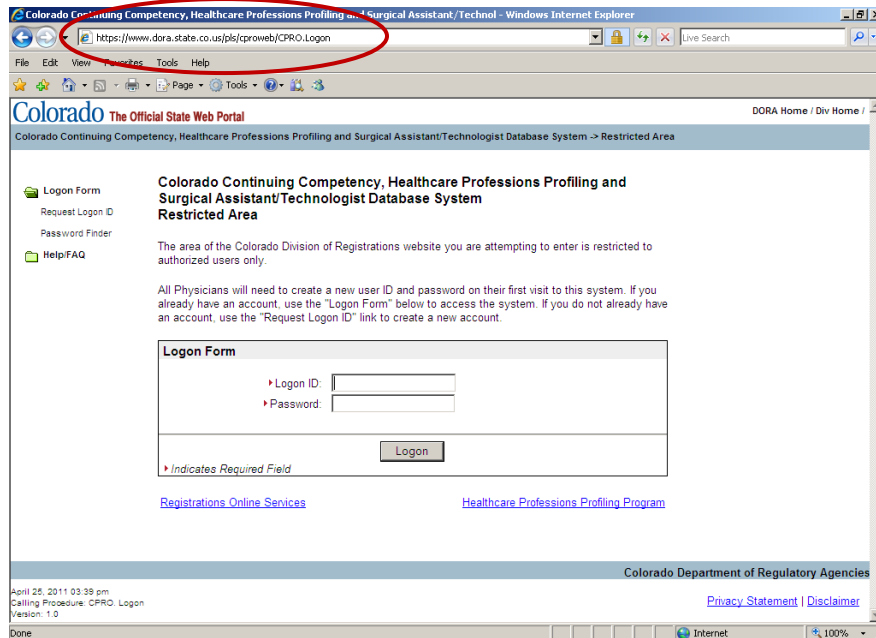


Continuing Professional Development Guide to the Online Portal

1. Navigate to www.dora.state.co.us/pls/cproweb/cpro.logon



2. To create an account, go to Request Logon ID on the left side of the screen.



- In order for us to authenticate your logon account, you must enter the last 4 digits of your social security number PLUS two of the additional fields (Last Name, Birth Date or License Number).

Colorado The Official State Web Portal
Colorado Continuing Competency, Healthcare Professions Profiling and Surgical Assistant/Technologist Database System -> Restricted Area

Request Logon ID - Licensee

Use this form to request a Logon ID for accessing the online system. If you already have an account, but don't remember your logon information, use the "Password Finder" link located on the left side of this page for help.

In order for you to create a Logon ID, you must already have a license on file with the Colorado Division of Registrations.

Licensee Authentication

In order for us to authenticate your logon account, you must enter the last 4 digits of your social security number PLUS two of the additional fields.

* Last 4-digits of SSN:

Last Name:

Birth Date: e.g. 01/01/1988

License Number: Numeric portion only

* Indicates Required Field

- Following the authentication of your logon account, you will be asked to create a Logon ID and Password (criteria for each is clarified below). It will also ask for your e-mail address; a confirmation of the account creation will be sent to the e-mail address provided.

Colorado The Official State Web Portal
Colorado Continuing Competency, Healthcare Professions Profiling and Surgical Assistant/Technologist Database System -> Restricted Area

Request Logon ID - Licensee

Set Up Online Services Account

Please enter the following information to set up your online services account:

Name

* Logon ID: 6-20 characters, no spaces

* Password:

* Retype Password:

Please Note: Passwords are case sensitive and must conform to the following standards:

