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:

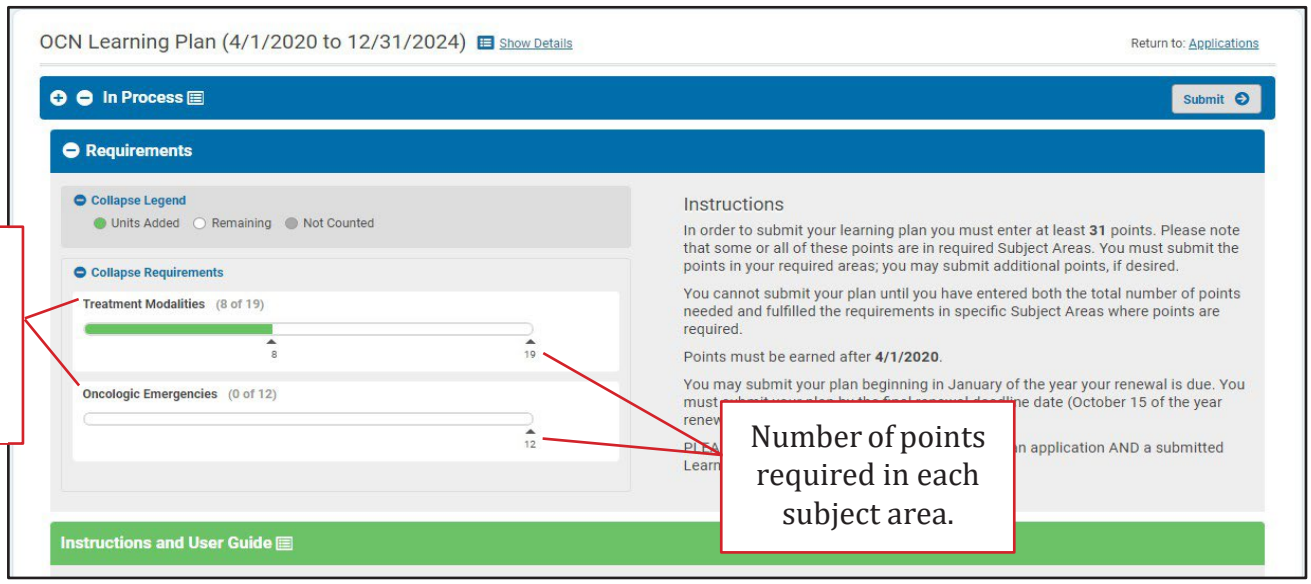
- Go to the ONCC website, www.oncc.org, and log in with your ONCC username and password.
- Click "My Account"
- On your account dashboard, click the link "Enter Renewal Points in LearningBuilder"

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

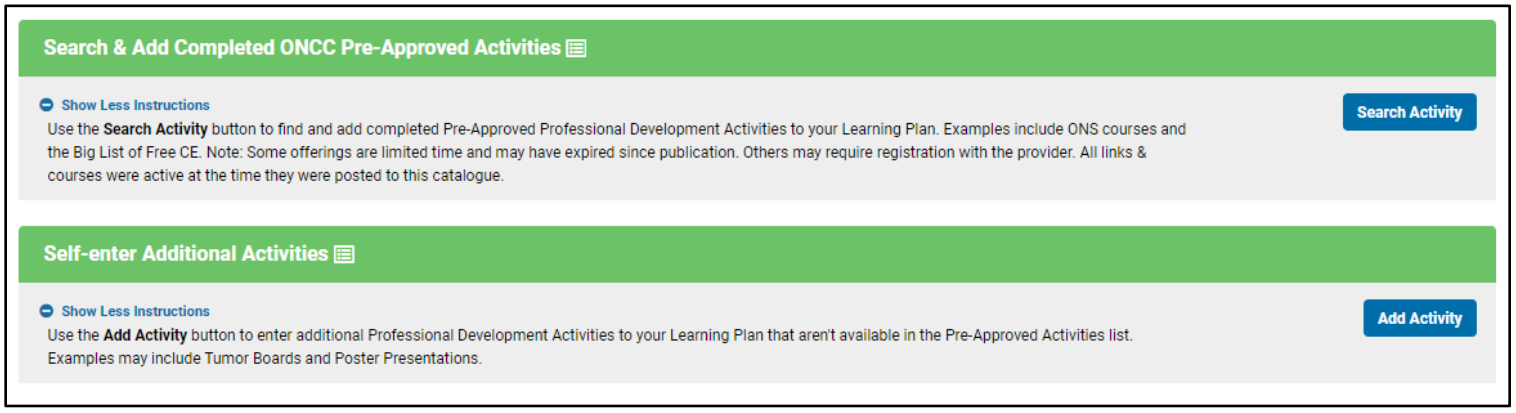


Entering Points

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

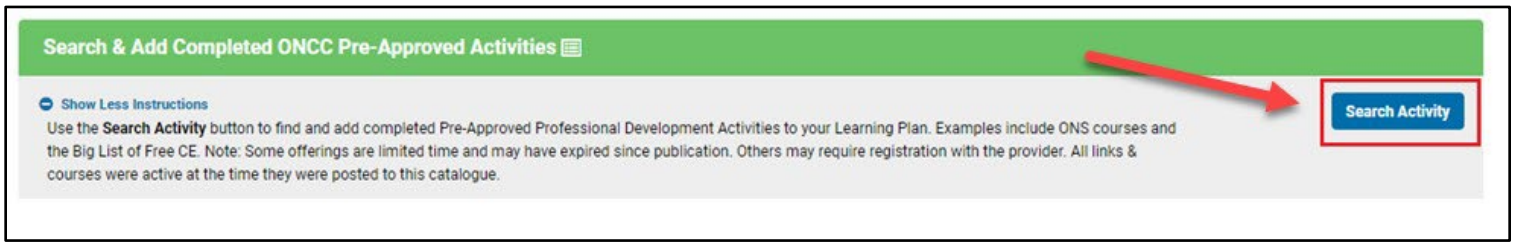
There are two ways to enter your activities:

