

## 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.

Go to the ONCC website, [www.oncc.org](http://www.oncc.org), and log in with your ONCC username and password.

Click My Account.

On your account dashboard, click the link to 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.

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

Arlo Pear: OCN Learning Plan (3/28/2014 to 12/31/2018) [Show Details](#) [Return to: Learning Plans](#)

**In Process** [In Process](#)

**Requirements**

**Collapse Legend**  
● Units Added ○ Remaining ● Not Counted

**Collapse Requirements**

Treatment Modalities (0 of 16) 16

Palliative and End of Life Care (0 of 11) 11

Professional Performance (0 of 8) 8

**Instructions**

In order to submit your learning plan you must enter at least 35 points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas, but you are not required to earn and submit additional points.

You cannot submit your plan until you have entered both the total number of points needed and fulfilled the requirements in specific Subject Areas where points are required.

Points must be earned after **3/28/2014**.

You may submit your plan beginning in January of the year your renewal is due. You must submit your plan by the final renewal deadline date (October 15 of the year renewal is due or earlier).

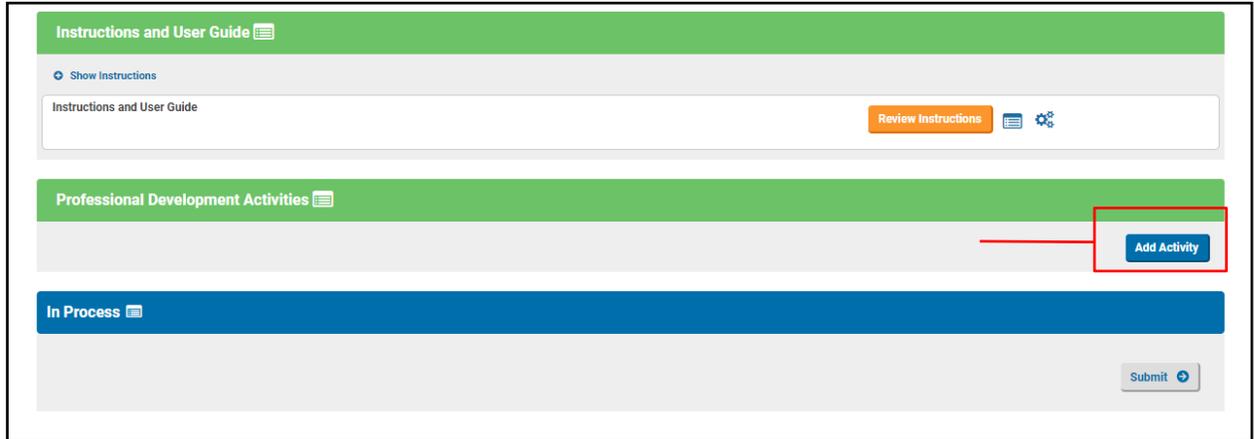
**Subject areas where points are required**

**Number of points required in each subject area**

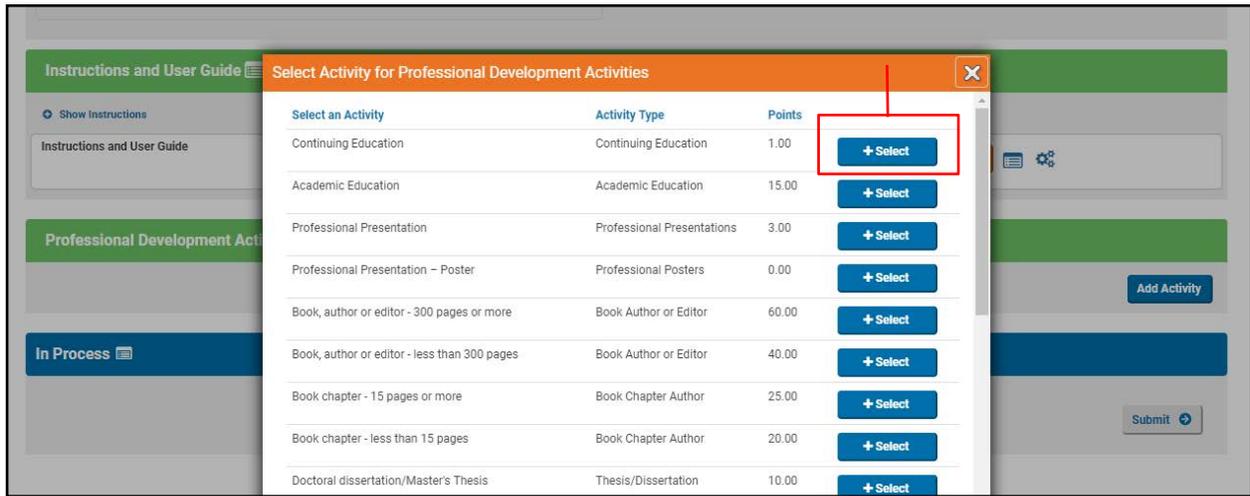
[Instructions and User Guide](#)

