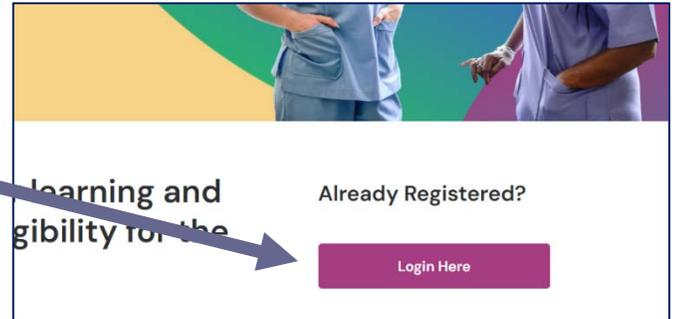


Quick-Start Guide to Using the ONCC Runway Online Platform – LearningBuilder

LearningBuilder is the online platform where you will complete program activities and submit documentation for all program requirements. This quick guide will help you get started.

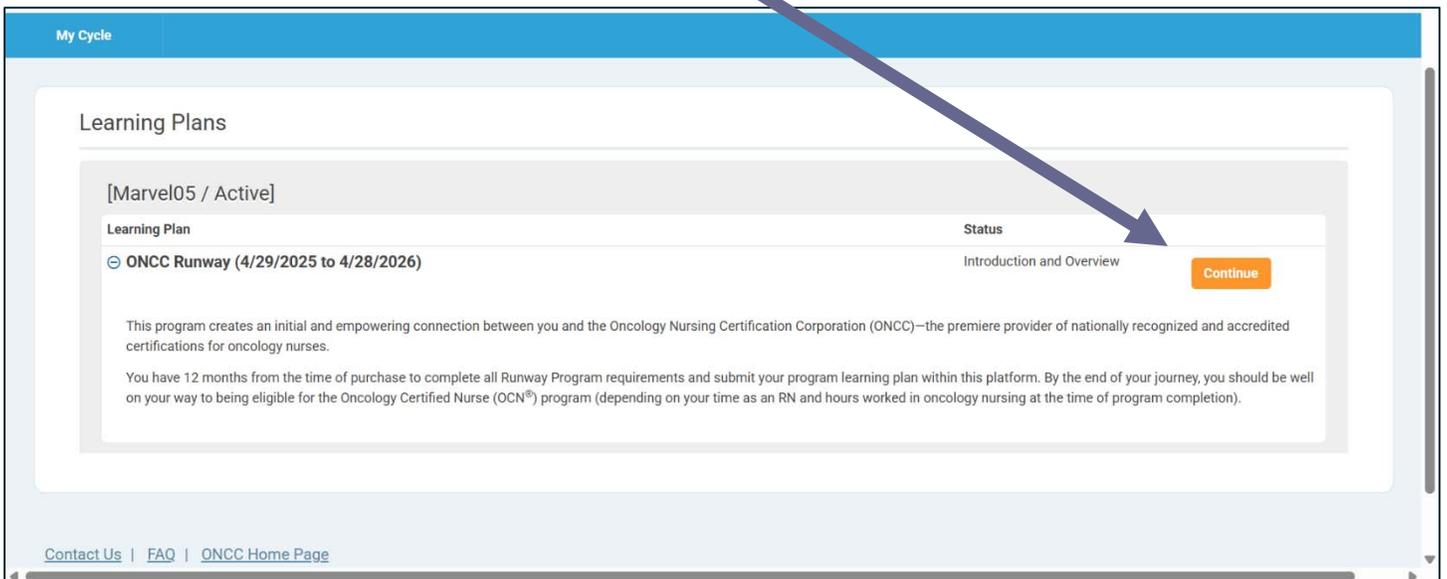
To Get Started:

- Go to the ONCC Runway page on the ONCC website, <https://www.oncc.org/runway-program>, and click on the Login Here button on the right below the page headline banner.
- Log in with the email address you have on file with ONCC and your password. This will take you to your account dashboard in the program platform.



Once in the ONCC Runway LearningBuilder Platform

- Click on Learning Plans in the blue banner under the “Account Details” header.
- Click Continue on your ONCC Runway Learning Plan to begin or return to your program work on subsequent visits.