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

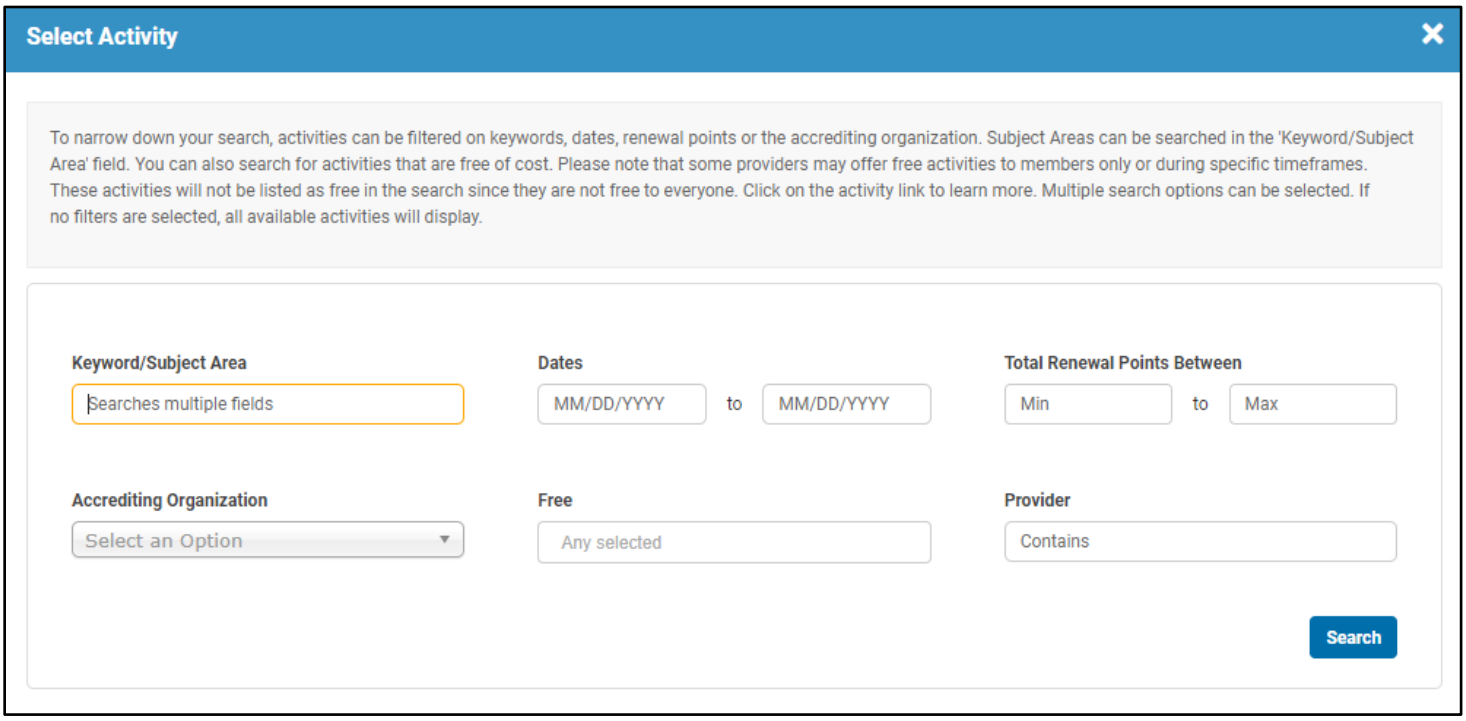


Entering Pre-Approved Activities

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



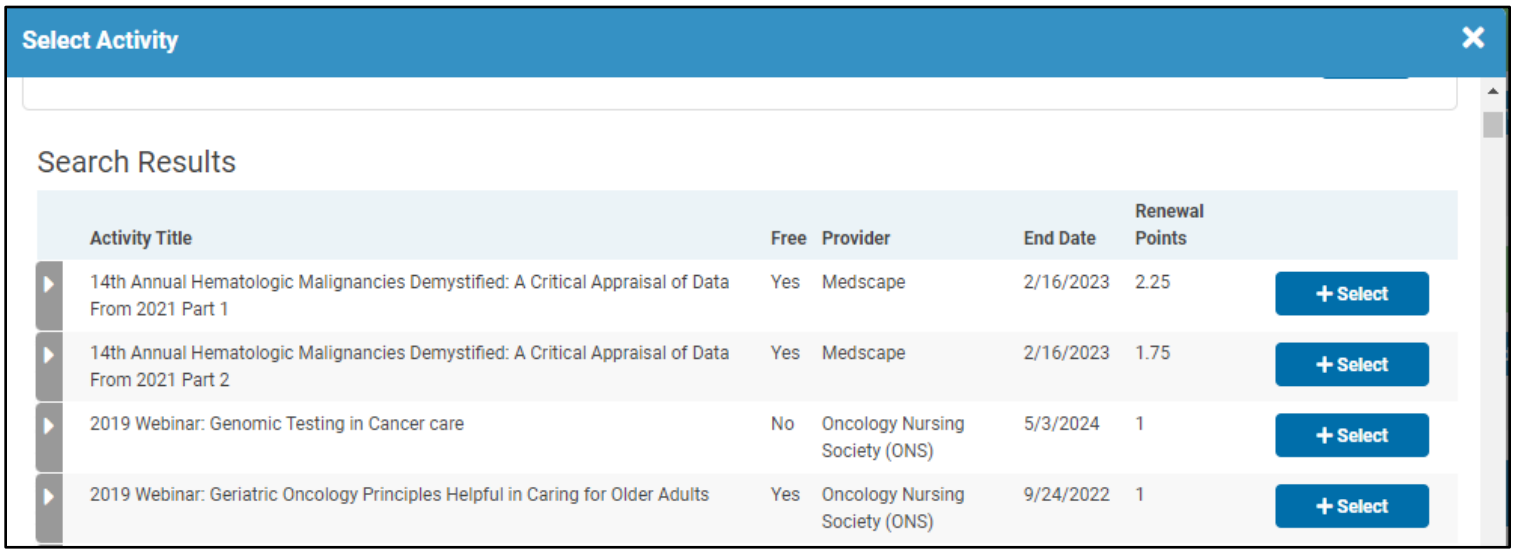
Next, the "Select Activity" screen will open. This is where you can search for pre-approved activities by Keywords, Dates, Total Renewal Points, Accrediting Organization, Provider or if they're free of costs.



