



Continuing Competency Program

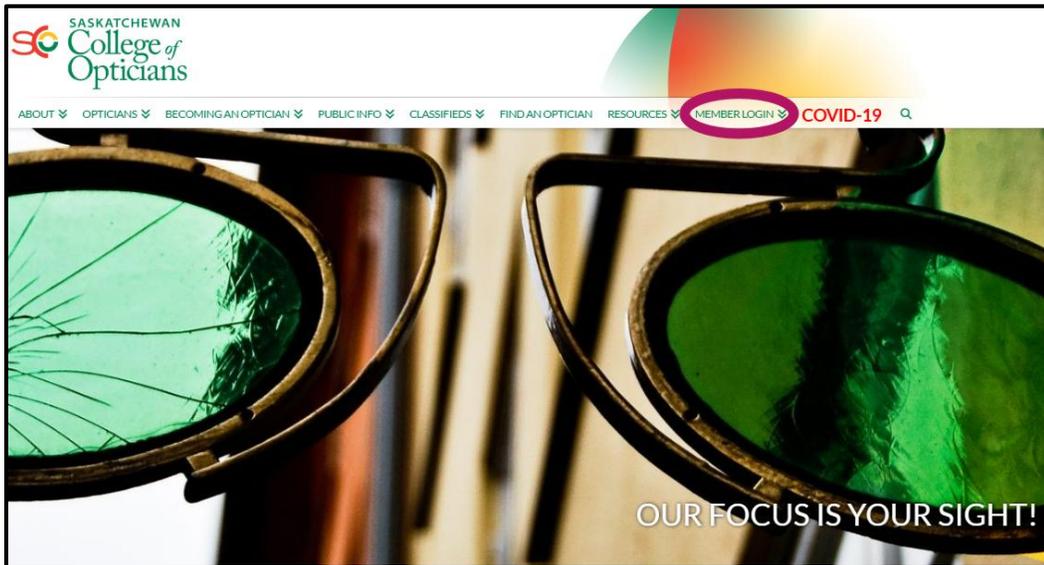


Instruction Manual: Login & Assessment

This manual is intended to assist registrants in using the online tools necessary for completing the Continuing Competency Program (CCP). It provides step-by-step instructions, as well as tips to consider for an optimal experience.

Login & Navigating the Main Page:

1. Go to the SCO website, www.scoptic.ca
2. In the upper, right-hand corner, click “Member Login”:



3. You will be asked to enter your User ID, Password, and License #

TIP: Your login information will be the same that you use when you login to renew your license. You will need to remember the information as you will be logging in several times throughout your cycle. If you cannot remember your login information, or have difficulty logging in, please contact our office for assistance.

MEMBER LOGIN

User ID:

Password:

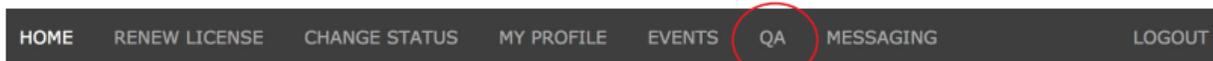
Registration/License #:

[Change Password](#)

[Forgot User ID and/or Password](#)

Enter the information and click “Login.”

4. Once you have logged in, click “QA” (for Quality Assurance) at the top of your screen:

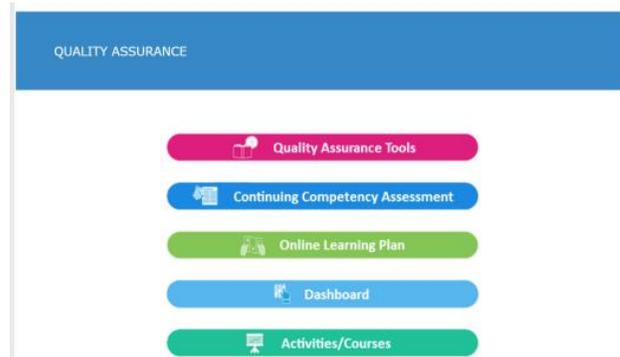


5. You now have a few options:

A. Quality Assurance Tools

You may wish to click “Quality Assurance Tools” to link back to our website for information about the program: an information guide, an extensive FAQ document, goal setting examples, etc. You are encouraged to review this information

before getting started, but you will also have access to this button throughout the system, or can find it on our website at any time.



B. Continuing Competency Assessment

If you are ready to start the program, your first requirement will be to complete the assessment. To do so, click “Continuing Competency Assessment” for access. *(Read further in this document for more instruction on taking the assessment.)*

TIP: At the start of each cycle, it is a good idea to complete the assessment portion of the program within the first month or two, to ensure you are leaving yourself enough time to create and complete 2 goals during your first year. You will need to complete 6 by the end of your cycle.

C. Online Learning Plan

If you have already completed the assessments required, you can click “Online Learning Plan” to start the next portion of the program. This is where you will create your goals and work on your plan, or access it when needed throughout your cycle.

Note: If you have not yet completed your assessments, you will not have access to this button. You must first complete the assessments before you can begin creating your learning plan.

D. Dashboard

You may also click “Dashboard” to see your progress in achieving your goals throughout your cycle, as well as any News/Updates from the SCO.

E. Activities/Courses

If you have already completed the assessments required, you will need to decide on your goals and learning plans. Clicking on the “Activities/Courses” button will give you access to a list of known, accredited activities that have been assigned specific Learning competencies, to help

you in your planning. These activities are meant to provide some guidance if needed, but you should also seek out activities on your own.

