How to Complete the Self-Reflective Assessment Tool

Log in
1. Log in to the [Registrant Portal](https://portal.ctcma.bc.ca/) account (https://portal.ctcma.bc.ca/)
2. Click the 'MY ACCOUNT' button near the top right corner of the window to go to your ACCOUNT INFORMATION.
3. Click on the 'Practice Support Program' tab
4. You will see where to 'click here' to begin participating in testing the Self-Reflective Assessment Tool.

What you will see
You will first see an introduction of the Self-Reflective Assessment Tool which includes a list of the Career-Span Competencies (CSCs) and nine performance indicators for each.

One point to stress is that there are no 'right answers.' Your answers should reflect your own perception, of your own performance, in your own practice. This will maximize the value of this Stage 1 tool when it comes time to develop your *Continuing Professional Development Plan* for professional growth over the entirety of your career.

What to do
During the Self-Reflective Assessment, *you rate your own performance* relative to each indicator using the scale provided as a drop-down menu.

The CSCs are adaptable to various work situations across a career span. If you don't feel that you can provide a rating for a particular performance indicator, you can choose one of two rationales, R10 or R11, to explain why no rating can be provided. We expect these rationales will be used only rarely as, with more reflection, most registrants will come to see how a particular performance indicator can apply to their personal work situation.

The 'Comments and Notes' sections are provided for you to write down additional thoughts or examples that support your rating choices, perhaps expand upon why you chose R10 or R11, or other thoughts about the process. These notes will be helpful when you develop your *Continuing Professional Development Plan*. You will also be able to provide feedback in a follow-up survey which we plan to distribute in the next short while.

You are required to rate all indicators for each CSC in order to be able to click on the 'Continue' button to go to the next CSC. After a CSC is completed and the 'Continue' button is pressed, the data is saved automatically. You can choose to complete all 14 CSCs in one sitting, or you might prefer to do some of them one day, leave the Registrant Portal, and come back to it later.

You don't have to do it all at once
You can return to the Self-Reflective Assessment Tool by repeating the four steps at the top of this page. Rest assured, your previously entered data will have been saved and you can pick up

where you left off. You can also make changes to any previously completed ratings if, upon reflection and after learning more about a CSC, you feel differently about your performance.

When you're finished

Once the Self-Reflective Assessment Tool is fully completed, that is, you have provided a rating for all indicators in each of the 14 CSCs, simply click the 'Submit Results' button at the bottom of the CSC 14 page. The software will generate a '2021 Summary of Self-Assessment.' You can 'export' this summary in a number of common formats, such as pdf or as a Word document, for later reference when you draw up your *Continuing Professional Development Plan*.

The College has also prepared a hard-copy, or printed version of the Self-Reflective Assessment Tool available for those who prefer a paper format. The pdf package can be accessed here. It can be printed out to be filled in by hand.

Report your participation; claim your CE credits

To report your participation in piloting the Self-Reflective Assessment Tool please note in your CE Activity Log (Excel or Pdf version) for 10 CE credits in either Category B or C. You are not required to send in any additional information to the College to record this CE activity unless you are asked to do so specifically during a CE audit.

Example:

Date	Category	Ethics	# of Hours	Description
2021-08-15	Category B or C		10	Completion of the Pilot-Testing of the Self-Reflective Assessment Tool and Survey