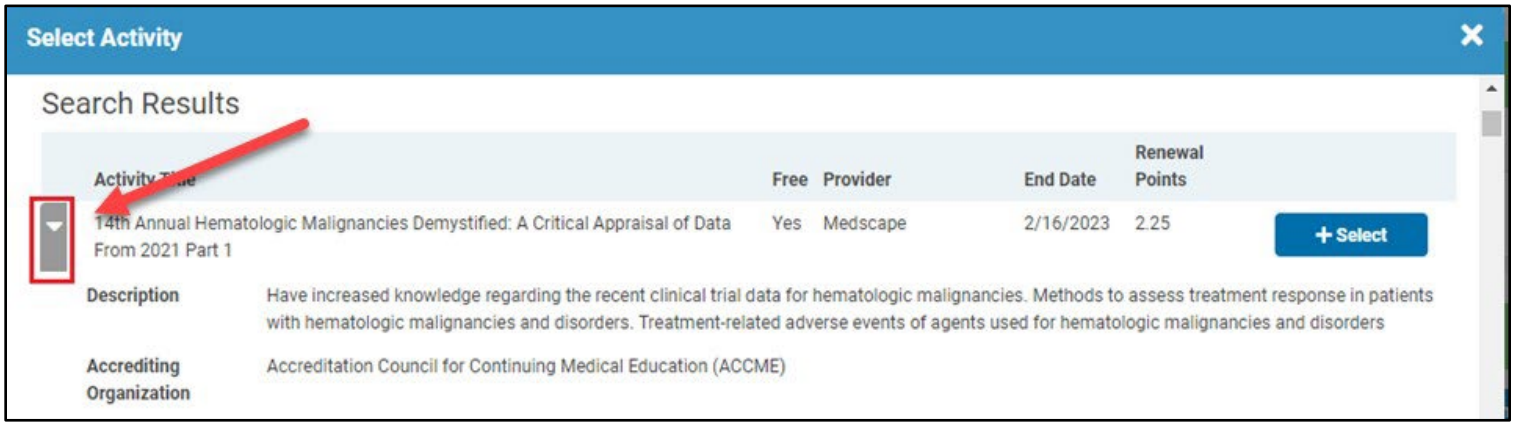
- **Keyword/Subject Area** – search by any word or multiple words/phrases, including activity title, subject area or description.
- **Dates** – search by end/expiration date for activities to take. *Note: Not all activities will have an end date. The field may be blank.*
- **Total Renewal Points Between** – 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. N*ote: 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.

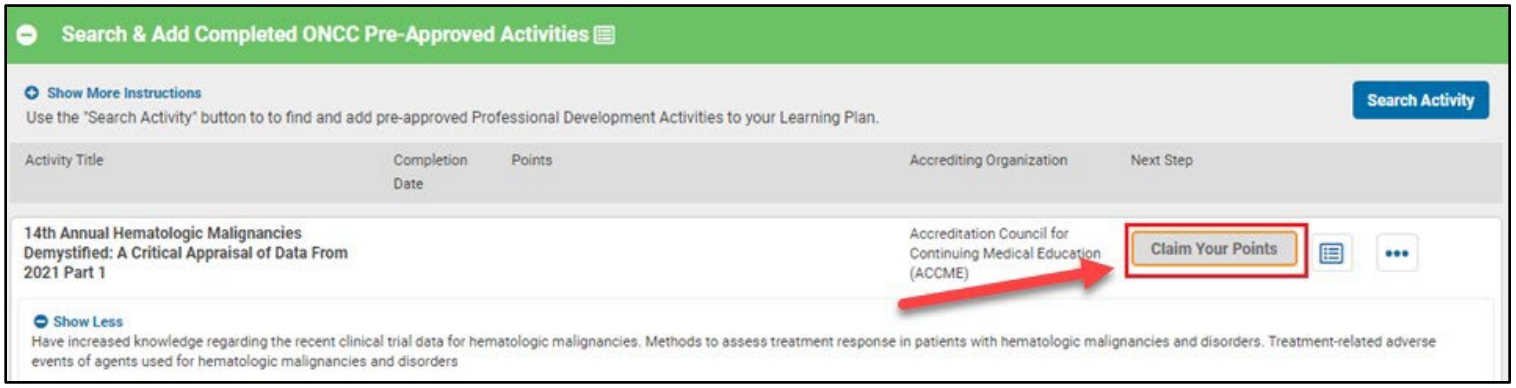
Next, the "Search Results" will display allowing you to select an activity.



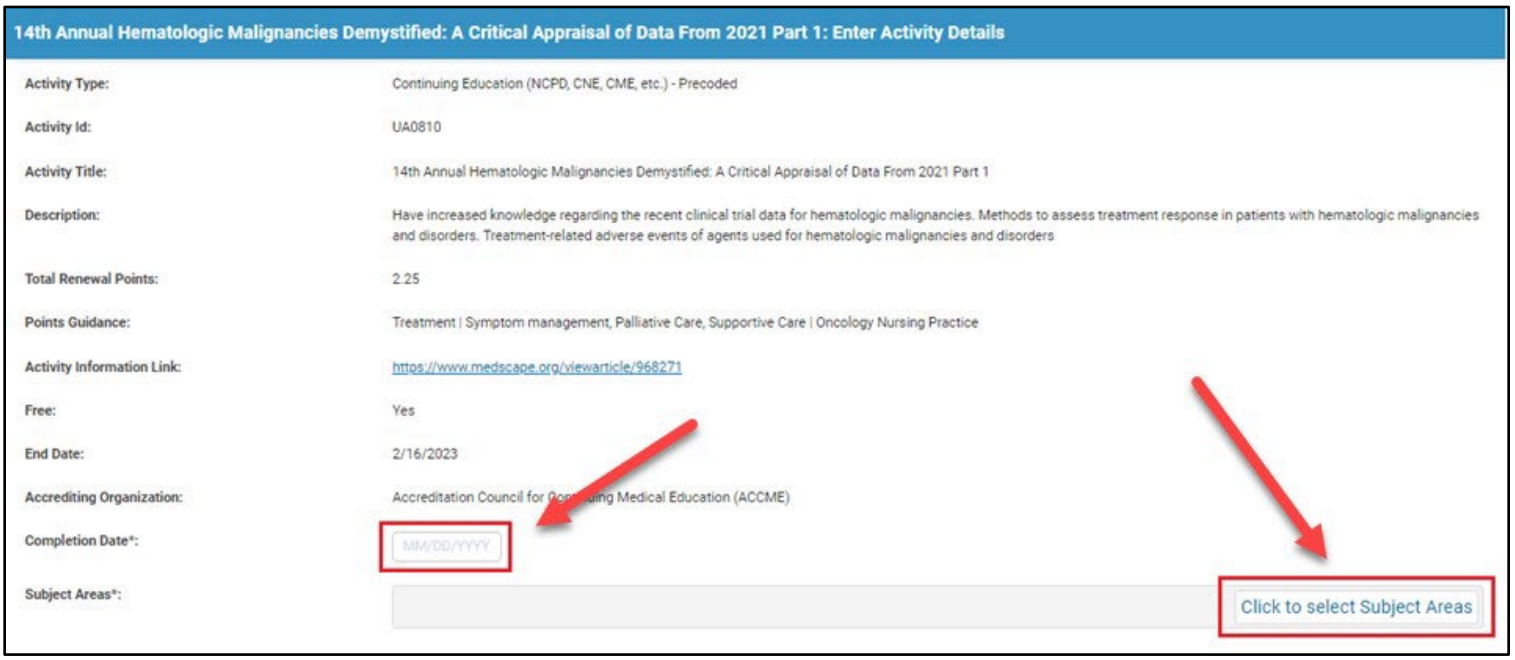
On this screen, you can also select the arrow to expand an activity and see additional details such as description and accrediting organization. Click "Select" next to the activity to add it to your learning plan.



