

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.

To Get Started:

- Go to the ONCC website, www.oncc.org, and log in with your ONCC username and password.
- Click “My Account”
- On your account dashboard, click the link “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. The learning plan is specific to you and is based on your test score or Individual Learning Needs Assessment (ILNA).

Your learning plan requirements are listed on the left, and include:

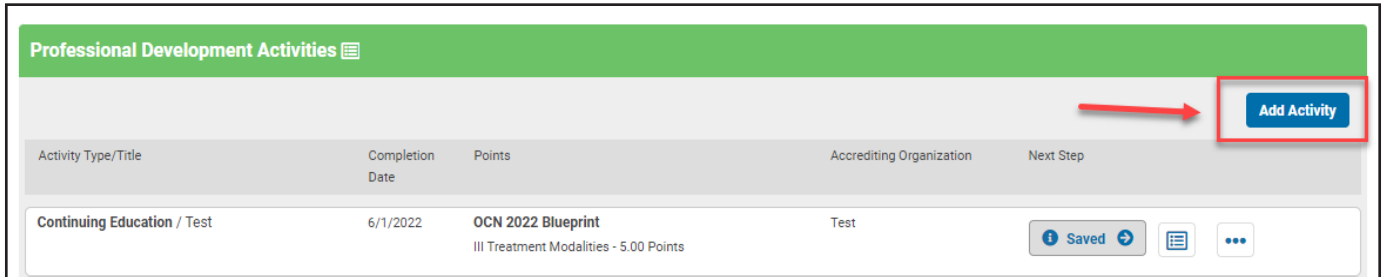
- Subject areas where points may be required (if points are required in specific subjects)
- The number of points required in each subject area

The screenshot displays the 'OCN Learning Plan (4/1/2020 to 12/31/2024)' interface. It features a 'Requirements' section on the left with a 'Collapse Legend' (Units Added, Remaining, Not Counted) and 'Collapse Requirements'. Two requirements are visible: 'Treatment Modalities (8 of 19)' with a progress bar showing 8 units added and 19 total required, and 'Oncologic Emergencies (0 of 12)' with a progress bar showing 0 units added and 12 total required. A red box on the left points to these requirements with the text 'Subject areas where points are required'. Another red box on the right points to the numbers 19 and 12 with the text 'Number of points required in each subject area.' The right side of the interface contains 'Instructions' regarding point submission and a 'Submit' button.

