

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:

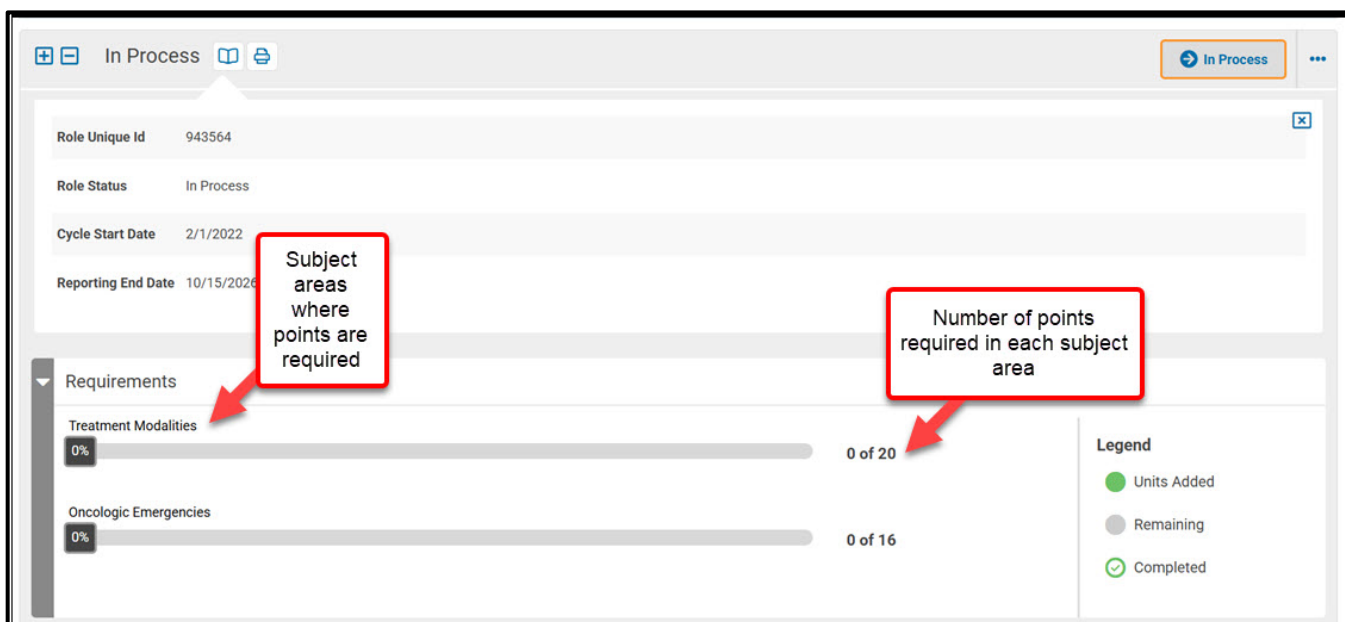
- Go to the ONCC website, www.oncc.org, and log in with your ONCC username and password.
- Click "My Account"
- On your account dashboard, click the link "Enter Renewal Points in LearningBuilder"

Your Learning Plan on LearningBuilder

LearningBuilder opens on your personal learning plan. You'll see general information and instructions on the left, 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



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.

Search & Add Completed ONCC Pre-Approved Activities ☰

[Show Less Instructions](#)

Use the **Search Activity** button to find and add completed Pre-Approved Professional Development Activities to your Learning Plan. Examples include ONS courses and the Big List of Free CE. Note: Some offerings are limited time and may have expired since publication. Others may require registration with the provider. All links & courses were active at the time they were posted to this catalogue.

Search Activity

Self-enter Additional Activities ☰

[Show Less Instructions](#)

Use the **Add Activity** button to enter additional Professional Development Activities to your Learning Plan that aren't available in the Pre-Approved Activities list. Examples may include Tumor Boards and Poster Presentations.

Add Activity

Entering Pre-Approved Activities

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

Search & Add Completed ONCC Pre-Approved Activities ☰

[Show Less Instructions](#)

Use the **Search Activity** button to find and add completed Pre-Approved Professional Development Activities to your Learning Plan. Examples include ONS courses and the Big List of Free CE. Note: Some offerings are limited time and may have expired since publication. Others may require registration with the provider. All links & courses were active at the time they were posted to this catalogue.

Search Activity

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.

