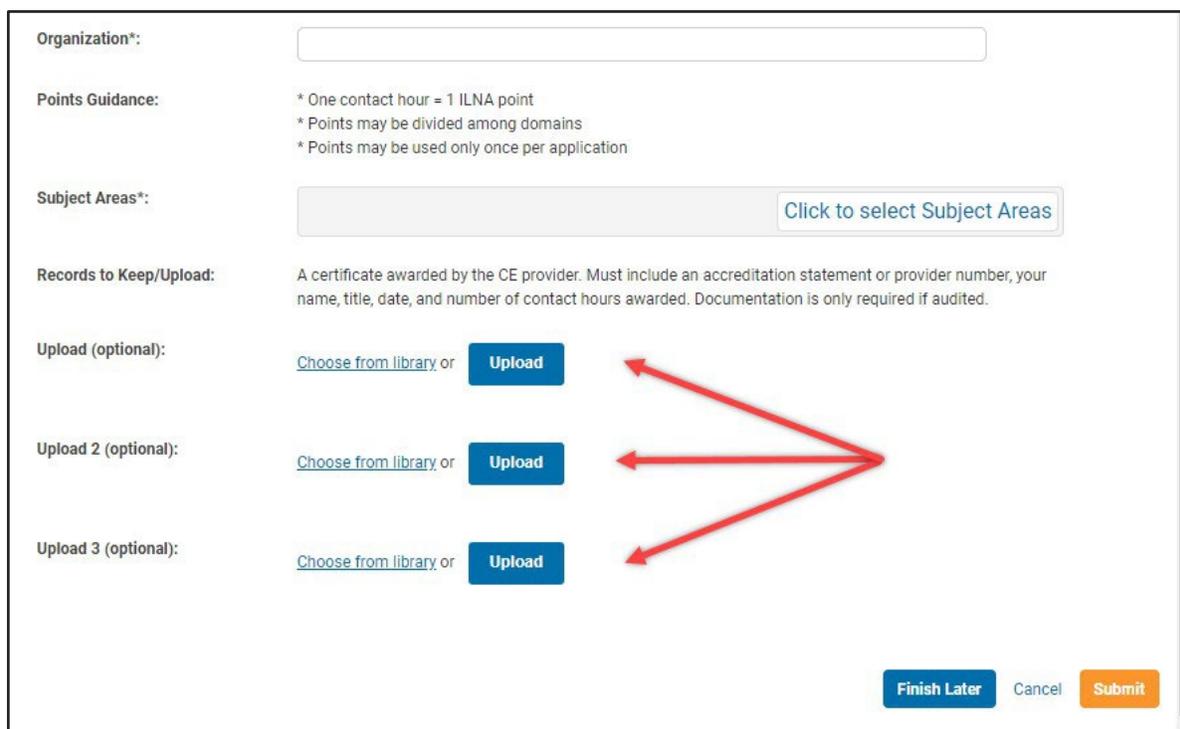
You have an option to include a note about your points. It can be helpful to include a rationale if you're claiming points that are not an obvious fit based on the program title.

Click “Finish & Close” to save your points. You'll see the points entered for each subject area on the Activity Detail Window.

Upload a File (Optional)

You may upload documentation for an activity (e.g., a CE certificate) when you enter activity details. (Note: You will be required to upload documentation only if your plan is selected for audit or there is a question about the activity. You are not required to upload when entering.)

- 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.



Organization*:

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

Subject Areas*: [Click to select Subject Areas](#)

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. Documentation is only required if audited.

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

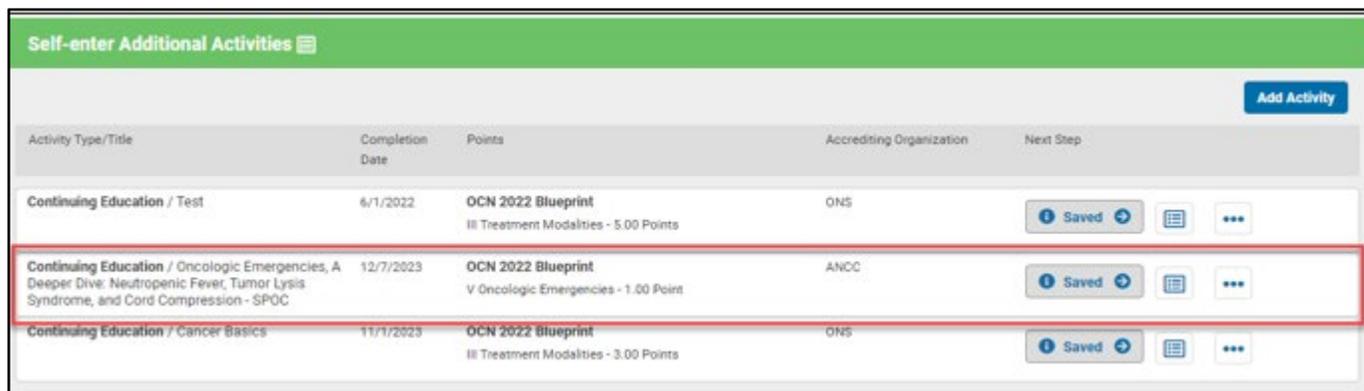
Upload 2 (optional): [Choose from library or](#)

