Renewal Instructions

1. Login to member profile.

2. Select "Click Here to Renew Now" at the top of the page.


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-volve 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.
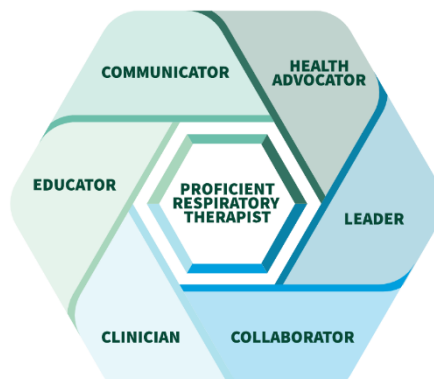
5. Following your selection on the Quality wheel, you will enter a section where you select competencies to self-assess yourself on. Select a **minimum of 4 competencies**. You must select a minimum of **one Core competency** to assess your skills on. As you select your competencies, take in to account 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
Core Competencies	
☑	Demonstrate Professional Behaviour
☐	Communicate Effectively
☐	Optimize cardio-respiratory health and wellness of the community
☐	Demonstrate critical thinking and reasoning skills
☑	Perform administrative duties
☑	Implement preventive measures to ensure health and safety
☐	Demonstrate accountability appropriate to role in health care team
Clinical Competencies	
☑	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 👁	○	○	○	○
I adhere to the scope of practice 👁	○	○	○	○
I adhere to professional clinical, legal, and ethical guidelines/regulations 👁	○	○	○	○
I adhere to institutional/organizational policies and procedures 👁	○	○	○	○
I participate in professional development 👁	○	○	○	○
I participate in quality improvement processes 👁	○	○	○	○

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.

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

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.