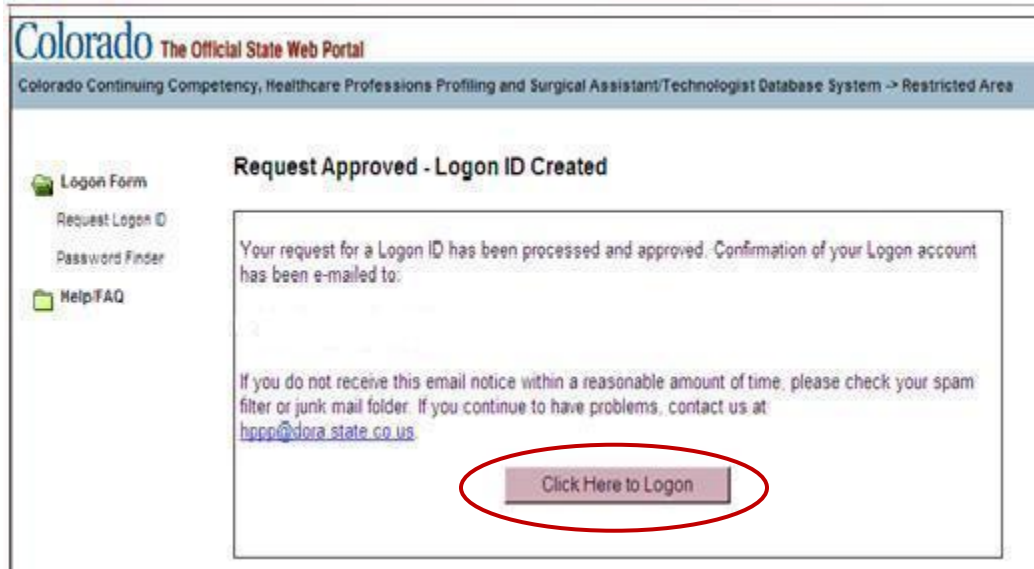
- Must be 6-20 characters in length and include at least one capital letter, one number and one special character -!@#%&*+?_=-
- They may not contain any embedded spaces
- They may not be similar to your logon id or name

* E-Mail:

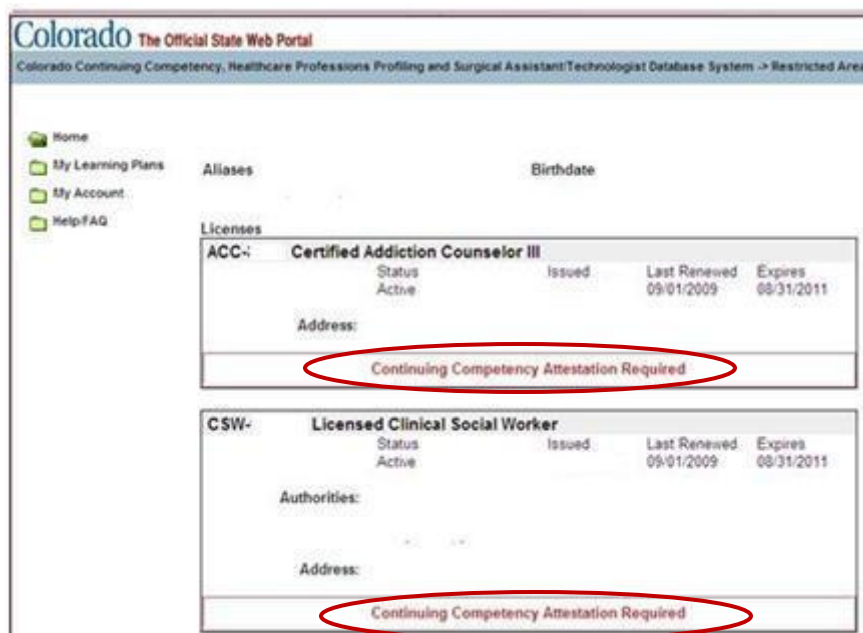
* Confirm E-Mail:

* Indicates Required Field

5. Once you have entered a valid Logon ID, Password and E-mail address, a “Request Approved” message will appear directing you to logon using the Logon ID and Password you created.