Upload 3 (optional): [Choose from library or](#)

Save Your Entry

Click “Submit” to save your entry to your learning plan.

After you save the entry, your points will appear on your learning plan as shown below.



Activity Type/Title	Completion Date	Points	Accrediting Organization	Next Step
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS	<input type="button" value="Saved"/> <input type="button" value="Add"/> <input type="button" value="More"/>
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC	<input type="button" value="Saved"/> <input type="button" value="Add"/> <input type="button" value="More"/>
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	<input type="button" value="Saved"/> <input type="button" value="Add"/> <input type="button" value="More"/>

Your Requirements Progress Bar(s) will update to show the points you've entered.

Once you have entered all the required points for a subject area, the green bar will be full and a check mark will appear beside the bar.

OCN Learning Plan (4/1/2020 to 12/31/2024) [Show Details](#) Return to: [Applications](#)

In Process Submit

Requirements

Collapse Legend
● Units Added ○ Remaining ● Not Counted

Collapse Requirements

Treatment Modalities (8 of 19)
Progress bar: 8 / 19

Oncologic Emergencies (1 of 12)
Progress bar: 1 / 12

Instructions
In order to submit your learning plan you must enter at least 31 points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas; you may submit additional points, if desired.
You cannot submit your plan until you have entered both the total number of points needed and fulfilled the requirements in specific Subject Areas where points are required.
Points must be earned after **4/1/2020**.
You may submit your plan beginning in January of the year your renewal is due. You must submit your plan by the final renewal deadline date (October 15 of the year renewal is due or earlier).
PLEASE NOTE: A complete registration includes an application AND a submitted Learning Plan.

Editing Your Entries

Click the button with 3 dots beside the entry you would like to edit. This will bring up an option to Edit the entry. This can be done in both the pre-coded and self-entered sections.

Professional Development Activities Add Activity

Activity Type/Title	Completion Date	Points	Accrediting Organization	Next Step
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS	Saved [Menu] [More]
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC	Saved [Edit] [More]
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	Saved [Menu] [More]

Submitting Your Completed Plan

- There are “Submit” buttons in the upper and lower right corners of the page. **You cannot submit your plan until the year your renewal is due.**
- The “Submit” buttons will change from gray to orange after you have met your requirements and may submit your plan.
- Click the orange “Submit” button to submit your plan to ONCC. You cannot submit your plan until the button is orange.

The screenshot displays the 'OCN Learning Plan (4/1/2020 to 12/31/2024)' interface. At the top right, there is a 'Return to: Applications' link. Below the header, a blue bar contains 'In Process' and a 'Submit' button with a right arrow, highlighted by a red box and a red arrow. The main content area is divided into 'Requirements' and 'Instructions'. The 'Requirements' section includes a 'Collapse Legend' with radio buttons for 'Units Added' (selected), 'Remaining', and 'Not Counted'. Below this are progress bars for 'Treatment Modalities (8 of 19)' and 'Oncologic Emergencies (1 of 12)'. The 'Instructions' section provides details on point requirements and submission deadlines. A table lists activities with columns for Activity Type/Title, Completion Date, Points, and Accrediting Organization. Each row includes a 'Saved' button and a menu icon. At the bottom, another blue bar contains 'In Process' and a 'Submit' button, also highlighted by a red box and a red arrow.

Activity Type/Title	Completion Date	Points	Accrediting Organization
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS

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 have to divide CE programs of 4 contact hours or less.
- You may apply points for these programs to any reasonably related subject area covered by the program. For example: if a 4-hour program has content about Treatment, Symptom Management, or Survivorship, you may 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: if half of the program is about one subject area, apply half the points to that area.

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.
- If you have difficulty determining how to claim for an activity, contact ONCC at 877-769-ONCC 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.



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



Use the ellipsis icon to edit or delete an activity.



**Oncology Nursing
Certification Corporation**

Credibility. Contribution. Care.

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