Entering Points

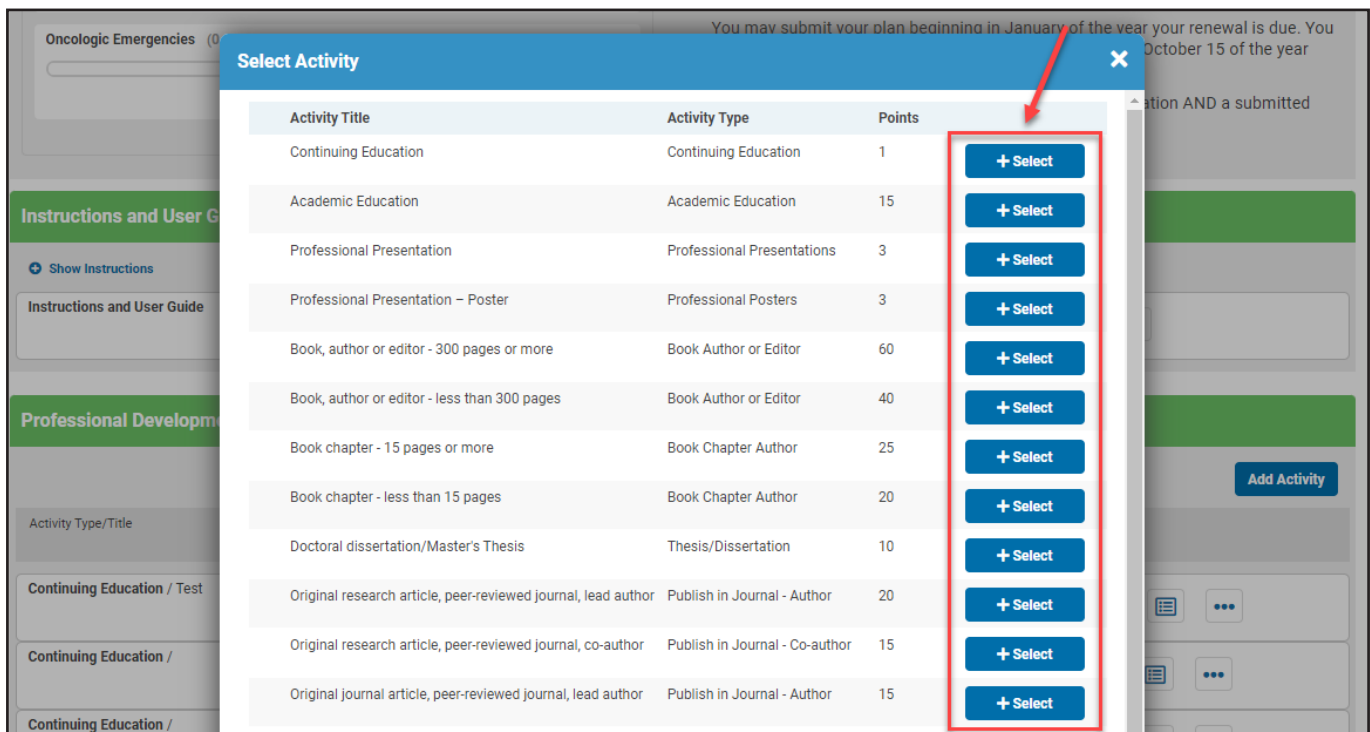
Prior to beginning, we suggest gathering your activity documentation (e.g., CE certificates). You'll need information found in your documentation.

Click the blue "Add Activity" button under the Professional Development Activities section



Next, the "Select Activity" window will open. Select the activity type:

- Continuing Education
- Academic Education
- Presentations
- Publications



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

Click the “Select Subject Areas” button 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.

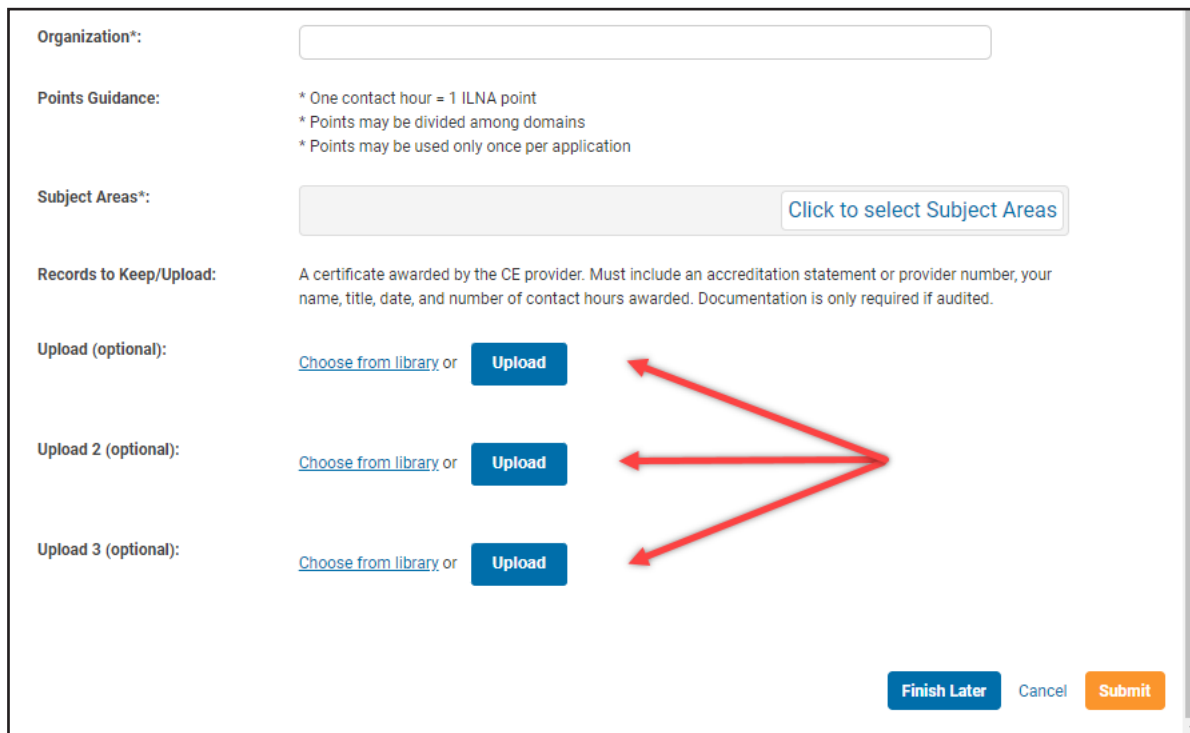
You have an option to include a note about your points. It can be helpful to include a rationale if you’re claiming points that are not an obvious fit based on the program title.