6. Upon logging onto your account, you will find information pertaining to each certificate/license in separate boxes.
7. Each box contains a status bar with a clickable message. The status bar will direct you through each step of the CPD program including the military exemption attestation, deem status attestation, Professional Practice Survey/Rubric, and Learning Plan. Each time you login to your account, the status bar will direct you to wherever you may have left off. Click on the status bar message to access the next step. If you are just starting, the first step is the military attestation. Click on the message that reads “Continuing Competency Attestation Required.” You must complete a separate attestation for each license/certificate you may hold.



8. **Military Exemption:** The first attestation is for a Military Exemption which is for certificants/licenseses serving in active military duty that requires they be absent from Colorado for one (1) year or longer. The attestation gives complete information about the exemption and refers to the Continuing Competency rule that deals with exemptions.

Colorado The Official State Web Portal
Colorado Continuing Competency, Healthcare Professions Profiling and Surgical Assistant/Technologist Database System -> Restricted Area

Home
My Learning Plans
My Account
Help/FAQ

Military Exemption

Military Exemption Form

Military Exemption

Licenseses serving in active military duty that requires they be absent from Colorado for one (1) year or longer are eligible for an exemption from the CPD program. These individuals must submit an attestation to be exempted. Exempted licenseses must also be prepared to provide documentation to the Board/Director should it be requested of them. Documentation of the exemption must demonstrate that the licensee qualifies for the exemption. This includes documentation of their military service (e.g. orders of deployment) and that they were absent from Colorado for at least one (1) year during the cycle for which they are requesting the exemption. Licenseses who are unable to provide satisfactory documentation of their exemption may be subject to discipline by the Board/Director.

Pursuant to Board Rule 19(h) or Director Rule 3(h), are you exempted from the Continuing Professional Development program requirements?

By checking "Yes" I am attesting under penalty of perjury in the second degree, as defined in §18-8-503 C.R.S. that I was absent from that State of Colorado for a period of one (1) year or longer during the current renewal period for reasons of military service. I can and will provide documentation of my absence and service upon the Board's/Director's request.

No

Submit Exemption

9. "Yes" answer. By clicking "Yes," you are attesting that you qualify for a Military Exemption and can provide documentation proving that you were absent from Colorado due to military service for at least one (1) year during the cycle for which you are requesting the exemption. Licenseses who are unable to provide satisfactory documentation of their exemption may be subject to discipline by the Board/Director.
10. It is not necessary to submit documentation of your military service prior to claiming a Military Exemption. However, the Board or Director may request this documentation of you at any time.
11. When you click "Yes" to attest to a military exemption, your account will be updated with a message that reads "Learning Plan Not Required." You are exempted from the CPD program and may renew your license online during the next renewal window.

Licenses

LPC	Licensed Professional Counselor			
	Status	Issued	Last Renewed	Expires
	Active		09/01/2009	08/31/2011
Address:				
Learning Plan NOT Required - Military Exemption				

12. "No" answer: If you do not qualify for a military exemption, click "No." A confirmation message will be displayed directing you to the Deem Status page.

Military Exemption

Military Exemption Completion

You have attested that you do not meet the Continuing Competency requirements through the Military Exemption option. You will now be given the opportunity to Deem that you have met the requirements through a qualifying State department.

13. The second attestation regards Deem Status which is for certificants/licensees employed by a state department or employed by a state department through a contractual arrangement AND who already participate in a program of Continuing Professional Competence through that state department or qualifying contractual arrangement. The program of Continuing Professional Competence must meet the definition of Continuing Professional Competence pursuant to statute.

- Home
- My Learning Plans
- My Account
- Help/FAQ

Deem Status

Deem Status Form

You may satisfy CPD Requirements through Deem Status. Please read the following to determine if you are eligible to satisfy CPD requirements through Deem Status.

What is Deem Status?

If a professional meets the Continuing Professional Competence requirements of a state department either as an employee or contractor of that state department, they are deemed to have satisfied the Continuing Professional Development requirements administered by the Board/Director.

Individual seeking Deem Status must comply with Board/Director Rules. Please refer to the Board/Director Rules for your license or certificate type to ensure you meet the requirements.