Keyword/Subject Area

Searches multiple fields

Dates

MM/DD/YYYY to MM/DD/YYYY

Total Renewal Points Between

Min to Max

Accrediting Organization

Select an Option

Free

Any selected

Provider

Contains

Search

- **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

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

Search Activity

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*: MM/DD/YYYY

Subject Areas*: Click to select 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	ILMA POINTS*	NOTES TO REVIEWER (OPTIONAL)
TOTAL	0	
I Care Continuum ⓘ		
II Oncology Nursing Practice ⓘ		
III Treatment Modalities ⓘ		
IV Symptom Management and Palliative Care ⓘ		
V Oncologic Emergencies ⓘ		
VI Psychosocial Dimensions of Care ⓘ		

Cancel Finish & Close

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](#)

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

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

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

Save Your Entry

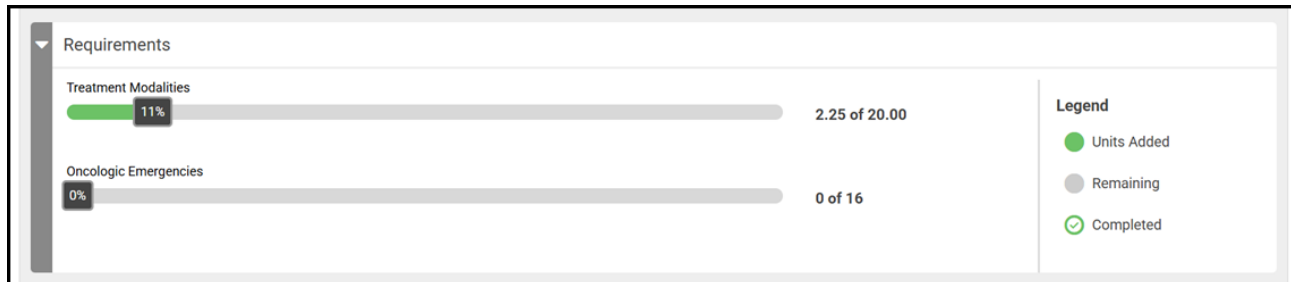
Click “Submit” to save your entry to your learning plan.

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

Search & Add Completed ONCC Pre-Approved Activities				
Show More Instructions Use the "Search Activity" button to find and add pre-approved Professional Development Activities to your Learning Plan.				
Search Activity				
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)	Review List 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.



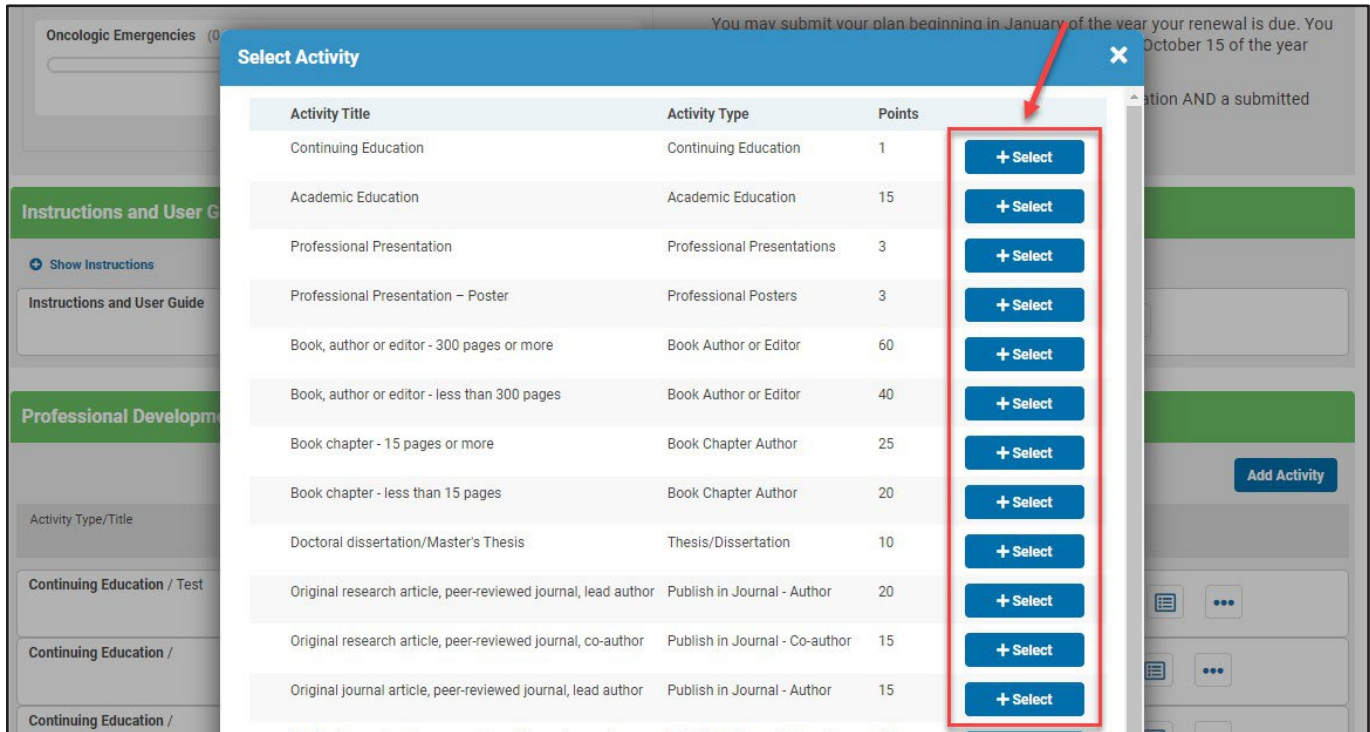
Entering Additional Activities

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.