Your ONCC Runway Learning Plan on LearningBuilder

LearningBuilder opens on your personal learning plan. Each program section has a brief description with an option to “Show More” – where you will find full information and/or learning content for the program section. Read all information in the program carefully and completely so you do not miss any content or requirements.

Program components may have “Read” sections that simply must be clicked to attest that you have read the information, or completion requirements for which documentation must be uploaded.

Introduction to Competencies, Credentialing, and Certification

This program section provides foundational information and resource documents for oncology nurse competencies and their relationship to ONCC certifications. This section must be completed before the next section will be available. Click on "Read" to get started.

Required

Introduction to Competencies, Credentialing, and Certification

Read ...

“Read” item

The Work Behaviors (PAPI 3) Assessment

For this program requirement, you will complete the PAPI 3 assessment of 26 attributes of work-related personality and work-style preferences. Then you will use your results and a provided activity guide for self-reflection, goal setting, and preparation for your conversation with a mentor. This section must be completed before the next section will be available. Click on "show more" to open this section and get started. ([show more](#))

Required

The Work Behaviors (PAPI 3) Assessment

Upload Assessment Documentation ...

“Upload” item

Some sections of the program must be completed before future components will be available for completion. Details on this are provided in the course, but the following image shows you what to expect in the platform regarding available and locked program components.

Unlocked and completed item

Required

Introduction to Competencies, Credentialing, and Certification

Completed

Unlocked but uncompleted item

The Work Behaviors (PAPI 3) Assessment

For this program requirement, you will complete the PAPI 3 assessment of 26 attributes of work-related personality and work-style preferences. Then you will use your results and a provided activity guide for self-reflection, goal setting, and preparation for your conversation with a mentor. This section must be completed before the next section will be available. Click on "show more" to open this section and get started. ([show more](#))

Required

The Work Behaviors (PAPI 3) Assessment

Upload Assessment Documentation

Locked item until other components completed

Mentoring Experience

This program component provides information about the value of mentoring relationships as well as information and instruction for the required Mentoring Experience - a single interaction between you and a mentor of your choosing. A template is provided for documentation of your experience and takeaways that may be downloaded for ease of use. However, the information that must be submitted to complete this program requirement must be entered directly into the platform. You may complete the Mentoring Experience at any point during the 12 months allowed to complete the Runway Program. Click on



Entering Learning Activities in Runway Learning Plan

Prior to entering learning activities, we suggest gathering your activity documentation (e.g., Certificates of Completion [for non-CE activities] and CE/NCPD certificates). You'll need information found in your documentation.

In the Learning Activities program component, click the blue plus (+) icon in the section header OR the “Add Activity” button at the bottom right of the section information. (See below.)

The Learning Activities - Advancing your Oncology Nursing Education

A primary goal of the ONCC Runway™ program is to provide you with guidance on what learning you should complete in your initial years as an oncology nurse and/or as you begin to prepare for the OCN certification program. The Learning Requirements of this program are structured around the [Generalist Oncology Nursing Competencies](#). The competency domains are related to, but not the same as, the OCN Test Content Outline. The competency statement and knowledge/skills underlying the competency are included at the beginning of each segment. You also may want to reference the [OCN Test Content Outline](#) for topic suggestions that fit your learning needs.

- You must complete **ONE (1)** learning activity for each Learning Requirement.
- Identify learning activities that meet goals you set earlier in this program.
- You must earn at least **TEN (10)** hours of accredited Nursing Continuing Professional Development (NCPD) across **all** of the learning activities you complete for the seven Learning Requirements.

You may complete any learning activities you prefer so long as you can provide:

- evidence that the learning event addresses content in the Learning Requirement segment (e.g., program title, certificate information, program intended learning outcomes); and
- evidence that you successfully completed the learning event (e.g., a Certificate of Completion); and

information in the promotional information for a program. List of acceptable approval sources to ensure on the OCN website at [http://www.oncc.org/ocn/ocn-test-content-outline/ocn-test-content-outline-2018-2020](#). Not all programs have an EXPIRATION date after which NCPD will no longer be granted. Please take note of the expiration date when looking for learning activities.

