This tool is designed to guide and assist the LPN with the submission of their CCP Audit for review. This tool provides criteria of acceptable and unacceptable levels of performance for each area of focus.

Area of Focus	Criteria	
	Meets Requirements of CCP Audit	**Does Not Meet Requirements of CCP Audit**
Major Competency Area	Describes the subject in which the learning occurred.	Does not describe the subject in which the learning occurred.
Competency	Describes the focused subject in which the learning occurred.	Does not describe the focused subject in which the learning occurred.
Competency Statement	Describes the specific topic in which the learning occurred.	Does not describe the specific topic in which the learning occurred.
What was the name/title of the learning activity that met the goal?	The name or title of the learning activity is provided. Many different types of (learning) activities can be selected to meet learning goals. Some ideas include: Attendance at educational events • Conference • Workshop Formal courses • Through an educational institution • Certification program • Courses from "Study with CLPNA" Self-Directed Activities • Reading nursing Journal articles • Review Web-based materials • Participation in a webinar/podcast	The name/title of the learning activity is not provided, is unclear, or presented in a way that does not meet CLPNA guidelines (i.e. web address/link are not accepted).
Describe the specific learning activity and how it fits with your continuing competence goal?	A detailed summary of the learning activity is provided (maximum of 2000 characters or 350 words). The description demonstrates alignment, and connection to the learning goal is clear. Questions to consider as you summarize your learning: • Describe your learning and how learning supports competent nursing practice. • Ask yourself, did you make any change or apply learning to your practice? • Describe two things you tried or did differently because of this learning? • Has this learning changed how you interact with the health care team?	A detailed summary of the learning activity is not provided, or the description does not demonstrate alignment and/or a clear connection to the learning goal. Information provided is plagiarized/copied verbatim from course description and/or book. Audit question is not answered.

Area of Focus	Criteria	
	Meets Requirements of CCP Audit	**Does Not Meet Requirements of CCP Audit**
Was the learning complete, or partially complete?	The learning activity was declared as complete or partially complete at the last registration renewal.	The learning activity was declared as complete or partially complete at the last registration renewal and there is no evidence or documentation verifying learning occurred.
How was the learning completed?	The response provided verifies the learning activity was completed in the registration year under review.	The response provided does not align with the learning activity verification.
Month Completed	The registration year under review matches date on verification of learning documentation provided.	The date on verification of learning documentation does not match registration year learning occurred.
How has this learning maintained and/or changed your nursing knowledge?	Response provides at least one specific example of how the learning maintained and/or changed nursing knowledge.	Response does not provide at least one specific example of how the learning maintained and/or changed nursing knowledge.
How has this learning impacted your practice or how will it impact your practice in the future?	Response provides at least one specific example of how the learning impacted nursing practice or will impact practice in the future.	Response does not provide at least one specific example of how the learning impacted nursing practice or will impact practice in the future.
How did your thinking and/or behavior change as a result of the learning?	Response provides at least one specific example of how thinking/behavior changed as a result of the learning that is clear, concise and understandable. Consider: • Did you make any change or apply learning to your practice? Yes? considering? already doing this? doesn't apply to me. • What was easiest to change? Why? • Are there barriers to making changes you would like to make? • What could help you to make changes?	Response does not provide at least one specific example of how thinking/behavior changed as a result of the learning.

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Verification/Proof of Learning	• Verification/proof of learning aligns with learning goal
	• Completion date of learning included if applicable
	• Acceptable proof of learning submitted:
	  o Certificate – including date of previous registration year or current audit year as per the HPA
	  o Book – picture of book cover **and** chapter/section of book that meets the learning goal
	  o Websites – picture of specific web page used as learning activity and related to detailed summary of learning
	  o College/University education – transcript: official or unofficial, learning partially completed or completed and matches audit year
	  o Committee Involvement – provide copy of agenda, copy of meeting/project minutes within audit year
	  o Conference – certificate, attendance record, picture of presentation slide or presenter
	  o Employer – certificate, evaluation, *skills day is too broad- must provide further proof/documentation*
	  o Videos/Webinars – confirmation of registration/attendance, screenshot of video/slide presentation
	  o Journal article – copy of journal article that aligns with learning goal
	  o Internet – screenshot of website/web page applicable for completing specific learning goal
	  o Precepting/mentorship/teaching - identify learning completed in preparing for these roles
	  o Letter from educator/employer/colleague verifying learning goal met
	  o Brochure/booklet outlining new knowledge or application of new equipment
	
	Note: All letters should be on company letterhead with signature of designate (title/contact information). Email messages are considered electronic letters and require the same criteria.
		• Does not match Learning Objective(s) and/or Learning Plan under audit review
		• Not clear if mandatory learning has been completed or goal has been met
		• Dates on certificate not in previous registration or current audit year
		• Verification of Learning not submitted
		• Web link(s) not accepted