The figure shows the "Self-enter Additional Activities" section. It has a green header bar with the text "Self-enter Additional Activities" and a menu icon. Below the header, there is a link "Show Less Instructions" and a paragraph of text: "Use the **Add Activity** button to enter additional Professional Development Activities to your Learning Plan that aren't available in the Pre-Approved Activities list. Examples may include Tumor Boards and Poster Presentations." A red arrow points from the text to a blue button labeled "Add Activity" which is enclosed in a red rectangular box.

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

- Continuing Education
- Academic Education
- Presentations
- Publications



The screenshot shows a "Select Activity" modal window. It contains a table with three columns: "Activity Title", "Activity Type", and "Points". To the right of the table is a column of blue buttons, each labeled "+ Select". A red box highlights this column of buttons, and a red arrow points to the top button. The background shows a sidebar with "Instructions and User Guide" and "Professional Development" sections, and a main area with a "You may submit your plan beginning in January of the year your renewal is due. You" message.

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

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*:

MM/DD/YYYY

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

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 ⓘ		
II Oncology Nursing Practice ⓘ		
III Treatment Modalities ⓘ		
IV Symptom Management and Palliative Care ⓘ		
V Oncologic Emergencies ⓘ		
VI Psychosocial Dimensions of Care ⓘ		

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.

The screenshot shows a form for uploading documentation. It includes fields for 'Organization*', 'Subject Areas*', and 'Records to Keep/Upload:'. Below these are three optional upload sections: 'Upload (optional):', 'Upload 2 (optional):', and 'Upload 3 (optional):'. Each section has a 'Choose from library or' link and an 'Upload' button. Red arrows point to the 'Upload' buttons. At the bottom right are 'Finish Later', 'Cancel', and 'Submit' buttons.

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**

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

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

Finish Later **Cancel** **Submit**

Save Your Entry

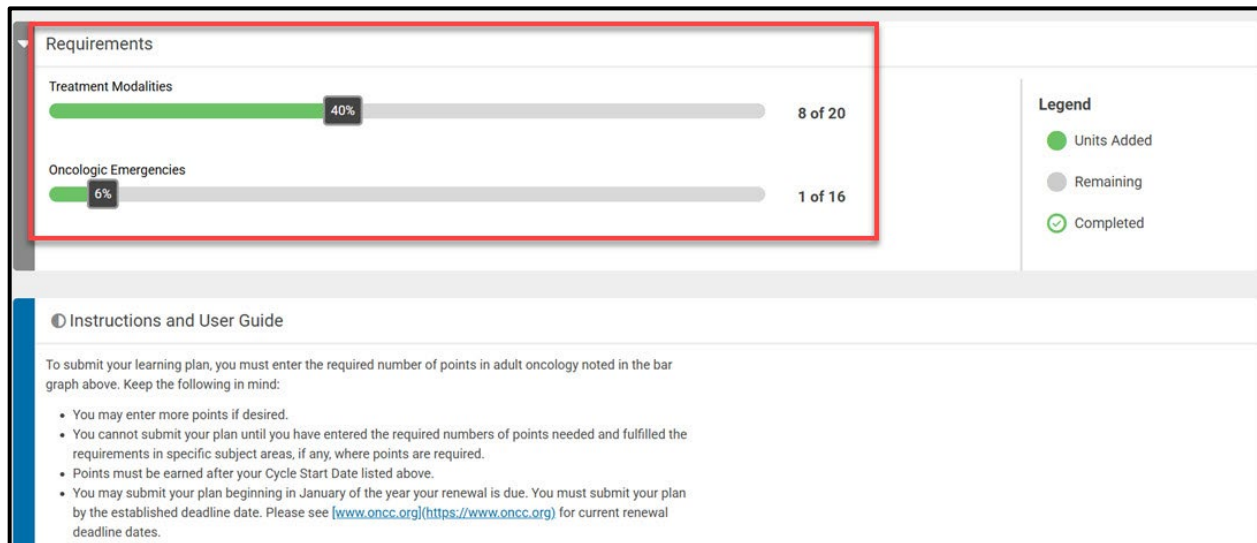
Click “Submit” to save your entry to your learning plan.

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

Self-enter Additional 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	
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	
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	Saved	

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.



