



College of Pharmacists
of British Columbia

CE-Plus Quick Help Sheet

How do I complete my Learning Record?

PLAN

What is your learning goal(s)?

Define what you want to achieve.

Example:

What is your learning goal(s)?

Update my knowledge on:

- *General bio-identical hormone knowledge*
- *Neuropathic pain knowledge*
- *General compounding resources*

Identify your primary motivation in choosing this learning goal(s).

Select the most appropriate reason listed as to why you picked your specific learning goal.

ACT

1. Under "**Type of Learning Activity**" select the appropriate learning activity category. If not listed select "**Other**" and provide a detailed description in the next section.
2. In the "**Activity Details**" provide specific details including name of program, name of colleague or expert, internet sites used, type of rounds, etc.
3. Provide the "**Course Title**", "**Provider**" and the number of eligible "**CEUs**" if applicable.
4. Record the completion date in the "**Date Completed**" section. Learning activities must occur within the last year (past 12 months) of your next renewal date to be considered current.



5. Document the actual hours spent on completing the learning activity in the “**Accredited Hours**” or “**Non-Accredited Hours**” field using increments of 0.25 hours. A minimum of 5 hours must be accredited learning.
6. Click on the “**Upload Documentation**” button to submit an electronic copy of your supporting documents. You are required to provide supporting documentation for accredited learning.
7. If you have another Activity to add, please click on “**Add New Activity**”.

REFLECT

What did I learn in relation to my goal(s) and/or how will/have I used this learning?

Record the specific learning or development that occurred as a result of your learning activities and/or how you have/may implement what you have learned into your practice. How was the learning activity been useful?

Example:

What did I learn in relation to my goal(s) and/or how will/have I used this learning?

General knowledge and compounding skills as well as choices of creams, ointments, gels, penetrating depths, cosmetic and medicinal values. I use the above everyday both in discussions with my patients as well as explaining the benefits of various bases to physicians and dermatologists.

Optional - What future learning goal did this activity trigger for you?

Document any other professional development you have planned in this area.



Example:

What future learning goal did this activity trigger for you?

Just about everything – but a lot more on neuropathic pain gels and BHRT dosing, oral as well as transdermal.

Optional - My personal notes on this activity

Use this area to record personal notes that relate to this Learning Record (ie. Future reading, name of presenter, colleague, etc.)

COMPLETE

Click on the “**Save Changes**” at the bottom of the Learning Record.

You have now completed 1 of your 6 required Learning Records. Continue submitting your Learning Records until you have all 6 completed.

Congratulations! You have now fulfilled your CE requirements.