- Board of Marriage and Family Therapist Examiners; Board of Social Work Examiners; Board of Licensed Professional Counselor Examiners; Board Rule 19(g)
- Addiction Counselor Program; Director Rule 3(g)

Please note that you must meet the following requirements:

1. Be an employee of a state department or be employed by a state department through a contractual arrangement, and,
2. Already be participating in a program of Continuing Professional Competence through that state department or qualifying contractual arrangement, and,
3. The program of Continuing Professional Competence meets the definition of Continuing Professional Competence pursuant to statute.

Professionals that qualify for deem status will be subject to an audit of their compliance. The audit will review the program for which the professional has justified their deem status to ensure it meets the requirements set forth in statute and Board/Director rule and that they have satisfied that program's requirements. If the state department or contractual arrangement with a state department cancels the program of Continuing Professional Competence or substantially changes the program so that it no longer meets the definition of Continuing Professional Competence, you may no longer qualify for deem status.

Likewise, if you leave employment or a contractual relationship with a qualified state department and no longer participate in their program of Continuing Professional Competence, you may no longer qualify for deem status.

Deem Status Attestation:

14. "Yes" Answer: By clicking "Yes," you are attesting that you are employed by a state department or a state department through a contractual arrangement AND are participating in a Continuing Professional Competency program through that employer. Your attestation serves as compliance for the CPD program. A confirmation message will display and a message on your license page will read "Learning Plan Not Required." You may renew your license online during the next renewal window. Professionals that qualify for deem status will be subject to an audit of their compliance. Please see the Deem Status Guide for additional information on qualifying for Deem Status and the audit of Deem Status licensees. The Deem Status Guide may be downloaded from our website at www.dora.state.co.us/mental-health/cc.

Deem Status

Deem Status Completion

You have attested that you are deemed to meet the Continuing Competency requirements through a qualifying state department. This license will be updated to reflect completion of Continuing Competency requirements.

ACC-	Certified Addiction Counselor III	Status	Issued	Last Renewed	Expires
		Active		09/01/2009	08/31/2011
Address:					
Learning Plan NOT Required - Deem Status					

15. "No" Answer: If you do not qualify for Deem Status, click "No." You may now begin the traditional CPD program by completing the Professional Practice Survey/Rubric and Learning Plan.

Deem Status

Deem Status Completion

You have attested that you do not meet the Continuing Competency requirements through the Deem Status option. You will now be taken to a survey that must be completed at some point. If you do not complete the survey during this session, you will need to start over during your next session.

16. Once you have gone through both attestations (and clicked "No" for each), you will be able to complete the Professional Survey/Rubric by clicking on "Go to Survey."

17. The Surveys/Rubric are profession specific; each survey/rubric includes directions and defines the different Roles, Skill Groups as well as the Knowledge and Performance Scale.

Licensed Professional Counselors: Professional Practice Survey

Welcome to the Professional Practice Survey for Licensed Professional Counselors!

This Survey was created by a diverse committee of Licensed Professional Counselors. The Survey identifies the foundational knowledge areas of the profession as well as five common roles.

Licensed Professional Counselors are constantly increasing and refining their practice knowledge and skill throughout their professional careers. Professional development will vary according to a counselor's role, practice setting, interests and career choices. While it would be impossible to capture all these scenarios in a single tool, an effort has been made to tailor the Survey to the unique roles LPCs may hold. Each "Role" is divided into 4 sections. These sections or "Skill Groups" highlight those areas that are foundational to the practice of Professional Counseling. These "Skill Groups" address theory as well as the successful application of a skill relative to one's Role.

Roles

Direct Service Provider: Any licensed person who works directly with a client (e.g., therapist, case manager, care coordinators, milieu management, medication monitor).

Administrator/Supervisor: Any licensed person who is responsible for the management of the day-to-day operation of a mental health services organization (e.g., operations, personnel management, organizational policy).

