

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.

Create an Account

1. Click Register (website is: www.wocncb.org/pgp)

To Begin

To begin developing your portfolio online, click on "Register" to create an account - or click on "Login" if you have already created an account.

 or

2. Type in your email address

— Create or Recover your Login —

To create a new login (or if you've forgotten your username or password), we need to verify your identity by sending a special link to your email address. Please enter your email address below.

Email Address*

3. Click link sent to your email to set up a password

please click on this link: <https://test-wocncb.execinc.com/edibo/ResetUsernameAndPassword?LoginToken=FA6E38F02AE686D1AC1>

4. Create User Name and Password

Please enter a new username and password.

— Username —

New Username*

New Username (Confirm)*

— Password —

Your password must be at least six characters and should contain at least one number.

New Password*

New Password (Confirm)*

5. Confirmation your password is set, with link to Login screen.

Your new username and password have been set. You can now [login](#).

6. Login here with username and password



— Login —

You must login to view this page.

Username*

Password*

Remember Me

[Login Help](#)

Entering Activities

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

The Gold Standard for Certification®

WOCNCB®
Wound, Ostomy and Continence Nursing Certification Board

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Home Wound Ostomy Continence Foot Care Unassigned

Logged in as

A red arrow points to the 'Wound' tab in the navigation bar.

- ▶ Click on “Add New Activity”

The current status of this application is: **Unsubmitted**.

You may perform any of the following actions:

- [Add New Activity](#)
Adds a new activity to your speciality application.

A red arrow points to the 'Add New Activity' link.

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

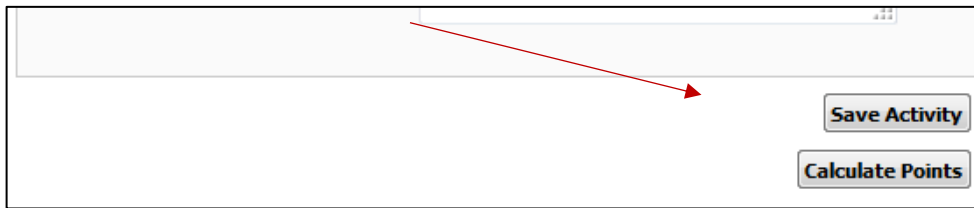
The screenshot shows a web application interface with a navigation bar at the top containing buttons for Home, Wound, Ostomy, Continence, Foot Care, Unassigned, Profile, and Pre-Approval. Below the navigation bar is the 'Add New Activity' section, which includes the instruction 'Select from below to submit a new activity'. A list of activity categories is displayed, with 'Publication' highlighted in blue. To the right of the list is a vertical scrollbar and an 'Add New Activity' button, which is pointed to by a red arrow.

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

The screenshot shows the 'Publication' form in the application. The form includes a navigation bar with buttons for Home, Wound, Ostomy, Continence, Foot Care, and Unassigned. Below the navigation bar is the 'Publication' section, which includes the text 'PGP Handbook Reference: n/a' and a link 'Return to application'. The form contains several fields, with red arrows pointing to the required fields (marked with an asterisk): 'Activity type *' (a dropdown menu), 'Professional practice *' (radio buttons for 'Professional Practice' and 'Specialty'), 'Date activity completed *' (a text input field), 'Title of work / publication *' (a text input field), and 'Synopsis of material *' (a text input field). The 'PGP points claimed for this activity' field is also present but not marked as required.

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.**

Specialty Activities

Actions	Category	Activity Type	Points	Activity Completed
Edit Delete Move	Continuing Education	CE/CME Credits	3.00	2016-03-13
Edit Delete Move	Continuing Education	CE/CME Credits	1.25	2016-03-14
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2016-03-15
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2016-03-15
Edit Delete Move	Continuing Education	CE/CME Credits	1.50	2016-06-05
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2016-06-05
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2016-06-06
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2016-06-07
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

Point Summary

Category	Points
Academic Education	0
Continuing Education	13.25
Pre-Approval	0
Professional Organization	15
Professional Organization - WOCNCB Role Delineation Study	0
Program and Project Development	30
Publication	20
Research	0
Self-Assessment	0
Teaching	7

Specialty Points: 85.25
Professional Practice Points: 0
Total Points: 85.25

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.

Saving & Editing

To Save Your Work

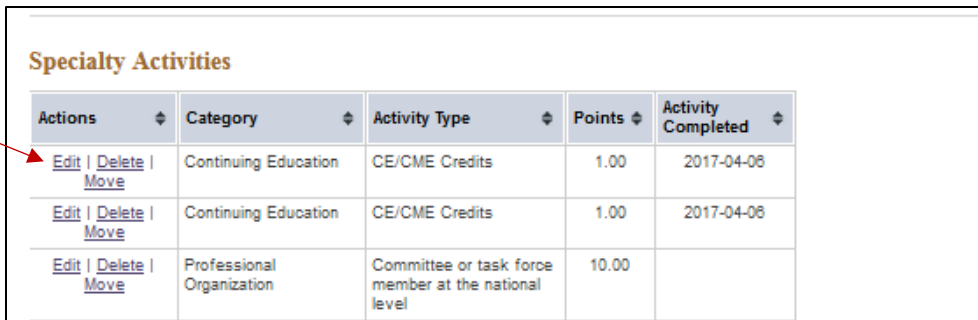
- ▶ Each time you click Save Activity, the data is stored online.

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).



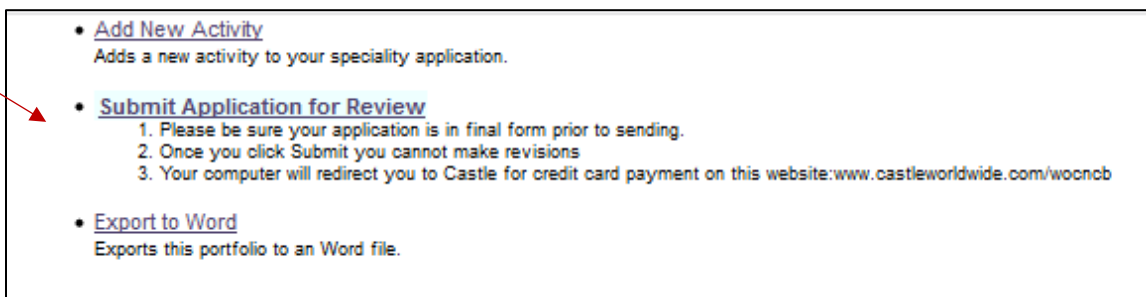
Actions	Category	Activity Type	Points	Activity Completed
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2017-04-08
Edit Delete Move	Continuing Education	CE/CME Credits	1.00	2017-04-08
Edit Delete Move	Professional Organization	Committee or task force member at the national level	10.00	

- ▶ 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).

Sending a Portfolio

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.
- [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
- [Export to Word](#)
Exports this portfolio to an Word file.

- ▶ You will automatically be sent to Scantron and prompted for payment information.

Other Actions

To Export a copy of Your Portfolio

- ▶ Remember you can download (export) and 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
- [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
- ▶ 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.

Certification expires: Dec
Eligibility window: Dec
Points Accrual: July 20, 2
Returned: August 11, 20
Resubmit deadline: Sep

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