

### Sample Learning Plan for 2011 Renewal

The CPD Program is being implemented in stages. Prior to the date you renew your license in 2011 (licenses expire August 31, 2011), you need to complete four items:

- 1) Read the instructions for the program in the CPD Portfolio,
- 2) Create a user account on the online CPD Portal,
- 3) Take a Professional Practice Survey/Rubric for each license you hold that is subject to the CPD Program, and
- 4) Draft a Learning Plan.

You will need to create a Learning Plan based on your Survey/Rubric results. Please note that the initial Learning Plan is a simple draft of the Professional Development Activities (PDA) you might want to participate in during the next renewal period (running from September 1, 2011 to August 31, 2013).

You do not need to accrue any education, training or other professional development hours in order to renew in 2011. You simply need to draft a Learning Plan which you will implement over the next two-year renewal cycle. You may make changes to your Learning Plan at any time! Log into your user account and update your Plan as necessary. By 2013, your Learning Plan should reflect the activities you undertook during the renewal cycle and for which you have documentation.

For this reason, your Learning Plan will not be complete in 2011; certain features such as the "Actual Start" date will not be completed because you have only *planned* your activities and are not required to *actually* undertake them to renew in 2011. A sample Learning Plan in compliance for renewal in 2011 is included on the following page.

A Learning Plan in compliance for 2011 renewal will include:

- A. Completion Status field populated with a "No"
- B. "Applied Hours" equals 0
- C. "Total Hours" equals 40 or more
- D. "Planned Start" populated with a date on or after July 1, 2011
- E. "Planned End" populated with a date on or after July 1, 2011 and the "Planned Start"
- F. "Actual Start" is not populated
- G. "Actual End" is not populated
- H. "Docs" confirmation is populated with a "No" answer

**“Completed: No”**

Your Learning Plan will not be complete until you renew in 2013. Completed Status will always read “No” because you will complete your Plan by renewal in 2013.

Note: When all fields in the Learning Plan are complete, you will become eligible to submit your Plan. A button titled “Submit” will appear at the bottom of your Learning Plan.

**“Planned Dates” are populated**

You should have entered “Planned Dates” to start and end your activities over the next two-year renewal cycle ending on August 31, 2013.

Note: Your “Planned Dates” must start and end on or after July 1, 2011.

**“Actual Dates” are not populated**

You will not enter “Actual Dates” for your activities until you have completed them. Since you do not need to complete any activities to renew in 2011, these fields will remain blank for 2011 renewal.

Note: The “Actual Dates” fields do not allow you to enter future dates. These fields should be populated when you have actually completed the activity and serve as confirmation.

**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
<b>Plan Totals</b>	<b>0</b>	<b>40</b>					

Edit Activity | Delete Activity | Add Activity

**“Applied Hours” = 0**

Your Plan should reflect 0 “Applied Hours.” Hours are applied when all fields have been completed.

Note: The Learning Plan will calculate your “Applied Hours” using the rule that allows a maximum of 20 hours in a single activity. You may enter more than 20 hours in a single activity, but no more than 20 will count towards your “Applied hours.”

**“Total Hours” = 40**

Your Plan should reflect 40 hours of planned Professional Development Activities.

**“Total Hours” for a single activity is less than or equal to 20**

Remember that a maximum of 20 hours may be applied within a single activity. While you may enter more than 20 hours in an activity to track all the professional development you undertake, only 20 hours will be applied to the 40 hour requirement each renewal cycle.

**“Docs” = No**

Because you do not need to complete any activities to renew in 2011, you will not have documentation for completed activities. For this reason, the “Docs” field will remain blank.

Note: When you finish your activities over the next renewal cycle, update your Learning Plan by completing the “Actual Dates” and the “Docs” attestation.