Educator: Any licensed person who provides theoretical and practice knowledge in a mental health area (e.g., trainer, in-service, college professor, parent educator).

Researcher: Any licensed person who designs, collects and analyzes data within the mental health field (e.g., evidence based practices, outcomes, data collection, analyses).

Clinical Supervisor: Any licensed person who is responsible for the professional development of practitioners and the quality of care they provide (e.g., mentor, coach, leadership, teacher, role model, consultant, conflict resolution, ethical guidance).

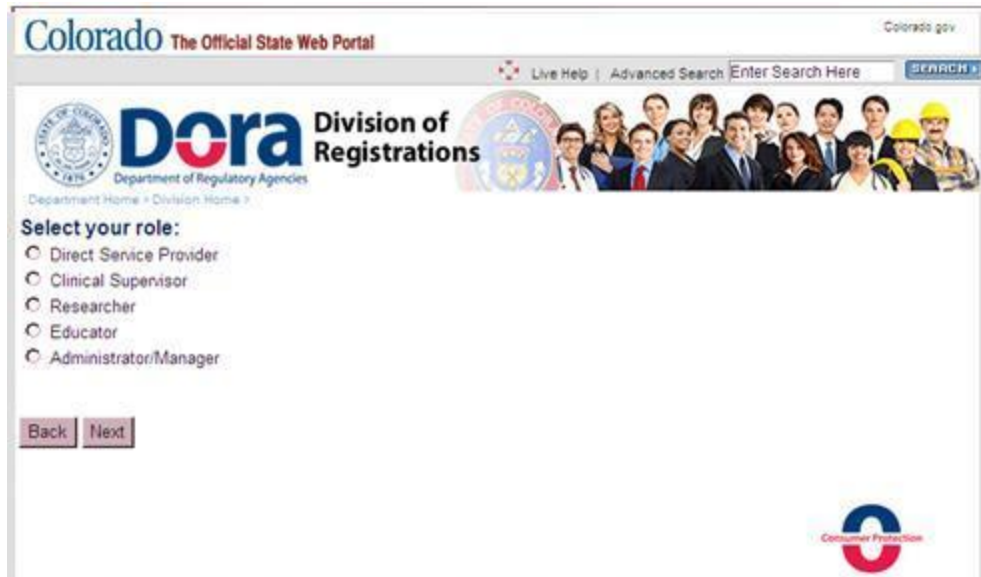
Skill Groups

Collaboration and Communication: The ability to professionally interact (both verbally and written) with service recipients, other professionals as well as the general public (keywords: listen, learn, plan, self-knowledge, team player, documentation, resources, advocacy, meditation, acknowledge, reflect, constructive criticism, show interest, consensus building).

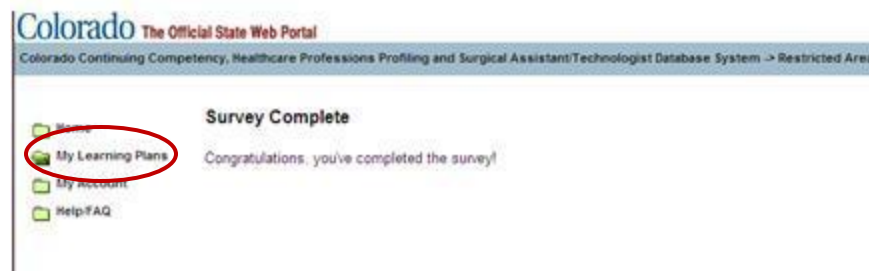
Job Knowledge and Practice Application: The ability to understand the professional roles and responsibilities of the profession and the application of counseling services (keywords: time management, health needs, assessment, diagnosis, treatment planning, resource utilization, therapeutic approach, therapeutic techniques, documentation, duties, accountability, psycho-education of clients, self-education, individualized client care, health and safety issues, critical thinking, empirical, science-based, evidence-based practice).