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

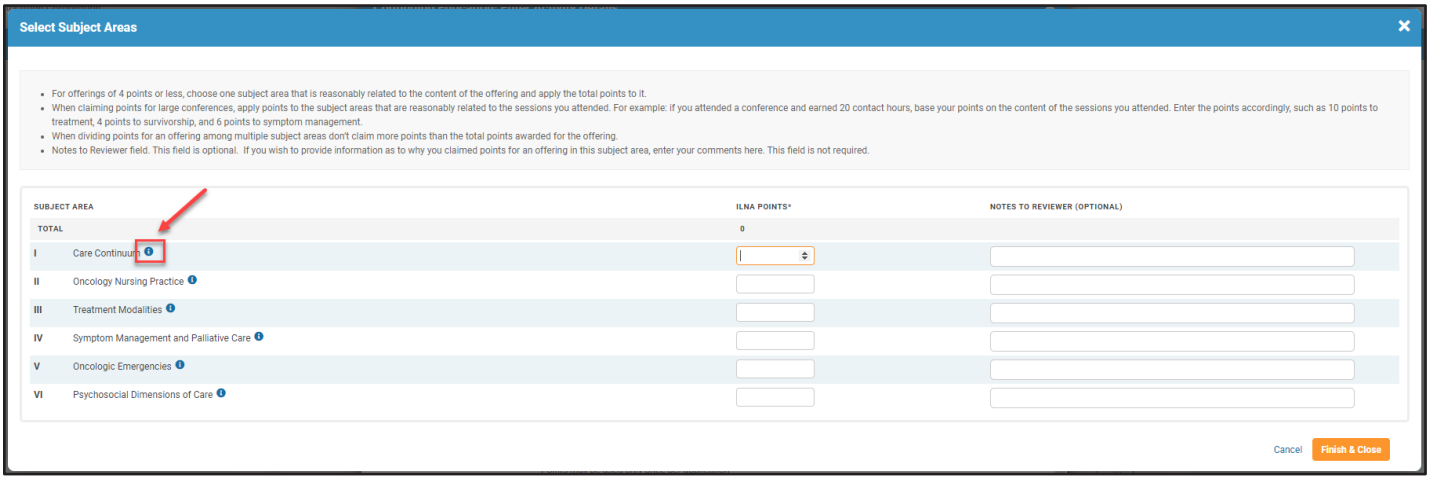


The activity details will appear. You must enter the date you completed the activity and select 'Click to select Subject Areas' to apply the points to the correct subject areas.



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.



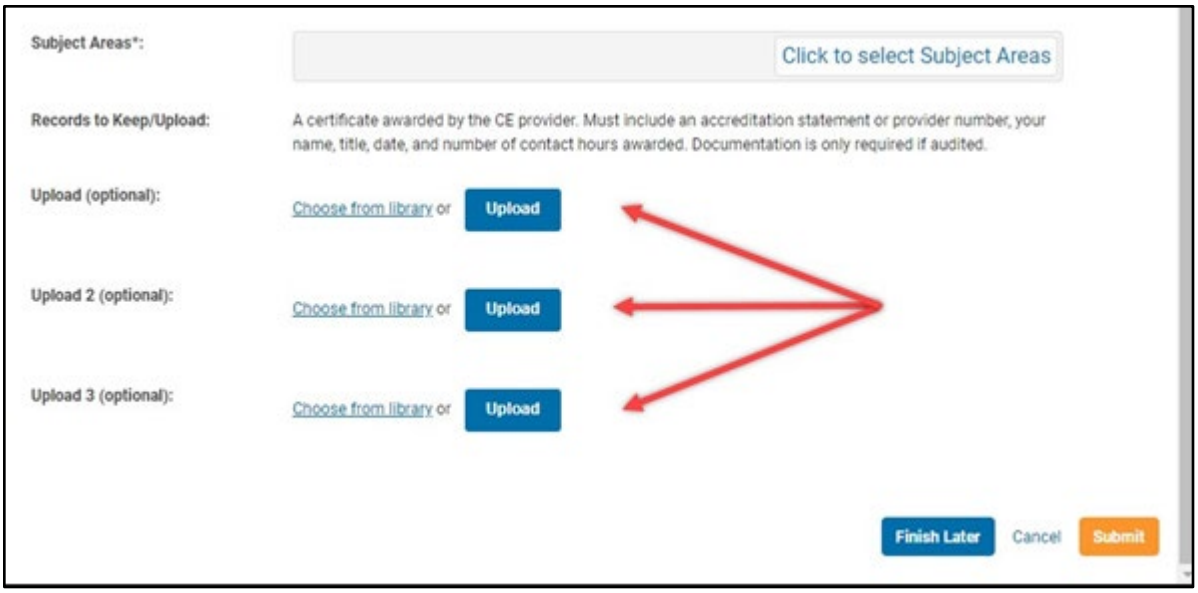
You have the option to include a note about your points. It can be helpful to include a rationale if you're claiming points that are not an obvious fit based on the program title.

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.)

