

QUICK GUIDE

To AP Portfolio Online System

Getting Started

- ▶ You must first Register by creating an account, click Register and complete all fields. <http://pgp.wocncb.org/>
- ▶ Then, complete the User Profile and click Save Changes
- ▶ Select the first portfolio to be completed by clicking on a specialty on the Dashboard: Wound, Ostomy, Continence
- ▶ Click on “Add Activity”
- ▶ Select drop-down box for the activity (Continuing Education, Practice Hours, etc), press Continue
- ▶ Complete all the required fields on the form (noted with a *).
- ▶ Click Save
- ▶ Continue on until your portfolio Activity list on the portfolio Point Summary reaches at least 80 total points.
- ▶ Look for messages in the yellow “Warnings” box for potential errors
- ▶ Refer to the printed AP Portfolio Handbook while working on your portfolio.

To Save Your Work

- ▶ Each time you click Save, 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, click Edit next to the Activity in the Activities tables (left-hand side).
- ▶ To delete, click Delete next to the Activity in the Activities tables (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
- ▶ You will be sent to Meazure Learning and prompted for payment information. Be sure it shows “**PGP**” as the value for each specialty, and if not, contact Meazure for assistance (919) 572-6880 email candidatesupport@meazurelearning.com

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.

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.