

## Renewal Instructions

1. Login to member profile.
2. Select “Click Here to Renew Now” at the top of the page.

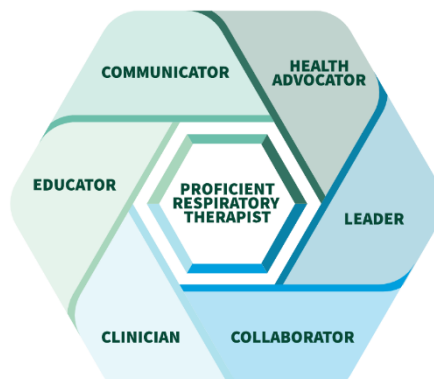
Dashboard  
Respiratory Therapist Member System

Your membership is up for renewal. It just takes a minute. [Click here to renew now.](#)

Profile Details, Education, Employment, Languages, Declarations, Documents, Certified Area of Specialty, Insurance, Professional Registrations, Volunteering, Download Licence

3. You will be instructed that you must complete your learning objectives for the year before you can proceed with your renewal. Select “Self Assessment” under the E-evolve CCP menu to your left. You will be directed to the new Self-Assessment Tool that will assist you in completing your learning objectives for the year.
4. When you enter the Self-Assessment Tool a “Quality Wheel” will appear. It is comprised of the 6 qualities that make up a “Proficient Respiratory Therapist”. Following reflection on your practice, you must choose at least one Quality to self-assess your associated skills in. To assist you in deciding, if you hover over a quality, a definition of the quality will appear. You may only self-assess on one quality at a time but are free to enter the self-assessment tool multiple times and self-assess on other qualities and can from one or more qualities for learning goals.

At least one (1) learning objective must be a Core Competency. Please use the Self-Assessment tool to save another Learning Objective which qualifies as a Core Competency



5. Following your selection on the Quality wheel, you will enter a section where you select competencies to self-assess yourself on. Select a **minimum of 4 competencies**. You must select a minimum of **one Core competency** to assess your skills on. As you select your competencies, take in to account your practice self-reflection and select competencies based on the area you wish to improve upon. Once you are satisfied with your selection hit “Save and Continue” at the bottom of the page.

### Leader Competencies

(Please select a minimum of four (4) competencies including one (1) core competencies)

[← Back to Quality Selection](#)

Selection	Competency
<b>Core Competencies</b>	
<input checked="" type="checkbox"/>	Demonstrate Professional Behaviour
<input type="checkbox"/>	Communicate Effectively
<input type="checkbox"/>	Optimize cardio-respiratory health and wellness of the community
<input type="checkbox"/>	Demonstrate critical thinking and reasoning skills
<input checked="" type="checkbox"/>	Perform administrative duties
<input checked="" type="checkbox"/>	Implement preventive measures to ensure health and safety
<input type="checkbox"/>	Demonstrate accountability appropriate to role in health care team
<b>Clinical Competencies</b>	
<input checked="" type="checkbox"/>	Optimize Patient Safety

[Save & Continue](#)

6. Within each competency selected there are a list of associated sub-competencies. The number of sub-competencies varies with each competency.

### SUMMARY TABLE:

*no assessments complete yet*

CORE COMPETENCY:

**DEMONSTRATE PROFESSIONAL BEHAVIOUR**

Sub-Competencies	Self Assessment Rating Scale			
	Not Applicable (0)	Developing (1)	Competent (2)	Proficient (3)
I exhibit professional behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to the scope of practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to professional clinical, legal, and ethical guidelines/regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adhere to institutional/organizational policies and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I participate in professional development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I participate in quality improvement processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save & Continue](#)

CORE COMPETENCY:

7. Next you will rate your competency level for each sub competency. For accuracy, please review the rating scale located in the “?” icon above. **Competencies rated “Developing” or “Competent” will be made available to select as learning objectives once you “Save & Continue”.** Please note, if you rate your performance as “Proficient” in all sub competencies, you will be unable to select a learning goal and will need to restart the process and select more competencies to rate yourself on. For more information on the sub-competency, hover over the “👁️” at the end of the statement. A window will appear providing you with additional information about the skills required for this competency. Following clicking “Save & Continue”, a summary table will appear.