▶ Sample programming you might choose to complete for each content area (either at no cost or fee-bearing) are provided in the document linked below. **If you intend to claim NCPD credit for an activity, be certain to verify program dates!** A complete list of ONS online, on-demand courses appears in the Appendix of the sample programming document for easy reference.

[ONCC Runway program Learning Activity Recommendations](#)

▶ You must upload documentation for all learning activities claimed for the program within the 12-month Runway program period. All documentation will be audited for accuracy and program acceptability.

▶ Click on "Add Activity" to the right and then "Describe Learning Activity" to begin adding learning activity documentation.

[\(show less\)](#)

[+](#) Add Activity

This will open an entry screen that includes information about the content area requirements for the learning activities and other information.

Runway Learning Activity: Enter Learning Activity

The Seven (7) Learning Requirement categories for the ONCC Runway™ are:

- Scientific Information:** Acquires, maintains, and applies knowledge relative to physiology, medical terminology, pharmacology, and population health through scientific and peer-reviewed medical information.
- Cancer as a Disease:** Applies knowledge of the diagnosis and pathophysiology of cancer and its associated toxicities to patient care.
- Assessment and Decision Making:** Conducts systematic assessments of people with cancer considering physical, emotional, psychological, and spiritual needs, applying evidence-based knowledge and critical thinking to interpret findings and prioritize actions.
- Treatment Modalities:** Acquires, maintains, and applies knowledge relative to the administration of cancer treatment, incorporating evidence-based assessment, treatment, and symptom management techniques.
- Care Management:** Develops, implements, and advocates for evidence-based care plans in collaboration with the patient, their caregivers, and the interprofessional team.
- Patient and Caregiver Support:** Provides patients and caregivers with information and resources relevant to identified diagnoses, health challenges, complications, or opportunities and implements interventions according to the established plan of care.
- Professional Practice:** Contributes to and implements effective, evidence-based nursing practice and collaborative efforts related to the responsibilities, expectations, and procedures for practicing as an oncology nurse.

The Learning Requirements are structured around the [Generalist Oncology Nursing Competencies](#) (free ONS website login credentials required). Refer to the full model for competency statements and related knowledge/skills to guide in identify learning activities that meet your goals. You may choose any learning experiences to meet the required minimum of 10 hours of accredited Nursing Continuing Professional Development (NCPD). You will need to provide evidence of successful completion for all learning events. Programs submitted for NCPD requirements must be evidenced by a certificate carrying an acceptable accreditation statement.

[ONCC Runway Learning Activity Recommendations](#)

Course Name:



Scrolling down in this window, you will find the entry form. Enter the name of the program, applicable content areas for the program requirements, date you completed the program, NCPD/CE hours (if any) obtained for the program, and accrediting organization (if claiming for NCPD/CE).

Runway Learning Activity: Enter Learning Activity

Course Name*:

Applicable Domains (Select all that apply)*:

Enter the completion date of this learning activity*:

NCPD Hours (may be 0 if none are being claimed)*:

Please provide the name of the accrediting organization (if applicable)*:

Upload Certificate of Completion / Documentation*: [Choose from library](#) or

Valid file formats: DOC, DOCX, JPG, JPEG, JP2, JPX, BMP, PNG, GIF, TIFF, TIF, PDF, EPS

When entering the Applicable Domains, you may select multiple content areas if the program includes content that addresses more than one required content area.

Runway Learning Activity: Enter Learning Activity

Course Name*:

Applicable Domains (Select all that apply)*:

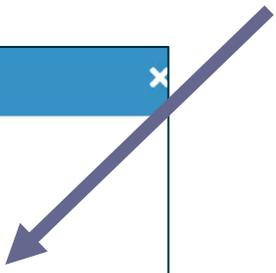
Enter the completion date of this learning activity*:

NCPD Hours (may be 0 if none are being claimed)*:

Please provide the name of the accrediting organization (if applicable)*:

Upload Certificate of Completion / Documentation*: [Choose from library](#) or

Valid file formats: DOC, DOCX, JPG, JPEG, JP2, JPX, BMP, PNG, GIF, TIFF, TIF, PDF, EPS



You **MUST** upload documentation for each learning activity you complete for program requirements. Click the Upload button to select a new document from your computer or “Choose from library” to attach a document you have previously uploaded.