## Entering Points

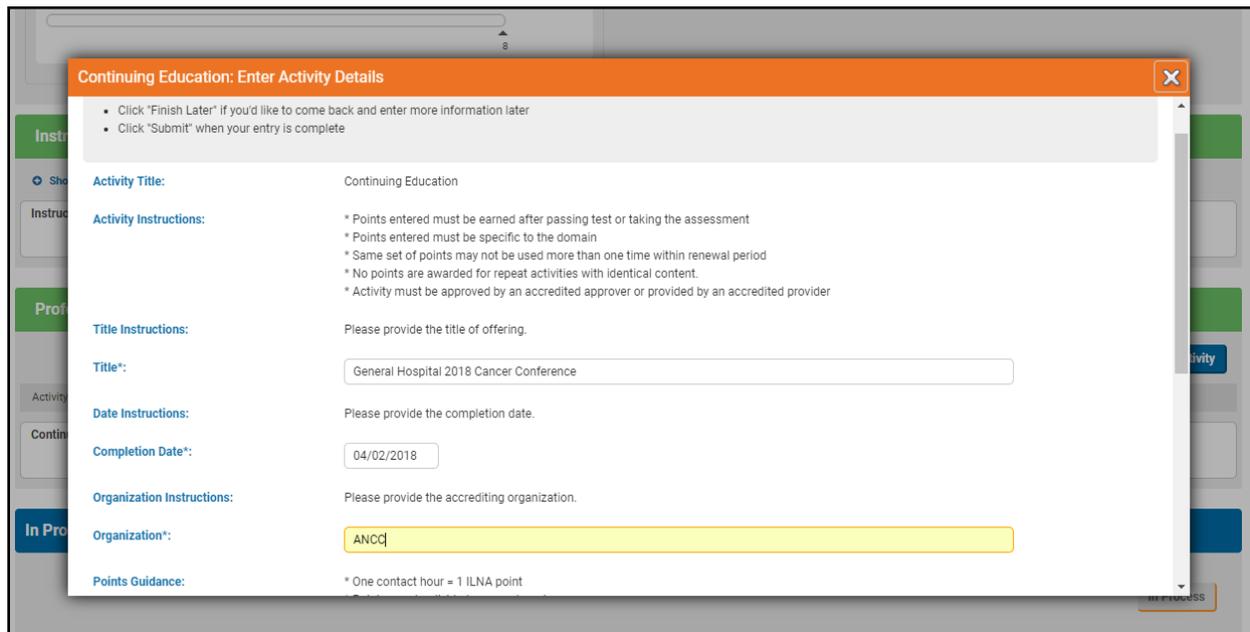
- Gather your documentation (e.g., CE certificates). You'll need information found in your documentation.
- Click the blue "Add Activity" button.



Next, the "Select Activity" window will open. Select the activity type: Continuing Education, Academic Education, Presentations, or various types of Publications.



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



Click “Select Subject Areas” 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.

SUBJECT AREA	ILNA POINTS*	NOTES TO REVIEWER (OPTIONAL)
TOTAL	8	
I. Health Promotion, Screening, and Early Detection ⓘ	<input type="text"/>	<input type="text"/>
II. Scientific Basis for Practice ⓘ	<input type="text"/>	<input type="text"/>
III. Treatment Modalities ⓘ	5	<input type="text"/>
IV. Symptom Management ⓘ	<input type="text"/>	<input type="text"/>
V. Psychosocial Dimensions of Care ⓘ	<input type="text"/>	<input type="text"/>
VI. Oncologic Emergencies ⓘ	<input type="text"/>	<input type="text"/>
VII. Survivorship ⓘ	<input type="text"/>	<input type="text"/>
VIII. Palliative and End of Life Care ⓘ	2	<input type="text"/>
IX. Professional Performance ⓘ	1	One hour of program was about ethics in nursing

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.

**Continuing Education: Enter Activity Details**

Organization\*: ANCC

Points Guidance: \* One contact hour = 1 ILNA point  
\* Points may be divided among domains  
\* Points may be used only once per application

Subject Areas\*: OCN 2013 Blueprint

- III. Treatment Modalities - 5.00 Points
- VIII. Palliative and End of Life Care - 2.00 Po... ⓘ
- IX. Professional Performance - 1.00 Points

[View / change](#)

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.