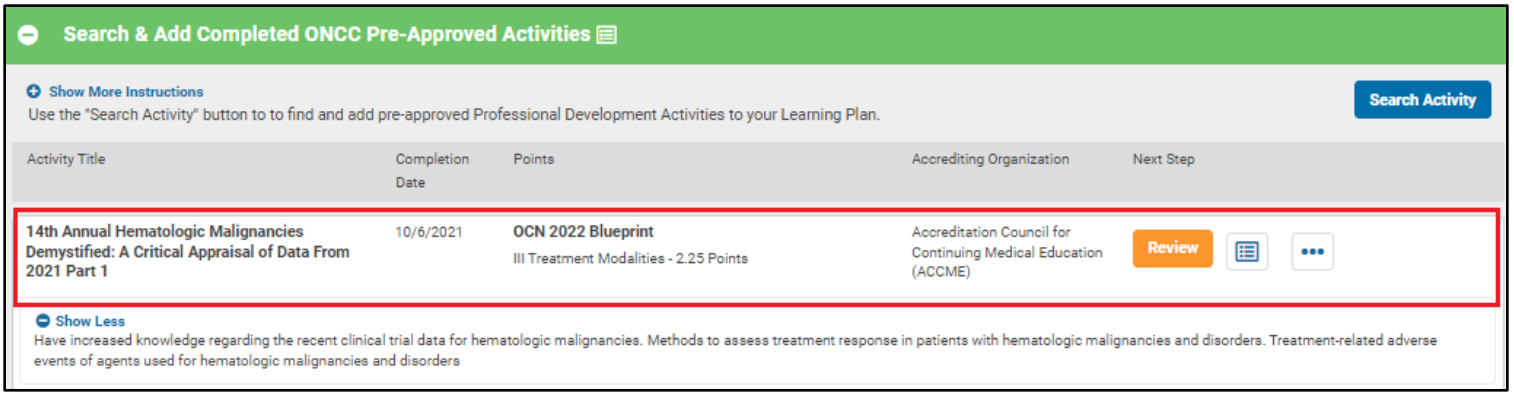
- To upload, you will need to have an electronic copy of your document on your computer. Most file formats can be uploaded (e.g., .pdf, .doc, .jpg, .bmp, .eps, .png).
- Click "Upload". This will open a window that allows you to select a file from your computer.



Save Your Entry

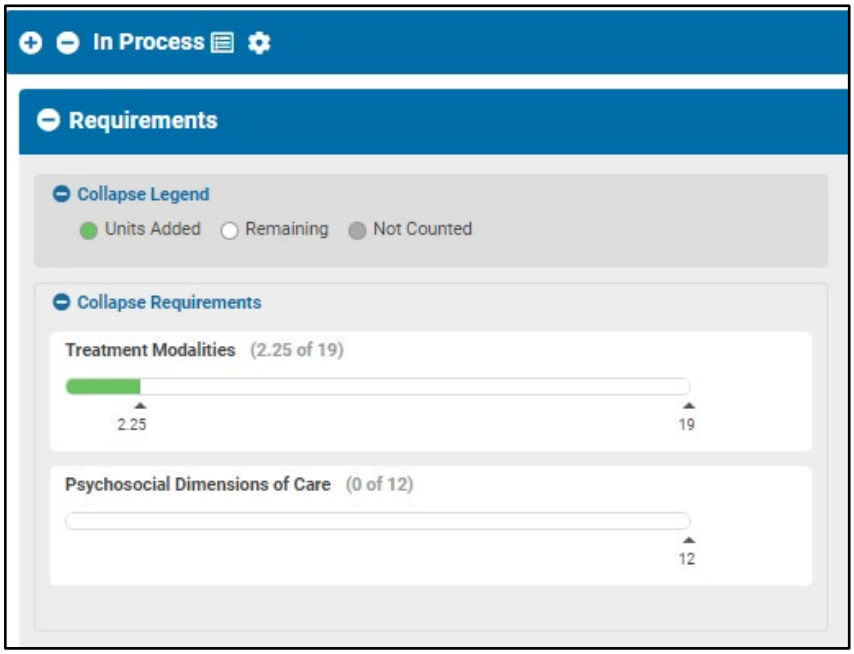
Click "Submit" to save your entry to your learning plan.

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



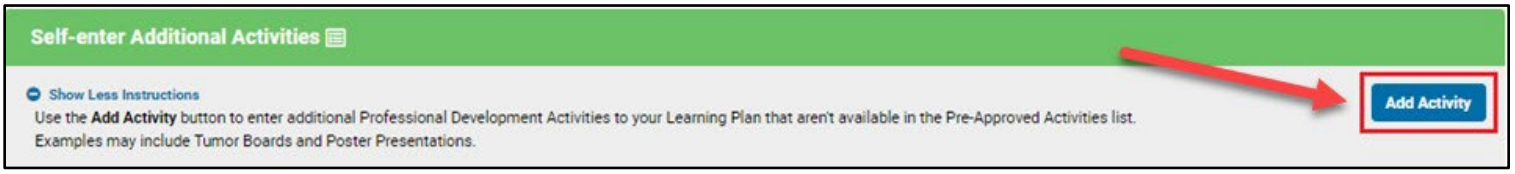
Your Requirements Progress Bar(s) will update to show the points you've entered.

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.