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  		
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 		
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	Saved  		

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 (02/01/2022 to 12/31/2026)' interface. At the top right, there is a 'Return to: Applications' link. Below the header, there are tabs for '+', '-', and 'In Process'. A red arrow points to an orange 'Submit' button in the top right corner. Below this, a message states: 'Once you have entered the minimum number of activities to meet your learning plan requirements, press the Submit button.' The plan details include: Role Unique Id (943564), Role Status (In Process), Cycle Start Date (2/1/2022), and Reporting End Date (10/15/2026). The 'Requirements' section shows two progress bars: 'Treatment Modalities' at 20 of 20 and 'Oncologic Emergencies' at 16 of 16, both marked as completed with green checkmarks. A legend on the right indicates: green circle for 'Units Added', gray circle for 'Remaining', and green checkmark for 'Completed'.

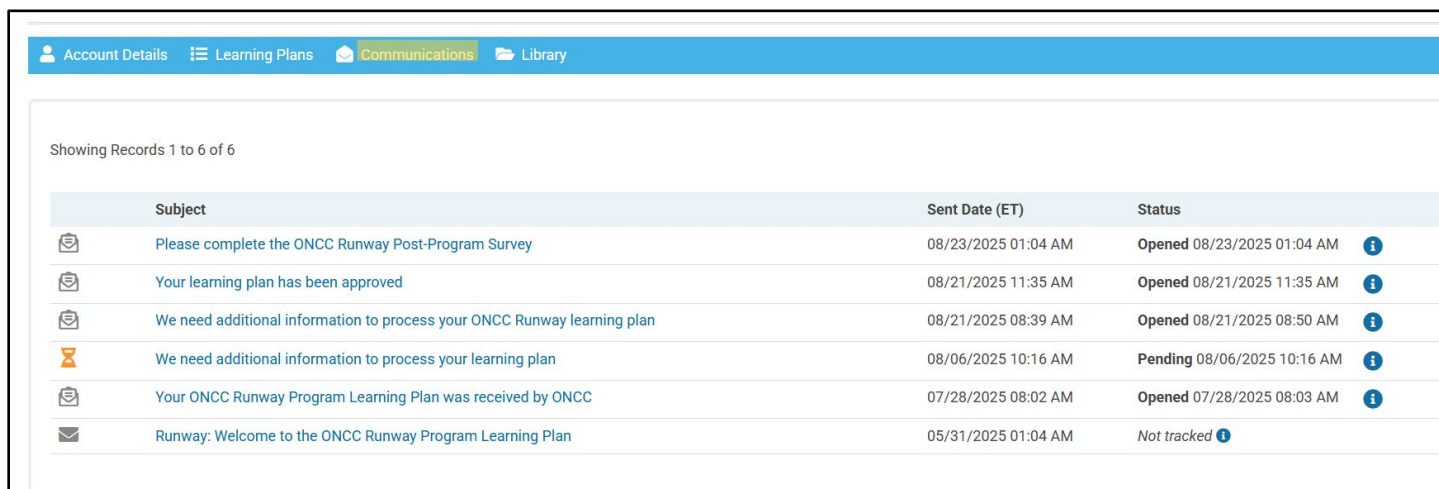
Note: You cannot edit or add to your plan after you submit it, unless requested to do so by ONCC staff. You can view/print your plan at any time, but you will not be able to change your entries after you submit your plan.

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, or upload additional documentation, of your completed activities. In the event of an audit, ONCC Certification Coordinators will provide audit details in the “Review Comments” section of the activity entry. The “Review Comments” section is located at the top of the submitted activity details and can be accessed upon opening the submitted activity in question.

Communication

You will be sent important communications from LearningBuilder depending on specific situations. You may access communications from LearningBuilder under the Communications tab found in the blue header bar with Account Details, Learning Plans, and Library.



The screenshot shows the 'Communications' tab selected in the blue header bar. Below the header, it says 'Showing Records 1 to 6 of 6'. A table lists the following communications:

	Subject	Sent Date (ET)	Status
	Please complete the ONCC Runway Post-Program Survey	08/23/2025 01:04 AM	Opened 08/23/2025 01:04 AM
	Your learning plan has been approved	08/21/2025 11:35 AM	Opened 08/21/2025 11:35 AM
	We need additional information to process your ONCC Runway learning plan	08/21/2025 08:39 AM	Opened 08/21/2025 08:50 AM
	We need additional information to process your learning plan	08/06/2025 10:16 AM	Pending 08/06/2025 10:16 AM
	Your ONCC Runway Program Learning Plan was received by ONCC	07/28/2025 08:02 AM	Opened 07/28/2025 08:03 AM
	Runway: Welcome to the ONCC Runway Program Learning Plan	05/31/2025 01:04 AM	Not tracked

Communications from LearningBuilder will also be sent to the email address used in your ONCC profile. To ensure you receive critical information about your certification, ONCC requires you to keep your email address current at all times. Please contact ONCC customer service at oncc@oncc.org if you need to update your email address.

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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