Leadership: The ability to advocate for the professional discipline and quality service delivery of the profession (keywords: quality practice, overall productivity, resource coordination, quality improvement, professional work habits, ethical practice, empathetic, cultural sensitivity/competency, education, development of colleagues, innovation, delegation, leadership style, active in professional community).





18. Choose the role for which you wish to complete the survey, as the survey is tailored for that role. It does not have to be the role that you currently hold; it could be a role that you wish to obtain in the future. The Professional Practice Rubric does not contain roles.



19. Go through the section for the role you selected rating yourself in those areas. Upon completion, your answers will be compiled with those of your fellow licensees. Your personal answers will not be retained on your account and therefore are inaccessible by you or anyone else after you have completed the Survey/Rubric. For this reason, you cannot “Save” a partially completed Survey/Rubric. If you do not have enough time to complete the Survey/Rubric, you will have to start from the beginning upon returning. Once you have completed the Survey/Rubric, a confirmation will be noted on your account and a “Congratulations” message will appear.
20. After you have completed the Professional Survey/Rubric, you may draft your tentative Learning Plan for the renewal cycle running from September 2011 through August 2013. Remember, this is just a draft. Do not submit your Learning Plan until you have actually completed the Professional Development Activities and collected documentation as evidence of your compliance.
21. Simply click the “My Learning Plans” folder on the left side of the screen and it will direct you back to the home screen with your license information. The message on the status bar will now read: “Learning Plan Required.” Click this message to begin drafting your Learning Plan.



22. When you click on “Create Plan,” it will assign a number to your plan and ask you to specify the “Role” you occupy as well as the “Version.” There is only one version available right now as this is the first cycle where CPD requirements exist.

-  Home
-  My Learning Plans
-  My Account
-  Help/FAQ





My Learning Plans

This page displays all Learning Plans currently associated with this license, and allows you to Create a new plan, View plan activities, or Delete a plan.

Page Usage Tip: Note that completed plans cannot be deleted.

CSW- Licensed Clinical Social Worker					
Plan ID	Role	Version	Applied Hours	Total Hours	Plan Complete
There are no learning plans associated with this license.					
<input type="button" value="Create Plan"/>					

23. Once you have selected your Role and the Version you will save the Learning Plan. You are then given the option to “View Plan” or “Delete Plan.”

-  Home
-  My Learning Plans
-  My Account
-  Help/FAQ

Create Learning Plan

Create a new Learning Plan using this form.

Page Usage Tip: If you cannot find an expected role in the dropdown list, go back and check plans that have been created. A license cannot have more than one plan with the same role and version.

Learning Plan #: 112457

License Type: **Licensed Clinical Social Worker**

License Number:

Learning Plan ID: **112457**

▶ Role:

▶ Version:

▶ Indicates Required Field

24. You can delete your Plan at any time if you wish to start a new one. By clicking the “View Plan” option, it allows you to see the Learning Plan’s details and to add activities to your Plan.

My Learning Plans

This page displays all Learning Plans currently associated with this license, and allows you to Create a new plan, View plan activities, or Delete a plan.

Page Usage Tip: Note that completed plans cannot be deleted.

CSW- Licensed Clinical Social Worker						
Plan ID	Role	Version	Applied Hours	Total Hours	Plan Complete	
112457	General	01/01/2011 - 11/01/2013	0	0	No	
<input type="button" value="View Plan"/> <input type="button" value="Delete Plan"/>						

View Learning Plan

This is a list of activities associated with the plan. From here you can build, modify, or delete an activity.

Page Usage Tip: The "Go Back" button is only displayed when the plan has been locked and no more activities can be added. This is usually because the plan is complete but can be due to other issues.

Learning Plan #: 112457							
License Type:	Licensed Clinical Social Worker						
Role:	General						
Version:	01/01/2011 - 11/01/2013						
Completed:	No						
Activity	Applied Hours	Total Hours	Planned Start	Planned End	Actual Start	Actual End	Docs
There are no activities associated with this plan.							
Plan Totals	0	0					
<input type="button" value="Add Activity"/>							

25. When you click “Add Activity,” you will be taken to the “Create Activity” page where you can build or modify an activity. For the initial draft due in 2011, you only need to fill in four of the seven fields: Activity Name (from drop down box), Planned/Actual Hours, Planned Start Date and Planned End Date.