Click “Finish & Close” to save your points. You’ll see the points entered for each subject area on the Activity Detail Window.

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.



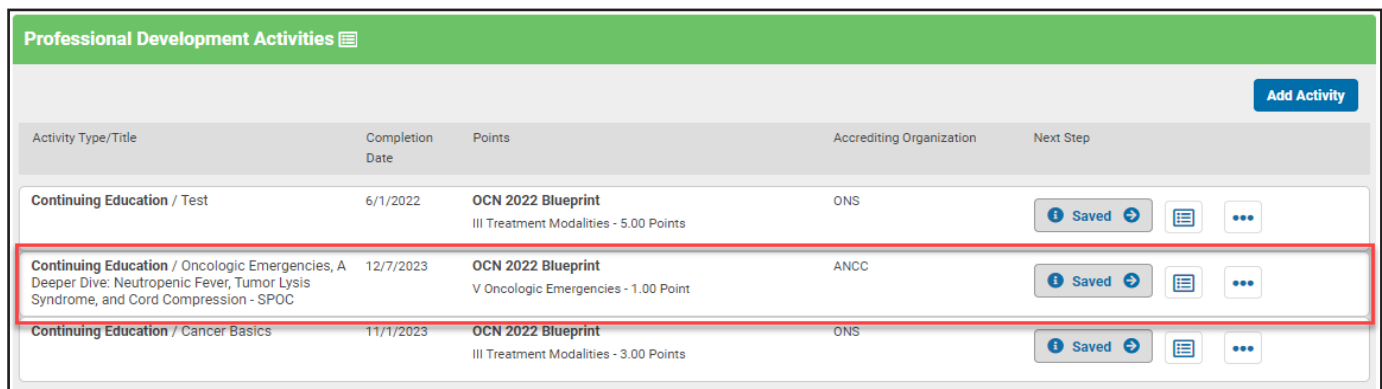
The screenshot shows a form for entering activity details. The 'Upload (optional)' section contains three rows, each with a 'Choose from library or' link and an 'Upload' button. Red arrows point to these 'Upload' buttons. At the bottom right, there are 'Finish Later', 'Cancel', and 'Submit' buttons.

Organization*:	<input type="text"/>
Points Guidance:	* One contact hour = 1 ILNA point * Points may be divided among domains * Points may be used only once per application
Subject Areas*:	<input type="text"/> Click to select Subject Areas
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. Documentation is only required if audited.
Upload (optional):	Choose from library or <input type="button" value="Upload"/>
Upload 2 (optional):	Choose from library or <input type="button" value="Upload"/>
Upload 3 (optional):	Choose from library or <input type="button" value="Upload"/>
<input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

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.



