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, <u>www.wocncb.org/pgp</u> to create an account. Click "Register".

The Ge	nd Standard for Certification OCNC d Continence Naming Certific	B	18		Follow L	is in 🎬
About Us (Certification	Recertification	Certification Verification	Ask the Board	Get Involved	Public Policy
About t Welcome to the c (PGP) as an atte from novice to ex Successful recer The PGP allows y professional sy currently certified	he Profe	essional Gro system to recertify via an exam for recertification depends on reading the te your knowledge of wo n's awarded based on a we initially attempted and	owth Program (the Professional Growth Program (n. PGP recognizes the activities that PGP Handbook - cross reference e und, ostomy or continence nursing ccumulating PGP points for activitie failed the certification exam.	GP). The WOCNGB estit I go beyond routine prac ach activity with your por by tracking and recording s related to your profess	ablished the Profession lice or that represent t tfolio to assure you ha g evidence of your cor jonal growth. To recerf	nal Growth Program the pathway you took we met the criteria. titnual learning and tity via PGP you must be
To Begi	n ng your portfolio	online, click on "Registe	r" to create an account - or click on	"Login" if you have alrea	ady created an accour	ıt.
			Register	Login		

• 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 (<u>info@wocncb.org</u> / 1-888-496-2622.)

The Gold Standard for Certification* WOOCONCDS Wurd, Owney and Continence Naming Certification Board			3	Follow	w Us	You Tube
About Us Certification Recertific	cation Certification V	erification Ask t	he Board	Get Involve	d Public P	olicy
			Logged	in as Shawn I	Dimmer <u>Help</u>	Logout
Home	Wound Ostomy C	Continence Foot Care	Unassigned	Profile	Pre-Approval	Audit
Y P User Profile	ou must complete your prof ortfolio activities by special	ile below prior to enter ty.	ing your			
Contact Information						
First Name*	Your					
Last Name*	Name					
Former Last Name (if changed within past 5 years)						
Preferred Address*	555 E Wells St					
Preferred Address 2						

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



• Click on "Add New Activity"

Th	e current status of this application is: Unsubmitted .
Yo	u may perform any of the following actions:
	Add New Activity Adds a new activity to your speciality application.

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

Home Wound Ostomy Continence Foot Care Unassigned	Profile Pre-Approval
Add New Activity	
Select from below to submit a new activity	
Academic Education	 Add New Activity
Pre-Approval	
Pre-Approved Continuing Education	
Pre-Approved Professional Organization - Medical mission trips and Humanitarian work	
Professional Organization	
Professional Organization - Seminar/Symposium Facilitator/CoFacilitator	
Professional Organization - WOCNCB Role Delineation Study	
Program and Project Development	=
Program and Project Development - Prevalence/incidence studies	
Program and Project Development - Quality Improvement	
Publication	
Publication - Reviewers	
Research	
Self-Assessment	
Teaching - Clinical education of nursing/medical professionals	
Teaching - Conference poster presentation	
Teaching - Expert consultation at medical event	

• 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 *		Prof	essional Practic	ce		
		Spec	cialty			
Date activity completed	1*					
PGP points claimed for	r this activity					
Title of work / publication	on *					
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



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

pecialty Act	ivities		\backslash				Point Summary	
Actions \$	Category \$	Activity Type	¢	Points ¢	Activity \$		Category ¢	Points ¢
					Completed		Academic Education	0
Edit Delete Move	Continuing Education	CE/CME Credits		3.00	2016-03-13		Continuing Education	13.25
Edit Delete	Continuing Education	CE/CME Credits		1.25	2016-03-14	1	Pre-Approval	0
Move							Professional Organization	15
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-03-15	_	Professional Organization - WOCNCB Role Delineation Study	0
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-03-15		Program and Project Development	30
Edit Delete	Continuing Education	CE/CME Credits		1.50	2016-06-05	\mathbf{X}	Publication	20
Move							Research	0
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-06-05		Self-Assessment	0
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-06-06		Teaching	7
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-06-07		Professional Practice Points: 0 Total Points: 85.25	
Edit Delete Move	Continuing Education	CE/CME Credits		1.00	2016-06-07			
Edit Delete Move	Continuing Education	CE/CME Credits		1.50	2016-06-07			

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

►	Look for the Yellow shaded box for messages on error	rs needing
cor	rection under the Point Summary.	



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).

ecialty Acti	ivities				Point Summary	
ctions ¢	Category ¢	Activity Type \$	Points ¢	Activity Completed \$	Category \$	Poi
the Line Line Line	Overfaulter Education	OF IONE Or dive	4.00	-	Academic Education	0
Move	Continuing Education	CE/CME Credits	1.00	2017-04-00	Continuing Education	2
dit Delete	Continuing Education	CE/CME Credits	1.00	2017-04-06	Pre-Approval	0
Move	Ŭ				Professional Organization	10
Edit Delete Move	Professional Organization	Committee or task force member at the national	10.00		Professional Organization - WOCNCB Role Delineation Study	0
		IE Y EI			Descent and Desired 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.)

•	Add New Activity Adds a new activity to your speciality application.
•	<u>Submit Application for Review</u> Please be sure your application is in final form prior to sending. Once you click Submit you cannot make revisions Your computer will redirect you to Castle for credit card payment on this website:www.castleworldwide.com/wocnob
•	Export to Word Exports this portfolio to an Word file.

• 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.

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 capacit make revisions 3. Your computer will redirect you to Castle for credit card payment on this website:www.castleworldwide.com/woonob		Add New Activity
Submit Application for Review 1. Please be sure your application is in first form prior to sending. 2. Once you click Submit you cannot make revisions 3. Your computer will redirect you to Castle for oredit card payment on this website:www.castleworldwide.com/woonob		Adds a new activity to your speciality application.
3. Your computer will redirect you to Castle for credit card payment on this website:www.castleworldwide.com/woonob		Submit Application for Review 1. Please be sure your application is in first for 2. Once you click Submit you cannot make rev
Export to Word	it on this website:www.castleworldwide.com/woonob	3. Your computer will redirect you to Castle for
Exports this portfolio to an Word file.		Exports this portfolio to an Word file.

Status of Your Portfolio

• Once approved, you will receive an email notification from 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.



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