Learning Plan # 112457

License Type: Licensed Clinical Social Worker
Role: General
Version: 01/01/2011 - 11/01/2013
Completed: No

Activity Name: Consultation

Planned/Actual Hours: Hours planned or completed for this activity. Please note that any number of hours can be entered, but only 20 hours can be applied to the activity

Planned Start Date: mm/dd/yyyy

Planned End Date: mm/dd/yyyy

Actual Start Date: mm/dd/yyyy

Actual End Date: mm/dd/yyyy

Documentation: Please note that several activities require you retain documentation of your activity (e.g. copy of presentation, syllabus, certificate of completion, etc.). Please be sure to review these documentation requirements and keep them on file for 3 years. In the event of an audit, these verification documents will be requested. By checking this box I verify that I have retained the appropriate documentation per the guidelines in the current Mental Health Continuing Professional Development Portfolio.

Save Cancel

Indicates Required Field

26. The Actual Start and End Dates do not allow you to enter a future date into them, so those should be entered after completion of that particular activity and once you’ve collected proper documentation.
27. After saving your Learning Plan, you will be able to see a detailed view of it with options to “Edit Activity,” “Delete Activity” or “Add Activity.”
28. Once you have used an activity it disappears from the dropdown box. You can always log multiple events under a single activity category. For example, if you take 2 continuing education courses during the renewal period, you can total the hours of both courses combined and log a single

activity for "Coursework." In an audit, simply provide documentation of both courses demonstrating the sum of the hours you have claimed on your Learning Plan.

- 29. Your initial draft must contain 40 Total Hours of CPD; no more than 20 hours will be accepted in a single activity category. This means there must be at least two different activities on your Plan before renewing in 2011.

View Learning Plan

This is a list of activities associated with the plan. From here you can build, modify, or delete an activity.

Page Usage Tip: The "Go Back" button is only displayed when the plan has been locked and no more activities can be added. This is usually because the plan is complete but can be due to other issues.

Learning Plan #: 112457							
License Type:		Licensed Clinical Social Worker					
Role:		General					
Version:		01/01/2011 - 11/01/2013					
Completed:		No					
Activity	Applied Hours	Total Hours	Planned Start	Planned End	Actual Start	Actual End	Docs
<input checked="" type="radio"/> Presenting	0	10	10/15/11	10/18/11			No
<input type="radio"/> Supervision	0	10	01/01/12	12/31/12			No
<input type="radio"/> Independent Learning	0	20	07/01/11	07/30/11			No
Plan Totals		0	40				

- 30. You can logon to your account at any time to make changes to your Learning Plan. The Learning Plan you submit before renewing in 2013 must be complete and reflect the activities for which you have documentation.

Glossary of Terms

Licensee Home Page Terms

Message Board: The box at the bottom of the homepage screen displaying any relevant messages about the CPD Program or the Health Professions Profile Program.

Status Bar: On the licensee's home page, a box with each license/certificate the individual holds will be displayed. The Status Bar runs along the bottom of each license/certificate box. The Status Bar displays a message advising the individual of which step they are at within the CPD process.

If the message is **RED** then additional steps are required and the licensee has not yet complied with all CPD requirements. This red message is clickable. Click on it to access the various CPD tools.

If the message is **GREY** then the licensee has complied with all CPD requirements for that license/certificate. A grey message is not clickable since there are no additional steps to take prior to the renewal of the license.