The screenshot shows a table titled 'Professional Development Activities' with a green header. The table has columns for Activity Type/Title, Completion Date, Points, Accrediting Organization, and Next Step. Three rows are visible, with the middle row highlighted by a red border.

Activity Type/Title	Completion Date	Points	Accrediting Organization	Next Step
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS	<input type="button" value="Saved"/> <input type="button" value="Print"/> <input type="button" value="More"/>
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC	<input type="button" value="Saved"/> <input type="button" value="Print"/> <input type="button" value="More"/>
Continuing Education / Cancer Basics	11/11/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	<input type="button" value="Saved"/> <input type="button" value="Print"/> <input type="button" value="More"/>

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

Once you have entered all the required points for a subject area, the green bar will be full and a check mark will appear beside the bar.

OCN Learning Plan (4/1/2020 to 12/31/2024) [Show Details](#) Return to: [Applications](#)

In Process Submit

Requirements

Collapse Legend
● Units Added ○ Remaining ● Not Counted

Collapse Requirements

Treatment Modalities (8 of 19)
Progress bar: 8/19

Oncologic Emergencies (1 of 12)
Progress bar: 1/12

Instructions
In order to submit your learning plan you must enter at least 31 points. Please note that some or all of these points are in required Subject Areas. You must submit the points in your required areas; you may submit additional points, if desired.
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 **4/1/2020**.
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).
PLEASE NOTE: A complete registration includes an application AND a submitted Learning Plan.

Editing Your Entries

Click the button with 3 dots beside the entry you would like to edit. This will bring up an option to Edit the entry.

Professional Development Activities Add Activity

Activity Type/Title	Completion Date	Points	Accrediting Organization	Next Step
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS	Saved [Menu] [More]
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC	Saved [Edit] [More]
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS	Saved [Menu] [More]

Submitting Your Completed Plan

- There are “Submit” buttons in the upper and lower right corners of the page. **You cannot submit your plan until the year your renewal is due.**
- The “Submit” buttons will change from gray to orange after you have met your requirements and may submit your plan.
- Click the orange “Submit” button to submit your plan to ONCC. You cannot submit your plan until the button is orange.

The screenshot displays the 'OCN Learning Plan (4/1/2020 to 12/31/2024)' interface. At the top right, there is a 'Return to: Applications' link. Below the header, a blue bar contains 'In Process' and a 'Submit' button, which is highlighted with a red box and an arrow. The main content area is divided into 'Requirements' and 'Instructions'. The 'Requirements' section includes a 'Collapse Legend' with radio buttons for 'Units Added', 'Remaining', and 'Not Counted'. Below this, there are progress bars for 'Treatment Modalities (8 of 19)' and 'Oncologic Emergencies (1 of 12)'. The 'Instructions' section provides details on how to submit the plan, including a deadline of 4/1/2020 and a final renewal deadline of October 15. A table below lists activities with columns for Activity Type/Title, Completion Date, Points, and Accrediting Organization. The table contains three rows of activities, each with a 'Saved' button and a menu icon. At the bottom of the page, another 'Submit' button is highlighted with a red box and an arrow.

Activity Type/Title	Completion Date	Points	Accrediting Organization
Continuing Education / Test	6/1/2022	OCN 2022 Blueprint III Treatment Modalities - 5.00 Points	ONS
Continuing Education / Oncologic Emergencies, A Deeper Dive: Neutropenic Fever, Tumor Lysis Syndrome, and Cord Compression - SPOC	12/7/2023	OCN 2022 Blueprint V Oncologic Emergencies - 1.00 Point	ANCC
Continuing Education / Cancer Basics	11/1/2023	OCN 2022 Blueprint III Treatment Modalities - 3.00 Points	ONS

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.
- You do not have to 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, you may 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-ONCC or 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.



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



Use the ellipsis icon to edit or delete an activity.



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