Runway Learning Activity: Enter Learning Activity

Course Name*:

Applicable Domains (Select all that apply)*:

Enter the completion date of this learning activity*:

NCPD Hours (may be 0 if none are being claimed)*:

Please provide the name of the accrediting organization (if applicable)*:

Upload Certificate of Completion / Documentation*: [Choose from library](#) or **Upload**

Valid file formats: DOC, DOCX, JPG, JPEG, JP2, JPX, BMP, PNG, GIF, TIFF, TIF, PDF, EPS

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

Click Submit to Save your entry. After you save your entry, your activity will appear in your ONCC Runway learning plan as shown below.

The Learning Activities - Advancing your Oncology Nursing Education

A primary component of the ONCC Runway program is to provide structure to your professional development and knowledge acquisition related to oncology nursing. To fulfill this portion of the program, you must complete ONE (1) learning activity that addresses one or more of the competencies for EACH Learning Requirement content area. Among the learning you complete for the requirements, at least 10 hours must carry Nurse Continuing Professional Development (NCPD) credit from an accredited provider—an eligibility requirement for the ONCC OCN program. Some suggestions of learning activities and information on where to find other options are provided. Click on “show more” to expand this section and get started. [\(show more\)](#) **Add Activity**

Learning Activity	Completion Date	NCPD Hours	
CAR T-Cell and Bispecific Therapies: Clinical Applications and Nursing Management	4/7/2025	2	Submitted

You may EDIT an activity entry by clicking on the three-dot icon on the far right of the activity entry and then clicking “Edit Response”.

Learning Activity	Completion Date	NCPD Hours	
CAR T-Cell and Bispecific Therapies: Clinical Applications and Nursing Management	4/7/2025	2	Submitted

- Overview
- Edit Response**



You may track your progress on the total number of NCPD that must be earned (10) and the learning activities (1 per content area) in the **Requirements tracker** at the top of your ONCC Runway Learning Plan. This tracker will appear once you complete the Work Behaviors program component and unlock the Learning Activities component. It will update with each learning activity you enter. See below.

The screenshot shows the 'ONCC Runway (04/01/2025 to 03/31/2026)' interface. At the top, there is a 'Return to: Learning Plans' link. Below that, a 'Complete Program' button is visible. The main section is titled 'Requirements' and contains a list of tasks with progress bars and completion status:

- Complete 10 hours of accredited Nursing Continuing Professional Development (NCPD) across all domains. Progress: 20% (2 of 10). Legend: Units Added (green), Remaining (gray).
- Complete at least 1 learning activity in SCIENTIFIC INFORMATION. Progress: 0% (0 of 1).
- Complete at least 1 learning activity in CANCER AS A DISEASE. Progress: 100% (1 of 1). Status: Completed (green checkmark).
- Complete at least 1 learning activity in ASSESSMENT AND DECISION-MAKING. Progress: 100% (1 of 1). Status: Completed (green checkmark).
- Complete at least 1 learning activity in TREATMENT MODALITIES. Progress: 0% (0 of 1).
- Complete at least 1 learning activity in CARE MANAGEMENT. Progress: 0% (0 of 1).
- Complete at least 1 learning activity in PATIENT AND CAREGIVER SUPPORT. Progress: 0% (0 of 1).
- Complete at least 1 learning activity in PROFESSIONAL PRACTICE. Progress: 0% (0 of 1).

Submitting Your Completed Plan

There are “Submit” buttons in the upper and lower right corners of the learning plan. You cannot submit your plan until all program requirements are completed. 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. You will be prompted to Complete Program / confirm submission. Finalize by clicking “Submit”.

This screenshot illustrates the submission process. At the top, a message states: 'You have 24 months from the purchase of the Runway program to first access this product. You may access your Practice Profile from your profile at oncc.org. Click on the "carrot" on the left to open this section for more information.' Below this, the 'Complete Program' button is shown in orange. A blue arrow points from this button to a confirmation dialog box titled 'ONCC Runway: Complete Program'. The dialog box contains three buttons: 'Finish Later' (blue), 'Cancel' (gray), and 'Submit' (orange). Another blue arrow points from the 'Submit' button in the dialog box back to the 'Complete Program' button in the main interface.