The Status Bar messages correspond to the CPD Steps:

1. Continuing Competency Attestation Required: All licensees will begin with the opportunity to attest to a Military Exemption for those serving in active military duty, or to Deem Status for those who already participate in a program of CPD and are employed by the State of Colorado. Information on qualifying for a Military Exemption or Deem Status may be located in the CPD Portfolio. By clicking "Yes" on either of these attestations, you will be considered exempt or in compliance with the CPD program. Upon returning to the "Home" page displaying your license(s)/certificate(s), the Status Bar message will reflect your "Yes" answer.

A. Learning Plan Not Required – Military Exemption: You have attested to a Military Exemption. The CPD process is complete for this license/certificate. You may renew your license/certificate. Note: the Status Bar message is grey and no longer clickable because you are in compliance.

B. Learning Plan Not Required – Deem Status; You have attested to Deem Status. The CPD process is complete for this license/certificate. You may renew your license/certificate. Note: the Status Bar message is grey and no longer clickable because you are in compliance.

2. Professional Practice Survey/Rubric Required: You have attested "No" to the Military Exemption and Deem Status. You may now complete the Professional Practice Survey or Rubric (for Social Workers). Click on this message to access the Survey/Rubric. Note: the Status Bar message is red and clickable because there are additional steps you must take before you may renew your license/certificate.

3. Learning Plan Required: You have completed the Professional Practice Survey/Rubric. You may now draft your Learning Plan. Click on this message to create a Learning Plan. Note: the Status Bar message is red and clickable because there are additional steps you must take before you may renew your license/certificate.

4. Learning Plan in Progress: You have created a Learning Plan, but have not yet completed it. Click on this message to access that Learning Plan to make any updates or changes that

may be required to complete it prior to the renewal of your license/certificate. Note: the Status Bar message is red and clickable because there are additional steps you must take before you may renew your license/certificate.

5. Learning Plan Complete: You have completed your Learning Plan and clicked the “Submit” button. You have fulfilled the CPD program for that license/certificate. You may now renew your license. Note: the Status Bar message is grey and no longer clickable because you are in compliance.

User Folders

FAQs Folder: Frequently Asked Questions may be answered here especially as they relate to technical difficulties. Also see the Frequently Asked Questions on the CPD website for questions regarding the CPD program and compliance (www.dora.state.co.us/mental-health/cc).

My Account Folder: Your account profile and settings displayed in the “My Account” folder. Click this folder to update information on your username, password, and other settings.

My Learning Plans Folder: Your one-click button to access the CPD program. Click on this folder to view each of your licenses/certificates and their progress toward CPD compliance.

Learning Plan Terms

Actual Start or End: The dates you actually started or ended that activity. These fields will not accept a date that falls in the future.

Applied Hours: The number of Professional Development Hours that will count towards the 40 hour requirement each 2-year renewal cycle. The Learning Plan will calculate these hours after an activity has been completed and you have confirmed that you have retained proper documentation of the activity by clicking the “Documentation” box. The Learning Plan will also calculate “Applied Hours” using the rule that allows a maximum of 20 hours be accrued in a single activity.

Docs: This field indicates whether you have confirmed that you have retained proper documentation of the completion of that activity. Activities that you have planned and not completed should reflect a “No” answer to the documentation field. Activities that you have completed and confirmed on your Learning Plan by entering “Actual” dates should reflect a “Yes” answer to the documentation field. Before a Learning Plan may be submitted, you must affirm that you have retained documentation of your completion for each activity on your Learning Plan.

Planned Start or End: The dates you plan to start or end that activity. These may be future dates.

Total Hours: The number of Professional Development Hours you have logged as either “Planned” or “Actual” (completed) activities. The “Total Hours” may sum to greater than 40 hours and also may exceed the 20 hour maximum allowed in a single activity.

Version: All Learning Plans contain a version which corresponds to the 2-year renewal cycle. Once a Learning Plan is completed and submitted, the licensee will be able to view that version but will not be

able to change it. After renewing your license/certificate, you may create a new Learning Plan using the next available version. For example, after renewing in 2013 you may create a new Learning Plan for the version 09/01/2013 – 10/31/2015 which corresponds the next renewal cycle.