**SUMMARY TABLE:**

Core Competency:	Demonstrate Professional Behaviour 👁️	
Comments/reflections:		
I exhibit professional behaviour 👁️	Proficient (3)	Edit
I adhere to the scope of practice 👁️	Competent (2)	Edit Save as Learning Objective
I adhere to professional clinical, legal, and ethical guidelines/regulations 👁️	Competent (2)	Edit Save as Learning Objective
I adhere to institutional/organizational policies and procedures 👁️	Developing (1)	Edit Save as Learning Objective
I participate in professional development 👁️	Proficient (3)	Edit
I participate in quality improvement processes 👁️	Proficient (3)	Edit

It is advised that you complete your rating of the sub-competencies in all categories before saving any as learning objectives. They will all be available in the summary table. When you click “Save as Learning Objective”, your selection will auto-populate this year’s learning log. **Remember, your self-assessment is only available to you and cannot be viewed by the NSCRT.**

8. Select your two learning objectives from the list by clicking “Save as Learning Objective” from the available list.


**SUMMARY TABLE:**

Core Competency:	Demonstrate Professional Behaviour 👁️	
Comments/reflections:		
I exhibit professional behaviour 👁️	Proficient (3)	Edit
I adhere to the scope of practice 👁️	Competent (2)	Edit View Learning Log
I adhere to professional clinical, legal, and ethical guidelines/regulations 👁️	Competent (2)	Edit Save as Learning Objective
I adhere to institutional/organizational policies and procedures 👁️	Developing (1)	Edit Save as Learning Objective
I participate in professional development 👁️	Proficient (3)	Edit
I participate in quality improvement processes 👁️	Proficient (3)	Edit

Core Competency:	Perform administrative duties 👁️	
Comments/reflections:		
I use relevant computer and electronic data applications 👁️	Developing (1)	Edit View Learning Log
I participate in institutional or professional meetings 👁️	Proficient (3)	Edit
I demonstrate responsible use of resources to minimize costs 👁️	Proficient (3)	Edit
I complete administrative reports 👁️	Proficient (3)	Edit
I perform assessments other than those related to patients 👁️	Proficient (3)	Edit
I assess peer/students competence and performance 👁️	Proficient (3)	Edit
I facilitate student and new staff orientation 👁️	Proficient (3)	Edit

9. Once you have selected your learning objectives, select “View Learning Log” to review your selections.

The screenshot shows a web interface for managing learning objectives. At the top, there is a dropdown menu for "Learning Objectives for" set to "2023/2024" and a "View Instructions" link. Below this, two objective cards are displayed. "OBJECTIVE #1" includes a core competency "Demonstrate Professional Behaviour" and a sub-competency "I adhere to the scope of practice". "OBJECTIVE #2" includes a core competency "Perform administrative duties" and a sub-competency "I use relevant computer and electronic data applications". Each card has a small edit icon in the top right corner. Below the objectives is a section titled "LOGGED ENTRIES" with a table header: "Related To", "Resource Description", "Date Complete", and "Self-Reflection". A message below the table states "No entries have been logged for the selected license year." An orange "+ Entry" button is located in the top right of the logged entries section.

You may select the  icon to add further details regarding your learning objective.

The screenshot shows a modal window titled "EDIT OBJECTIVE #1" overlaid on the previous interface. The modal has a close button (X) in the top right. It contains two main sections: "Learning Objectives" with a text input field containing "Demonstrate Professional Behaviour" (where "Behaviour" is highlighted in red), and "Define Area of Focus" with a larger text area containing "I adhere to the scope of practice" and "I plan to contact the NSCRT to review my scope of practice and review practice standards and standards of practice." A "Save" button is located at the bottom right of the modal.

10. Once you are satisfied with your learning goals for the year, you may move on to the next mandatory portion of your renewal - the annual eLearning module. Access the module by selecting “eLearning” under the E-Volve CCP menu to the left of your screen. Available modules will appear at the top of the screen. For the 2024-2025 renewal the eLearning module focuses on the members’ regulatory responsibility. The module will be comprised of a brief section of content on a topic followed by 1 or more questions related to the content. Multiple topics will be covered.

11. Once you have completed your identification of learning objectives and eLearning module, you can proceed with your renewal application by selecting “license renewal” from the Applications menu on the left of your screen.
  
12. Verify each section is correct in your renewal application. It is your professional responsibility to ensure that your member details are up to date in all sections – **failure to do so will delay your application approval**. You must update your employer information accordingly, including your employers name and contact information. When completing your Declaration Statements please review them carefully as they are not all negative statements.