How to check you have completed and submitted your PD tools

Steps for Self-Checking:

1. **Ensure you have met the minimum requirements before you submit your tools to the College.**

The minimum requirements are as follows:

- Complete at least one Self-Assessment according to the instructions provided and by filling in all required fields in the tool.
- Complete at least one Learning Plan by filling in the minimum required fields; this means that the Learning Plan must include at least one Goal that has an Action Plan and a Reflection section filled in.
- Any Learning Record/s completed for the reporting cycle must contain:
    - Learning activities that demonstrate that you have participated in at least 40 hours of professional development learning activities which occurred during the relevant Professional Development cycle.
    - At least one Experiential activity, and at least one Didactic activity.

At this point, after you have checked that your tools are completed according to the minimum requirements and if you have not done so already, you are now ready to submit your tools to the College.

2. **Confirming that you have submitted your PD tools to the College**

The process for confirming that you have submitted your PD tools is the same across all three tools!

1. Make your way to the QA Portal.

2. Then, locate your Professional Development tools, and click the tools you wish to view – either the Self-Assessment, Learning Plan or Learning Record. This will bring you to the "Introduction" page for that tool.
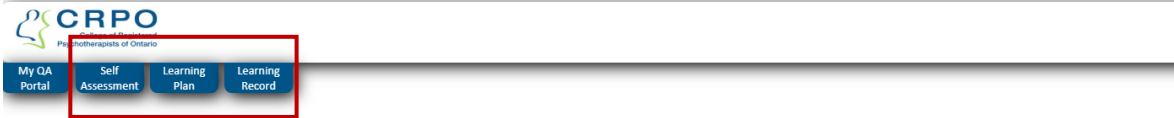
Professional Development Tools

The tools and resources that will help you meet your Professional Development (PD) requirements are available in this section. Look above to find tool tabs for the Self-Assessment, Learning Plan and Learning Record.

Instructions
Review the Professional Development Guide, linked below.

Then, begin a Self-Assessment by clicking on the "Self-Assessment" tab and following the instructions provided there.

To start, return to, or complete a PD tool, click on the corresponding tab.

**Want to know more about your PD requirements and deadlines?**
Read the Professional Development Guide, which provides detailed information about the requirements, tools and corresponding deadlines.

The College also hosts PD Information Sessions, which take place by webinar. Look for information about these sessions in the CRPO Communiqués. Recordings of the sessions are often posted to the QA page of the crpo.ca website.

3. If you have previously submitted a Self-Assessment to the College, below the green tool header bar you will see a drop-down menu labeled "You have multiple versions." If you submitted or marked a tool as complete, the date you did so will appear in the drop-down menu. Clicking on the date will open a non-editable ("read-only") version of the tool. This means you have submitted that Self-Assessment tool.