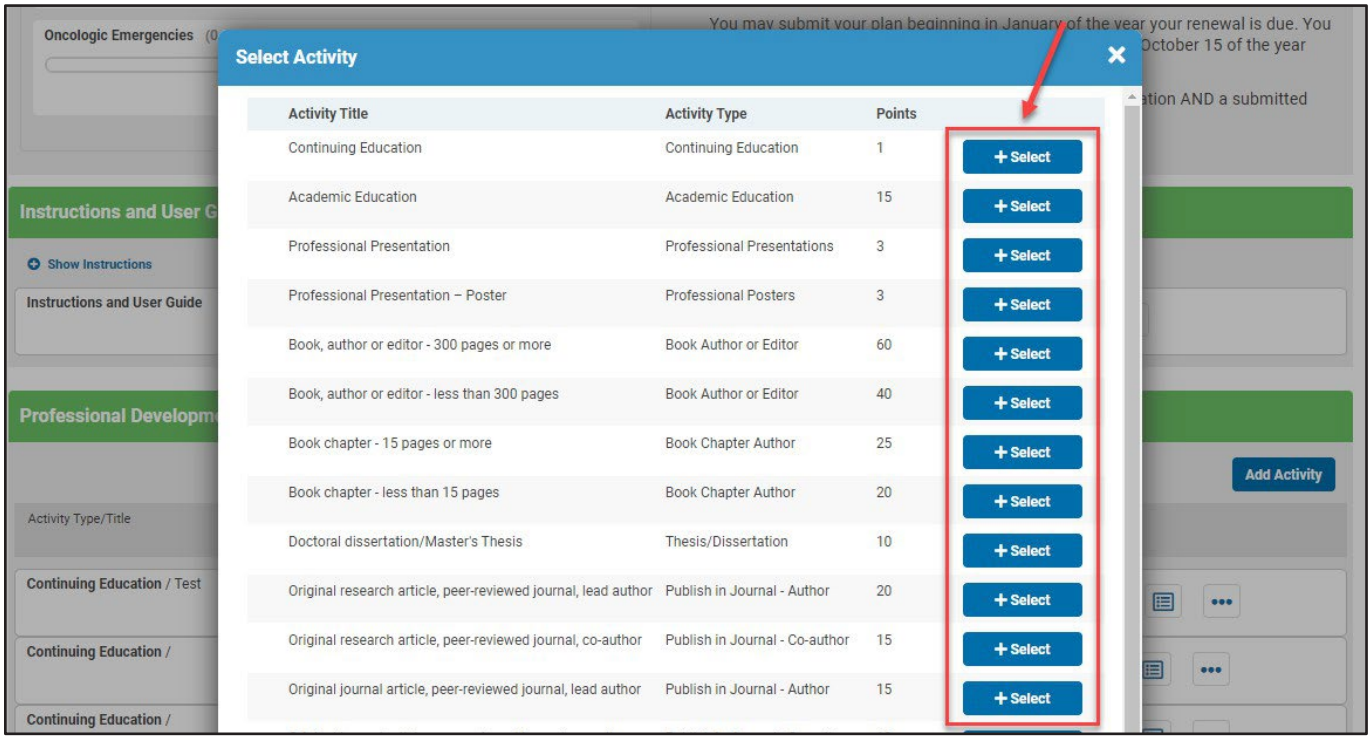
Entering Additional Activities

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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Instructions and User G
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Activity Type/Title
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You may submit your plan beginning in January of the year your renewal is due. You
October 15 of the year
tion AND a submitted
Add Activity
Select Activity
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
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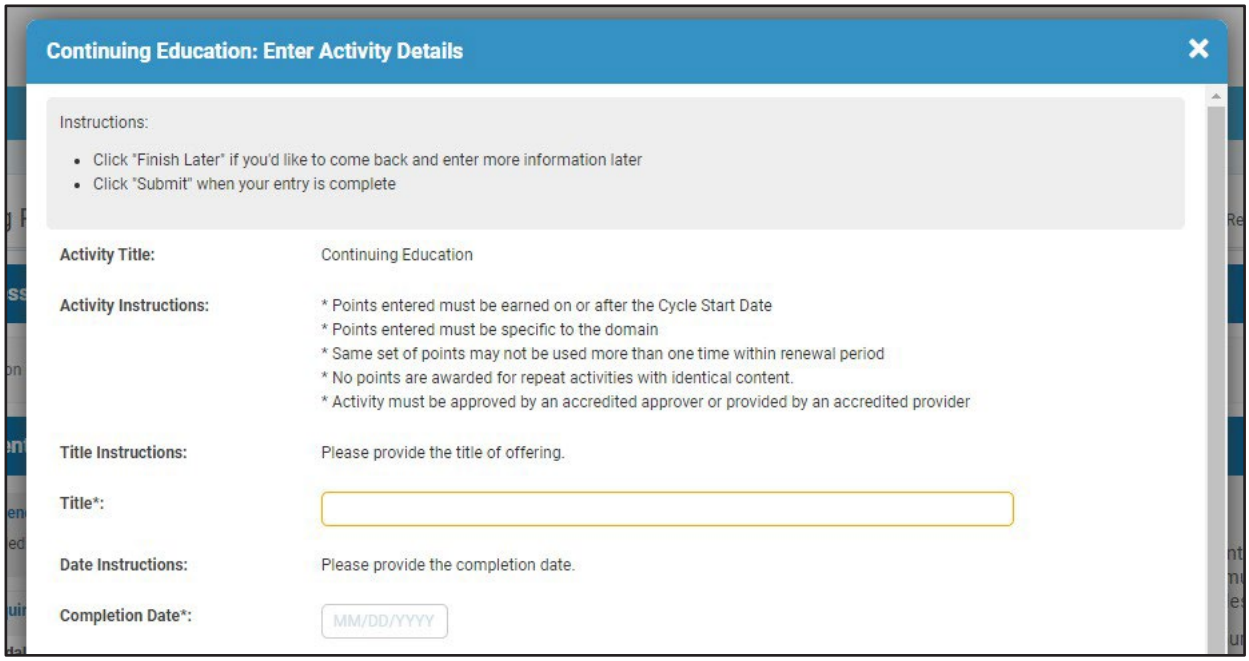
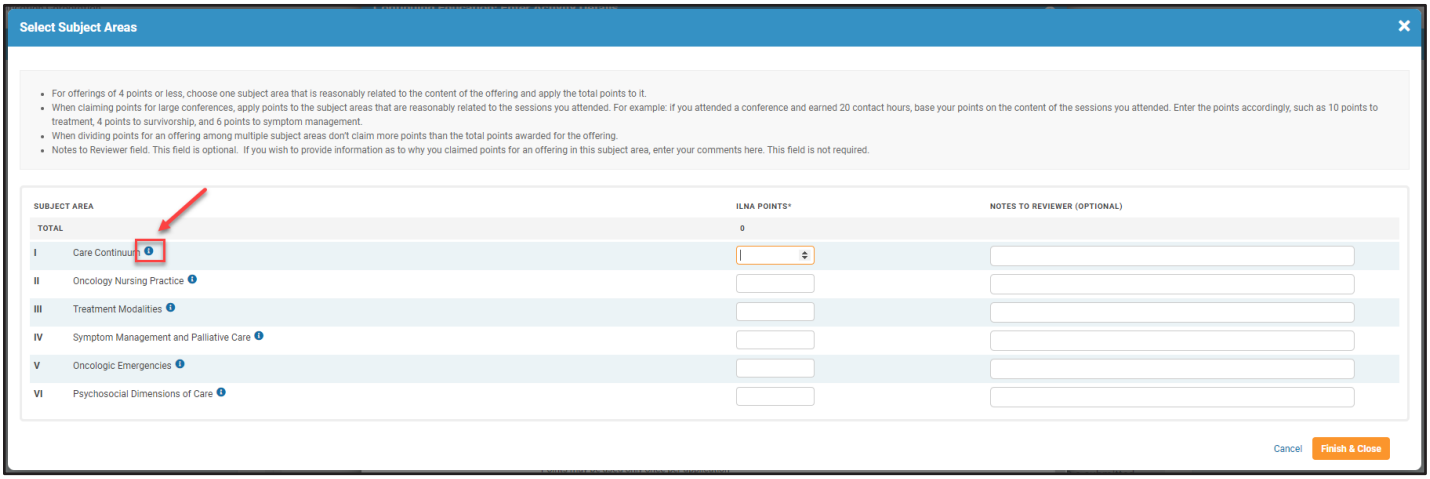
+ Select

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



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.



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.)

