



OANHSS Administrator Certification

Log Book

Name Label
(Office Use Only)

Introduction

To help OANHSS assess your eligibility for recertification, we are providing a Log Book for you to record your work experience and professional development in the long term care field or equivalent under seven different categories:

1. *Continued Management Practice*
2. *Continuing Education*
3. *Leadership Activities in Progressive Management*
4. *Research and Publishing*
5. *Public Speaking*
6. *Training and Service Delivery*
7. *Other*

The two-year recertification period that is taken into consideration is comprised of the two (2) years preceding the certification or recertification expiry date. (Please see Important Dates under the Recertification Requirements.)

It should be noted that one of the requirements for maintaining your certification includes continued management practice within the four (4) years preceding the certification or recertification expiry date. Although points are not awarded for work experience (unless you have received a promotion), to obtain recognition for having fulfilled this requirement, you should record this experience in the Log Book, under category 1, Continued Management Practice.

For each category, we have provided a definition of the category, a list of activities with the corresponding points to be awarded and a table for you to record your professional development activities. (A complete list of all of the activities and the corresponding points is provided at the end of the Log Book for reference purposes.) It should be noted that OANHSS will assess the activities that you list and award points as deemed appropriate. If you participated in other relevant activities that were not listed and you would like OANHSS to consider these, or you require more space to add activities, please include these activities under the category 'Other' at the end of the Log Book. OANHSS will assess these activities and award points as deemed appropriate. Please subtotal your points for each category in the tables provided and then total your points in the table at the end of the Log Book.

CATEGORY 1: CONTINUED MANAGEMENT PRACTICE

This category is based on continued management practice in the long term care field or equivalent.

Part A

Work Experience (Recertification Requirement)

Table 1A

Dates (month/year) from, to	Title/Responsibility	Organization	Office Use Only - Approved (no points)
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

LOG BOOK

Part B

ACTIVITY	POINTS
Obtained a promotion	10

(Below the heading, Title/Responsibility, state both the previous and new titles (if applicable) and/or new responsibilities. Please state the date on which you obtained the promotion.)

Table 1B

Activity	Organization	Title/Responsibility	Date (month/year)	Points	Office Use Only- Approved
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total					Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 2: CONTINUING EDUCATION

Definition

Continuing Education is defined as activities of an educational nature that contribute to the professional growth and competency of the long term care or equivalent managerial practitioner, and are not part of normal duties and responsibilities.

Activity List

- | POINTS | ACTIVITY |
|---------------|--|
| 5 | Participated in a teleconference/webinar (2 hours minimum) |
| 10 | Attended a one-day educational workshop (5 hours minimum) |
| 25 | Attended a recognized conference related to the long term care, health care or related field |
| 25 | Attended a two-day intensive workshop/seminar |
| 40 | Completed a formal course (40 hours) |
| 40 | Attended a five-day workshop or symposium |

Table 2

Activity and Title of Event	Institution or Sponsor	Date(s) Attended (month/year)	Approx. Hours of Instruction Attended	Points	Office Use Only- Approved
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

(Table 2 continued on next two pages)

LOG BOOK

Table 2 (continued)

Activity and Title of Event	Institution or Sponsor	Date(s) Attended (month/year)	Approx. Hours of Instruction Attended	Points	Office Use Only- Approved
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 3: LEADERSHIP ACTIVITIES IN PROGRESSIVE MANAGEMENT

Definition

Leadership on the job is defined as those activities that broaden professional job knowledge and/or professional leadership skills and are not part of normal duties and responsibilities.

Activity List

POINTS ACTIVITY
 25 Involved with committee work (related committees, boards, and ministerial task forces)

Table 3

Name of Committee (state external or internal committee)	Name of Organization	Nature of Involvement (chairperson/member)	Date(s) (month/year) from, to	Frequency and Length of Meetings	Points	Office Use Only- Approved
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
					Sub-total	Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 4: RESEARCH AND PUBLISHING

Definition

Research and Publishing are defined as initiatives and activities in researching and publishing material and information (which contribute to overall professional growth) which are not part of normal duties and responsibilities.

Activity List

- | POINTS | ACTIVITY |
|---------------|--|
| 15 | Prepared a book review, previewed an article |
| 30 | Documented a recognized special project |
| 30 | Wrote a published article |

Table 4

Activity and Name of Book/Article and Journal/Project	Describe your role in developing book review/article/project and how it was used	Date of Publication/ Submission (month/year)	Points	Office Use Only- Approved
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total				Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 5: PUBLIC SPEAKING

Definition

Public Speaking is defined as making presentations to groups in situations that are not considered part of normal duties and responsibilities.

Activity List

POINTS ACTIVITY
20 Conducted a presentation, speaker at a workshop

Table 5

Activity and Title of Workshop/ Topic of Meeting	Sponsoring Organization or Department	Nature of Involvement (Title, Role, Subject)	Date(s) (month/year)	Points	Office Use Only- Approved
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total					Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 6: TRAINING AND SERVICE DELIVERY

Definition

Training and Service Delivery is defined as development/delivery of programs, services and presentations that are not part of normal duties or responsibilities.

Activity List

- POINTS ACTIVITY**
 40 Taught or lectured a formal course
 40 Classifier, surveyor

Table 6

Organization, Course/Seminar Title and Instructional Subject Area	Title and Your Role	Number of Hours and Frequency of Classes You Taught	Date(s) (month/year) from, to	Points	Office Use Only- Approved
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total					Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 7: OTHER

Definition

If you participated in other relevant professional development activities that were not listed under the first 6 categories and you would like OANHSS to consider these, please include these activities in the table below and provide relevant activity information. OANHSS will assess these activities and award points as deemed appropriate.

Table 7

Activity	Detailed Information (please include date (month, year))	Points (to be assigned by OANHSS)	Office Use Only- Approved
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total			

LOG BOOK

Please copy your sub-total of points from the previous tables into the table below and calculate an overall total of your points.

Table 8

Category	Title	Points	Office Use Only- Approved
1	Continued Management Practice (Part B)		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Continuing Education		Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Leadership Activities in Progressive Management		Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Research and Publishing		Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Public Speaking		Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Training and Service Delivery		Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Other		Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL			Yes <input type="checkbox"/> No <input type="checkbox"/>

List of Activities and Corresponding Points

CATEGORY 1: CONTINUED MANAGEMENT PRACTICE

10 Obtained a promotion

CATEGORY 2: CONTINUING EDUCATION

5 Participated in a teleconference/webinar (2 hours minimum)
10 Attended a one-day educational workshop (5 hours minimum)
25 Attended a recognized conference related to the long term care, health care or related field
25 Attended a two-day intensive workshop/seminar
40 Completed a formal course (40 hours)
40 Attended a five-day workshop or symposium

CATEGORY 3: LEADERSHIP ACTIVITIES IN PROGRESSIVE MANAGEMENT

25 Involved with committee work (related committees, boards, and ministerial task forces)

CATEGORY 4: RESEARCH AND PUBLISHING

15 Prepared a book review, previewed an article
30 Documented a recognized special project
30 Wrote a published article

CATEGORY 5: PUBLIC SPEAKING

20 Conducted a presentation, speaker at a workshop

CATEGORY 6: TRAINING AND SERVICE DELIVERY

40 Taught or lectured a formal course
40 Classifier, surveyor