   - See an example of the Learning Record below. The first screen shot shows the drop-down menu where you can select submitted versions.
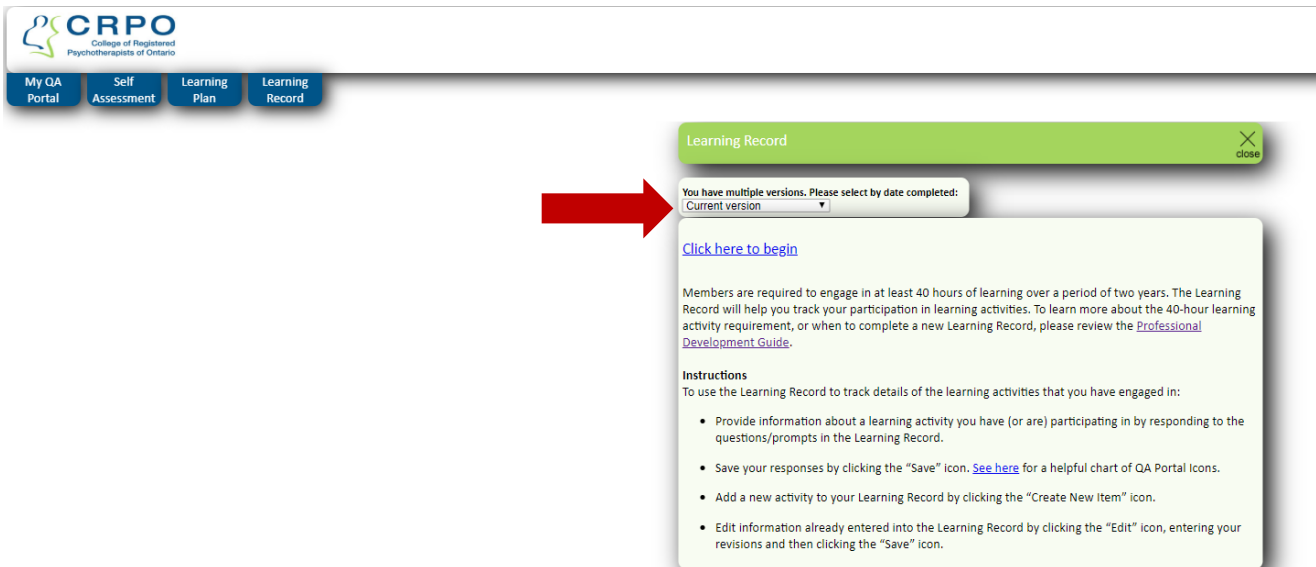
4. Once you select a date from the drop-down menu, you will see in red text "Completed Learning Record is read-only." This means that the Learning Record was submitted. All submitted tools are labelled in a similar fashion.
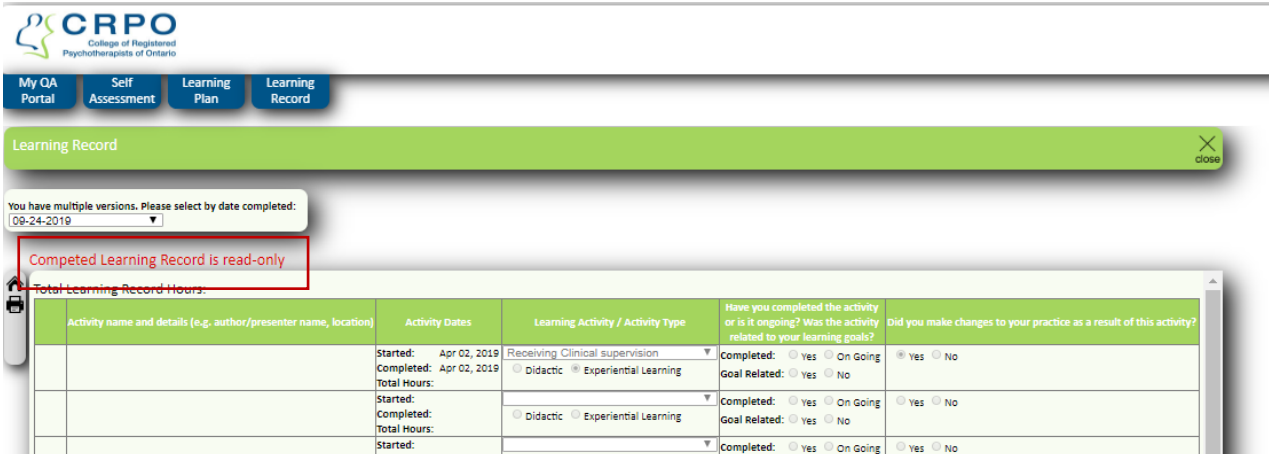
5. **Note: If you do not see the "Please select by date…" menu, this means you have NOT previously submitted a version of that tool to the College.**

   You will need to:

   A. Click the blue "Click here to begin" link on the landing page to open your current/open version of the tool.
   B. Complete the tool by ensuring you fill in at least the minimum requirements OR complete any outstanding portions of the tool in order to ensure that it meets the minimum requirements.
   C. Submit the tool to the College on or before your submission deadline.

7. A final caution: If what you have already submitted to the College does not meet the minimum requirements, we recommend that you complete another tool that does meet the requirements. **Submitted tools cannot be edited or re-opened for editing**. You can create a new tool containing data duplicated from a tool submitted in error, but ensure that it contains all information necessary to meet the minimum requirements. It does not matter if you have multiple tools for the same reporting cycle – what matters is that what you submit meets or exceeds the minimum requirements.