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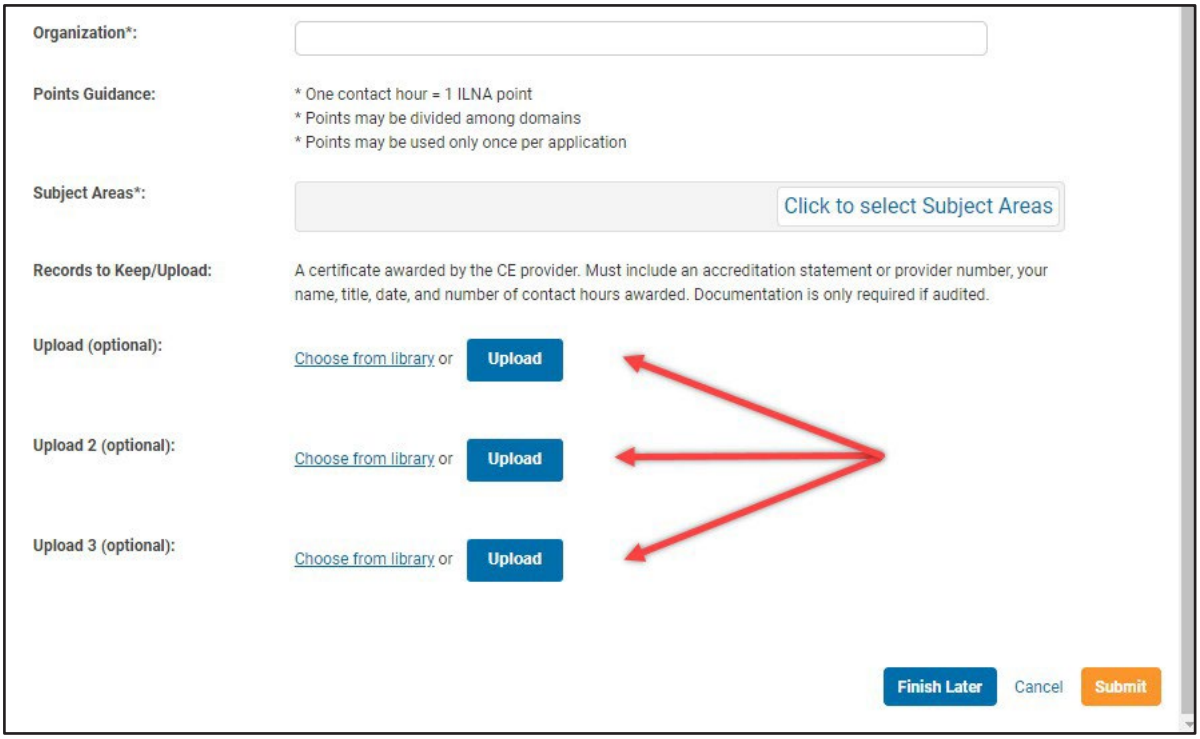

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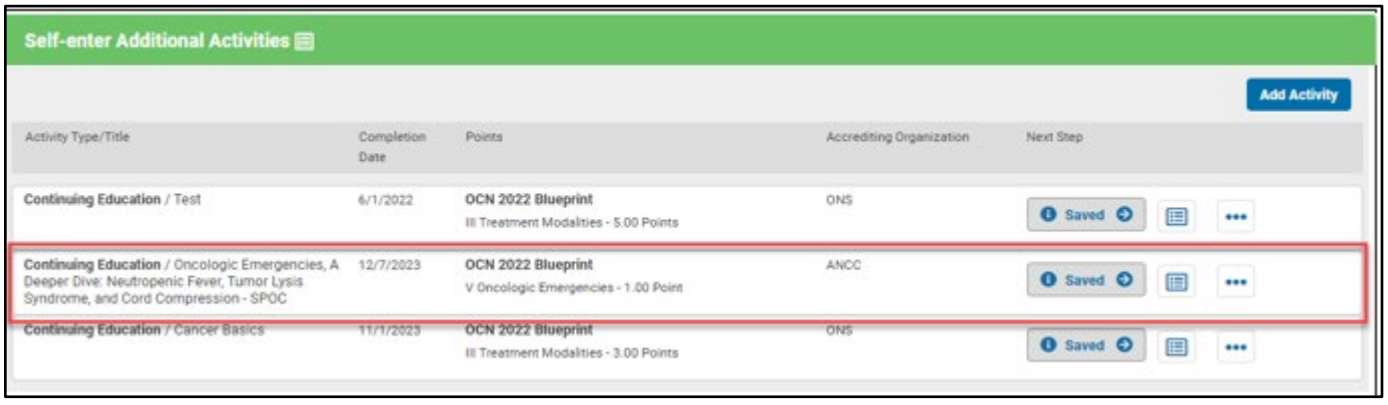