Quality Assurance Tools:

By clicking “Quality Assurance Tools”, you will have access to this guide, as well as these other helpful guides and documents:

Continuing Competency Program (CCP) Guide - The Information Guide provides some background on quality assurance, and on the program specifically. It also goes into greater detail about the program requirements, and further explains each step of the process.

CCP Introduction - This how-to manual will provide step-by-step instructions on how to complete your online learning plan. It will show you where to create goals and plans, how to add activities into your plans, and where to reflect on your learning.

SMART Goals: Examples - The SMART Goal guide explains what a SMART goal is, and provides specific tips on creating proper goals. It also offers several examples of appropriate SMART goals, suggested formatting when creating goals, and a practice worksheet.

Learning Goal/Plan Worksheet - This worksheet can be used if you wish to manually write out your goal and plan out your activities before adding them to your online program.

Continuing Competency Assessment:

For more information on this portion of the program, please refer to the **CCP Guide**.

1. If you are ready to start the program, your first requirement will be to complete the assessment. To get started, click “Continuing Competency Assessment.”

TIP: There is no need to prepare for the assessment in advance. Find a quiet place that will be free from disruption, ensure that your Internet connectivity is strong and secure, and allow 60-90 minutes to complete each section, at your convenience.

2. Once you have clicked “Continuing Competency Assessment”, you will see 4 different assessments. You will need to complete whichever assessments have been made available to you. Click on the “Start” button to begin an assessment:

CONTINUING COMPETENCY ASSESSMENT

Welcome to the start of your new education cycle!

To begin, you will need to complete the assessments below. You will see there are 4 different assessments – each has been created to measure an optician’s current level of competency in their different areas of practice, using multiple-choice questions. You will need to complete whichever assessments you are eligible for.

Some things to remember:

1. These are not exams. No matter what the results are, you cannot fail the assessment or lose your license. The results of the assessment are simply to provide you with information about yourself, to help you plan your professional growth and focus on the areas that may need development.
2. Each assessment is timed, so please allow yourself the appropriate amount of time to complete it. Once you click ‘Start’ to begin an assessment, you cannot pause it and return to it later.
3. You do not need to complete all assessments in one sitting. You may do one today, and one next week if you wish, but if you start one you must finish it at that time.
4. Enjoy the process! This program is designed to benefit you and your development. You are already good at what you do – this is a great opportunity to learn more about yourself and create your own plan for further growth in your profession!

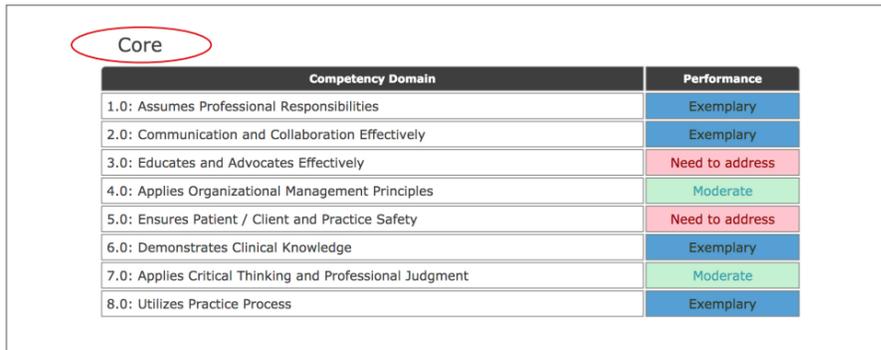
Core	<input type="button" value="START"/>	Not Started 80 stems, 90 minutes
Eyeglasses	<input type="button" value="START"/>	Not Started 60 stems, 70 minutes
Contact Lenses	<input type="button" value="START"/>	Ineligible
Refracting	<input type="button" value="START"/>	Ineligible

3. For the assessment, you will be answering multiple-choice questions. As the assessment is timed, you will see how much time you have remaining to complete the assessment, on the right side of your screen.

TIP: During the assessment, you can advance each screen by clicking “Next”, but also go back to older questions by clicking “Previous” if you want to review your answers, or re-visit a question later. You can also change any of your answers prior to submitting.

Once you have answered all questions, you can click “Submit the Assessment” on the final page. You will then be taken back to the main assessment page.

4. Once you have completed a section of the assessment, you can click “View Assessment Results” to see your results for the sections you have completed. Your assessment results will be made available immediately after completing one of the sections. The results will also be available for you to view at any point throughout your cycle.
5. Once you have clicked “View Assessment Results” you will be able to see which competencies you are Exemplary in, are Moderate in, or those you Need to address. This screen shows you the results from the Core section of the assessment. It lists the competencies on the left, and your competency profile (your results) on the right:



Competency Domain	Performance
1.0: Assumes Professional Responsibilities	Exemplary
2.0: Communication and Collaboration Effectively	Exemplary
3.0: Educates and Advocates Effectively	Need to address
4.0: Applies Organizational Management Principles	Moderate
5.0: Ensures Patient / Client and Practice Safety	Need to address
6.0: Demonstrates Clinical Knowledge	Exemplary
7.0: Applies Critical Thinking and Professional Judgment	Moderate
8.0: Utilizes Practice Process	Exemplary

6. If you need to complete other sections of the assessment, you can click “QA” at the top of the screen which will take you back to your initial options, or click the "Assessment" button.

Once you have completed all assessment sections required of you, you are now ready for the next portion of the CCP - the Online Learning Plan. From your results, you will choose which competencies to work on, create some goals, and plan out the activities you will be participating in to achieve those goals.