

# QUICK START GUIDE To PGP Online

The PGP system is the online tool for recording and submitting points for WOCNCB recertification. Here's a quick guide to getting started.

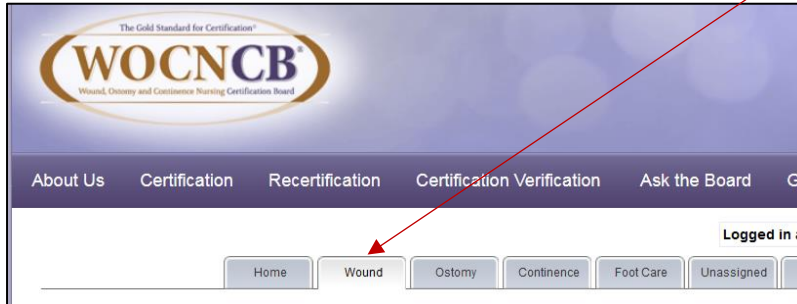
Go to the WOCNCB website, [www.wocncb.org/pgp](http://www.wocncb.org/pgp) to create an account. Click "Register".



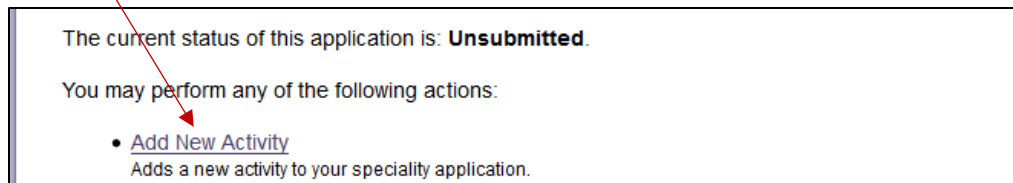
- ▶ Create a username and password for log in.
- ▶ Then, complete the User Profile. You'll need your Certification Number found on your printed credentials certificate. If you don't know your Number, call or email WOCNCB office ([info@wocncb.org](mailto:info@wocncb.org) / 1-888-496-2622.)



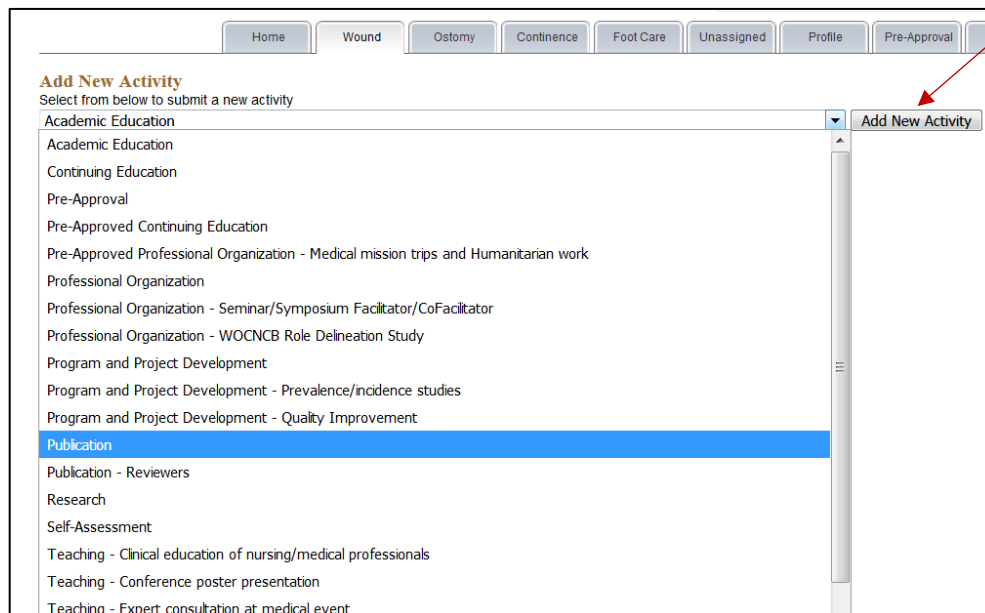
- ▶ Select the specialty portfolio by clicking on a tab on the top: Wound, Ostomy, Continence or Foot Care.



- ▶ Click on "Add New Activity"



- ▶ Select drop-down box for the Category (Publication/Continuing Education/Research/etc), press Add



- ▶ Complete all the required fields on the form (noted with an \*).

Home | Wound | Ostomy | Continence | Foot Care | Unassigned

### Publication

PGP Handbook Reference: n/a  
[Return to application](#)

Activity type \*

Professional practice \*  Professional Practice  Specialty

Date activity completed \*

PGP points claimed for this activity

Title of work / publication \*

Synopsis of material \*

- ▶ You may include rationale in your write up if it is not obvious how an activity relates to the clinical focus, in order to substantiate the points claimed.

- ▶ Click Save Activity

**Save Activity**

**Calculate Points**

- ▶ Continue on until your portfolio Point Summary reaches at least 80 total points. You may include up to 90.