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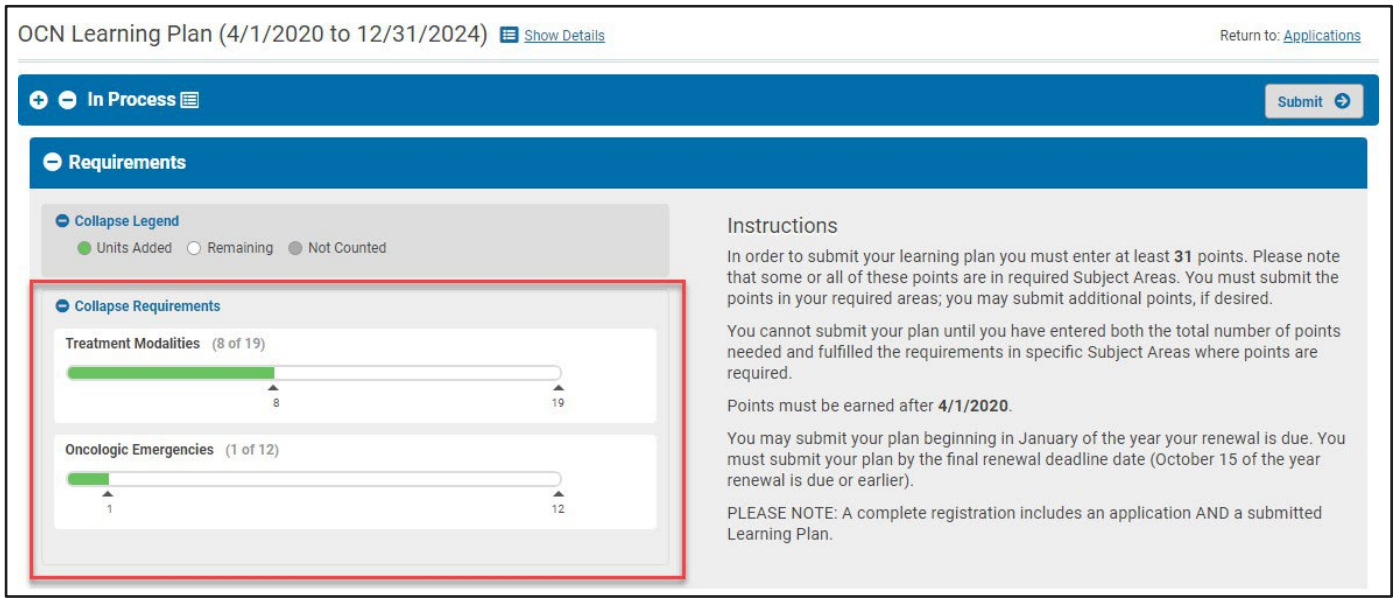
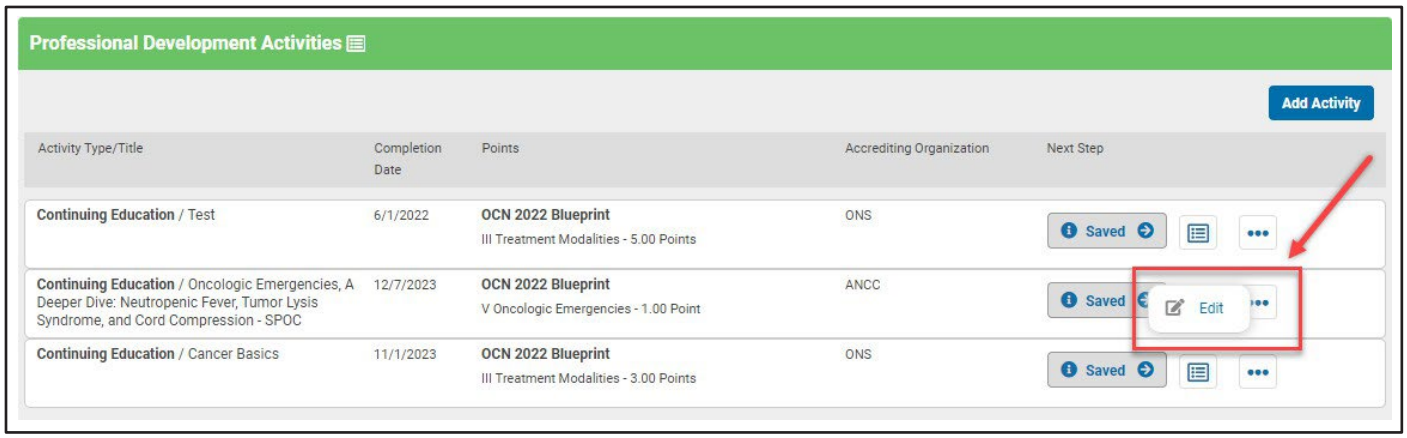


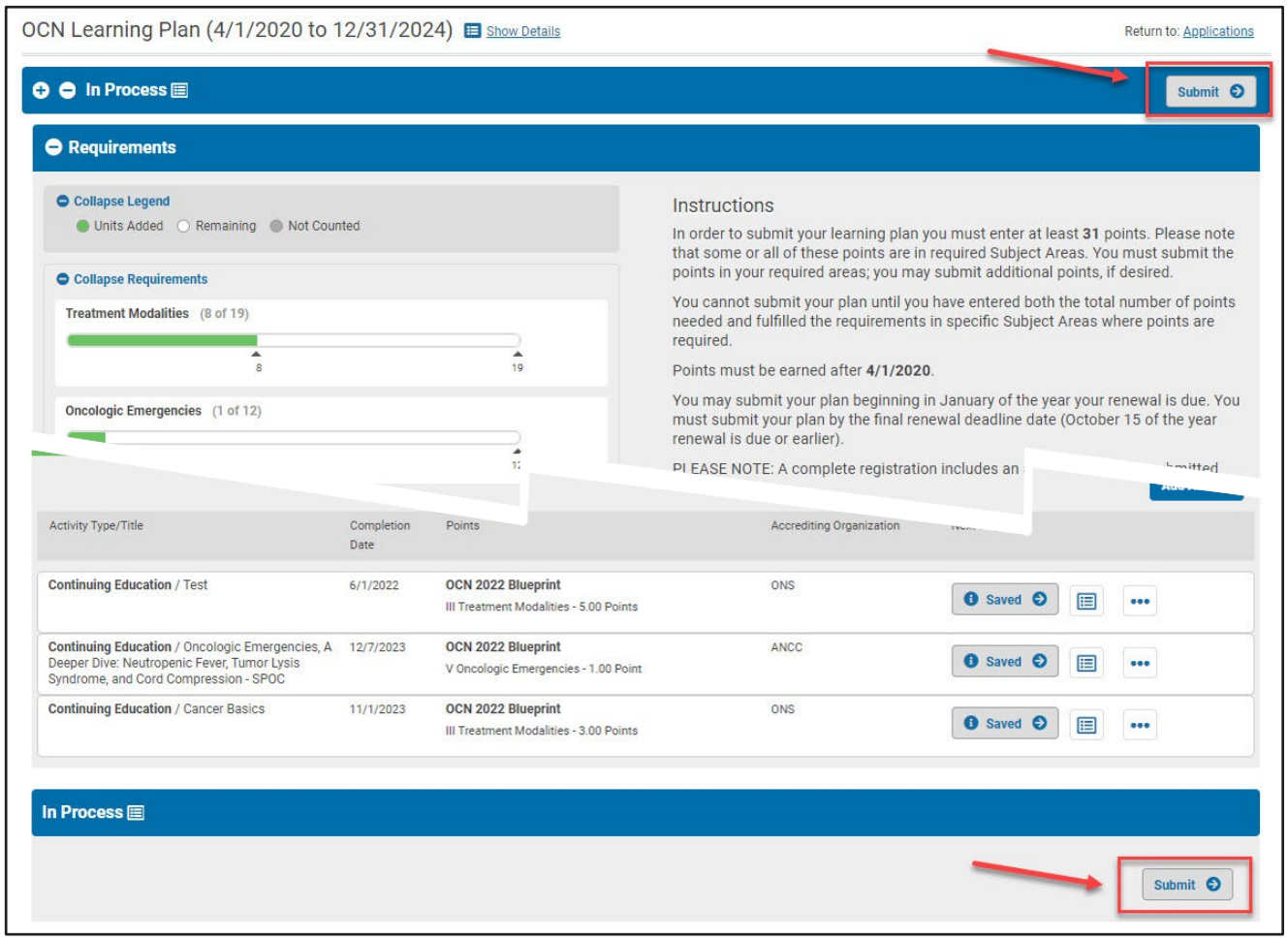
Editing Your Entries

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.



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.



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.

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