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

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

## 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.

**Continuing Education: Enter Activity Details**

**Organization\*:** ANCC

**Points Guidance:**  
\* One contact hour = 1 ILNA point  
\* Points may be divided among domains  
\* Points may be used only once per application

**Subject Areas\*:** OCN 2013 Blueprint

- III. Treatment Modalities - 5.00 Points
- VIII. Palliative and End of Life Care - 2.00 Points
- IX. Professional Performance - 1.00 Points

[View / change](#)

**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.

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

## 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.

**Instructions and User Guide**

[Show Instructions](#)

Instructions and User Guide [Reviewing Instructions](#)

**Professional Development Activities** [Add Activity](#)

Activity Type/Title	Completion Date	Points	Organization	Next Step
Continuing Education / General Hospital 2018 Cancer Conference	4/2/2018	3 Subject Areas - 8.00 Points OCN 2013 Blueprint III. Treatment Modalities - 5.00 Points VIII. Palliative and End of Life Care - 2.00 Points IX. Professional Performance - 1.00 Point	ANCC	<a href="#">Review</a>

**In Process** [In Process](#)

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

Arlo Pear: OCN Learning Plan (3/28/2014 to 12/31/2018) [Show Details](#) Return to: [Learning Plans](#)

**In Process** In Process

**Requirements**

**Collapse Legend**  
● Units Added ○ Remaining ● Not Counted

**Collapse Requirements**

**Treatment Modalities (5 of 16)**  
Progress bar: 5 / 16

**Palliative and End of Life Care (2 of 11)**  
Progress bar: 2 / 11

**Professional Performance (1 of 8)**  
Progress bar: 1 / 8

**Instructions**  
In order to submit your learning plan you must enter at least **35** points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas, but you are not required to earn and submit additional points.  
You cannot submit your plan until you have entered both the total number of points needed and fulfilled the requirements in specific Subject Areas where points are required.  
Points must be earned after **3/28/2014**.  
You may submit your plan beginning in January of the year your renewal is due. You must submit your plan by the final renewal deadline date (October 15 of the year renewal is due or earlier).

After you have entered all the points required for a subject area, you'll see check marks next to the Requirements Bar(s).

**In Process** In Process

**Requirements**

**Collapse Legend**  
● Units Added ○ Remaining ● Not Counted

**Collapse Requirements**

**Treatment Modalities (17 of 16)**  
Progress bar: 17 / 16 ✓

**Palliative and End of Life Care (11 of 11)**  
Progress bar: 11 / 11 ✓

**Professional Performance (11 of 8)**  
Progress bar: 11 / 8 ✓

**Instructions**  
In order to submit your learning plan you must enter at least **35** points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas, but you are not required to earn and submit additional points.  
You cannot submit your plan until you have entered both the total number of points needed and fulfilled the requirements in specific Subject Areas where points are required.  
Points must be earned after **3/28/2014**.  
You may submit your plan beginning in January of the year your renewal is due. You must submit your plan by the final renewal deadline date (October 15 of the year renewal is due or earlier).

## Editing Your Entries

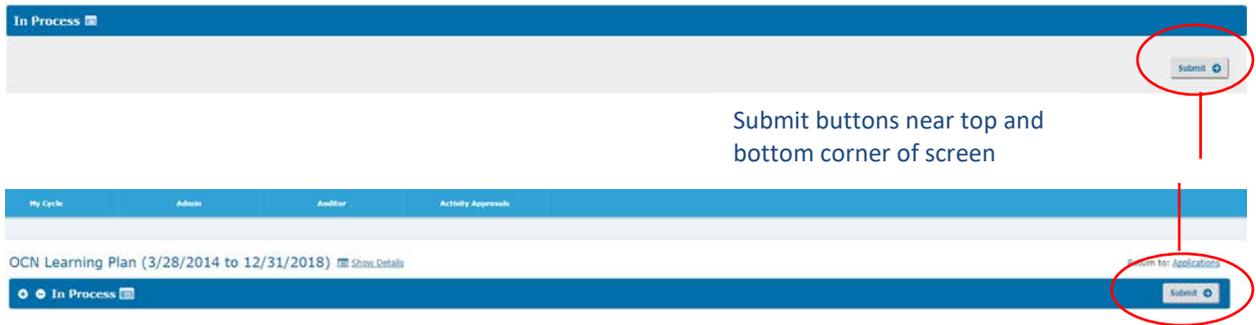
Click the *Gear icon* (Quick Link Actions) to edit or delete an entry.

**Professional Development Activities** [Add Activity](#)

Activity Type/Title	Completion Date	Points	Organization	Next Step
Continuing Education / General Hospital 2018 Cancer Conference	4/2/2018	3 Subject Areas - 8.00 Points OCN 2013 Blueprint	ANCC	<a href="#">Review</a>  

## Submitting Your Completed Plan

- There are “Submit” buttons in the upper/lower right corners of the page.
- The “Submit” buttons will change from gray to orange after you have met your requirements and may submit your plan. You cannot submit your plan until the year your renewal is due.
- Click the orange “Submit” button to submit your plan to ONCC. You cannot submit your plan until the “Submit” 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.
- **Do not** 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, 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 877-769-6622 or [oncc@oncc.org](mailto: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.



Click the clipboard icon to view a list of the activities you have entered in a subject area or details of an activity.



Click the gear icon to edit or delete an activity.