Specialty Activities					Point Summary	
Actions	Category	Activity Type	Points	Activity Completed	Category	Points
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	3.00	2016-03-13	Academic Education	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.25	2016-03-14	Continuing Education	13.25
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-03-15	Pre-Approval	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-03-15	Professional Organization	15
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.50	2016-06-05	Professional Organization - WOCNCB Role Delineation Study	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-06-05	Program and Project Development	30
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-06-06	Publication	20
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-06-07	Research	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2016-06-07	Self-Assessment	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.50	2016-06-07	Teaching	7
					<b>Specialty Points: 85.25</b> <b>Professional Practice Points: 0</b> <b>Total Points: 85.25</b>	

- ▶ Refer to the printed PGP Handbook while working on your portfolio.

- ▶ Look for the Yellow shaded box for messages on errors needing correction under the Point Summary.

Point Summary	
Category	Points
Academic Education	0
Continuing Education	2
Pre-Approval	0
Professional Organization	10
Professional Organization - WOCNCB Role Delineation Study	0
Program and Project Development	0
Publication	0
Research	0
Self-Assessment	0
Teaching	22.13

Specialty Points: 34  
 Professional Practice Points: 0.13  
**Total Points: 34.13**

- You must have at least 10 points in this specialty for continuing education.
- You must have at least 10 Specialty CE points.
- Your portfolio must contain 80 points total per specialty. Forty (40) of these points must directly relate to the specialty.

### To Save Your Work

- ▶ Each time you click Save Activity, the data is stored online.

### To Update Your Work

- ▶ You may log-in any time to update your data over the 5-year recertification period.

### To Edit Your Work

- ▶ Click Edit next to the Activity in the Activities tables (left-hand side).

Specialty Activities					Point Summary	
Actions	Category	Activity Type	Points	Activity Completed	Category	Points
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2017-04-08	Academic Education	0
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Continuing Education	CE/CME Credits	1.00	2017-04-08	Continuing Education	2
<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Move</a>	Professional Organization	Committee or task force member at the national level	10.00		Pre-Approval	0
					Professional Organization	10
					Professional Organization - WOCNCB Role Delineation Study	0
					Program and Project Development	0

- ▶ To delete, click Delete next to the Activity in the Activities tables (right-hand side).
- ▶ To Move an activity to a different specialty, click Move next to the Activity in the table (left-hand side).

### To Submit Your Portfolio


- ▶ When your portfolio Point Summary reaches at least 80 total points, click on the action at the top titled: Submit Application for Review (Note – this only ‘appears’ on your screen if there are no point total errors.)

<ul style="list-style-type: none"> <li>• <a href="#">Add New Activity</a> Adds a new activity to your specialty application.</li> <li>• <a href="#">Submit Application for Review</a> <ol style="list-style-type: none"> <li>1. Please be sure your application is in final form prior to sending.</li> <li>2. Once you click Submit you cannot make revisions</li> <li>3. Your computer will redirect you to Castle for credit card payment on this website: <a href="http://www.castleworldwide.com/wocncb">www.castleworldwide.com/wocncb</a></li> </ol> </li> <li>• <a href="#">Export to Word</a> Exports this portfolio to an Word file.</li> </ul>
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- ▶ You will automatically be sent to Scantron and prompted for payment information.

## To Print Your Portfolio

▶ Remember to save a copy of EACH specialty portfolio. Click on 'Export to MS Word' and save this file on your computer. Then you can print this file as needed. WOCNCB can retrieve archived files if needed.

- [Add New Activity](#)  
Adds a new activity to your speciality application.
- [Submit Application for Review](#)
  1. Please be sure your application is in final form prior to sending.
  2. Once you click Submit you cannot make revisions
  3. Your computer will redirect you to Castle for credit card payment on this website: [www.castleworldwide.com/wocncb](http://www.castleworldwide.com/wocncb)
- [Export to Word](#)   
Exports this portfolio to an Word file.

## Status of Your Portfolio

▶ Once approved, you will receive an email notification from [info@wocncb.org](mailto:info@wocncb.org)

▶ If you are instructed to revise portions of your portfolio, you will receive an email. You will be given a link to log-in and update your portfolio. **Remember to click re-submit** for each portfolio.

The current status of this application is: **Under Revision**.  
This application was submitted at 1:56pm on August 4, 2019

You may perform any of the following actions:

- [Add New Activity](#)  
Adds a new activity to your speciality application.
- [Resubmit Application for Review](#)  
Resubmits your application to the reviewer. They will now be able to see any changes you've made and view any comments you've added. There will be a \$25 charge.

Definitions of PGP Activities (PDF): [WOC | PGP](#)

Certification expires: December 31, 2019  
Eligibility window: December 31, 2018 to September 30, 2019  
Points Accrual: July 20, 2014 to September 30, 2019  
Returned: August 11, 2019  
Resubmit deadline: September 10, 2019 [i](#)

**Note: you cannot edit or add to your portfolio after you submit it, unless requested to do so by WOCNCB.**