

NURSING COUNCIL OF KENYA

QUALITY NURSING.OPTIMUM HEALTH



HOW TO UPLOAD CPD EVIDENCE AND RENEW PRACTICING LICENSE

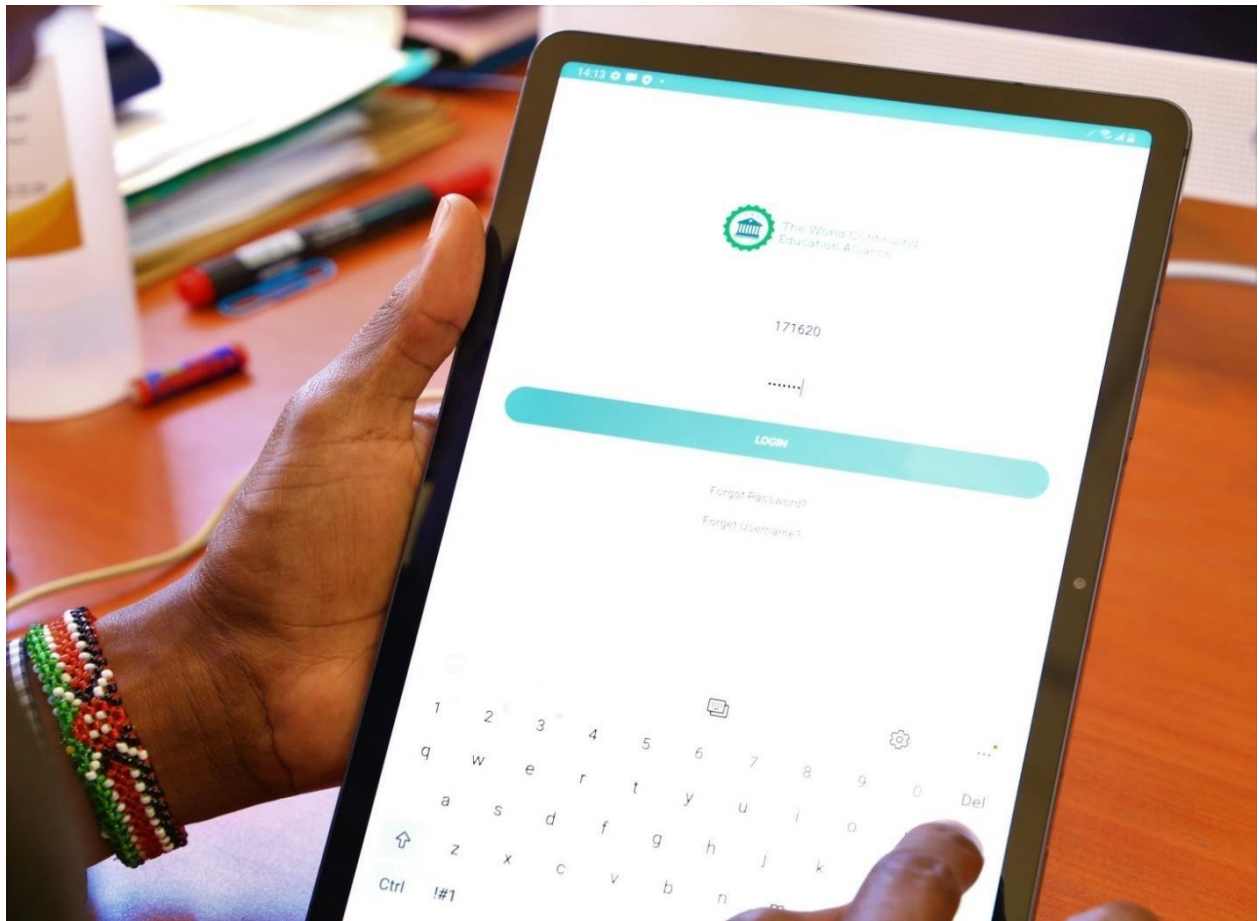
2nd Edition -December 2020





NURSING COUNCIL OF KENYA

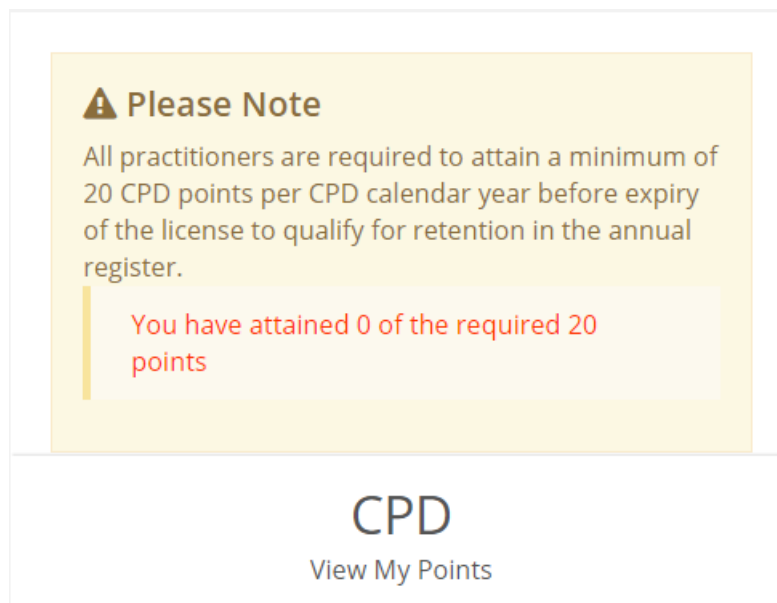
HOW TO ACCESS CPD COURSES AND UPLOAD CPD POINTS TO THE NCK PORTAL FOR LICENSE RENEWAL/RETENTION



A practitioner accessing the WCEA Mobile Application using a tablet. You access the online CPD courses using a smartphone, a tablet, a computer or a laptop (**Photo - NCK**)

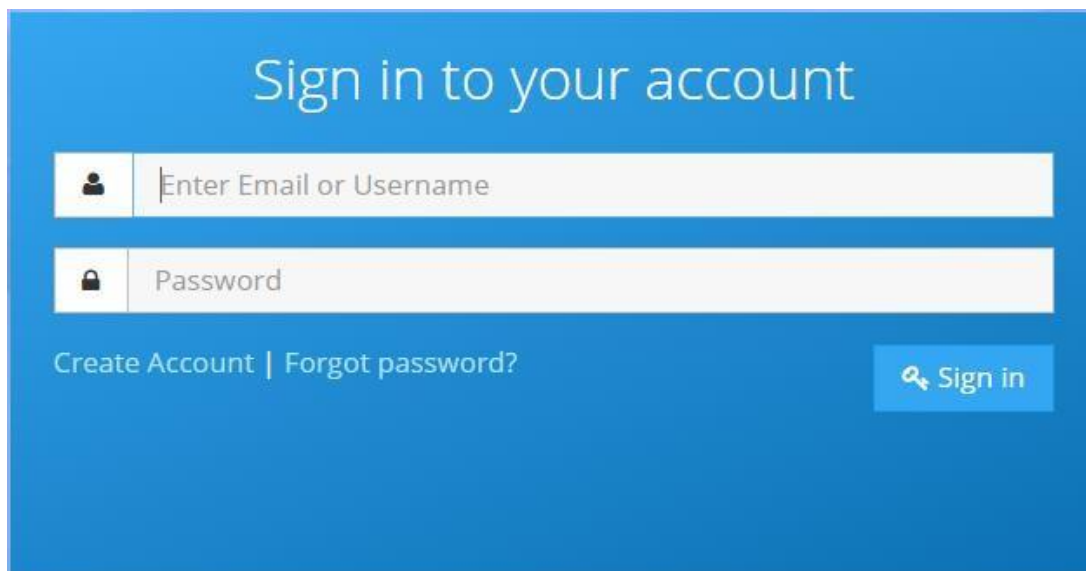
- For you to renew your practice license, you need to attain 20 CPD points
- Continuous Professional Development (CPD) points can be earned through free online courses from WCEA Education Portal & Mobile App, RCNi Modules, accredited CPD Providers, academic study, seminars, webinars, workshops etc.
- To be a CPD provider you need to register with the NCK via <https://osp.nckkenya.com/providers>

HOW TO ACCESS CPD COURSES AND UPLOAD CPD POINTS TO THE NCK PORTAL FOR LICENSE RENEWAL/RETENTION:



Notice showing the **minimum** number of **CPD points** required

1. Login to your Nursing Council of Kenya (NCK) Online Services Portal (OSP) by entering your email/username and password.



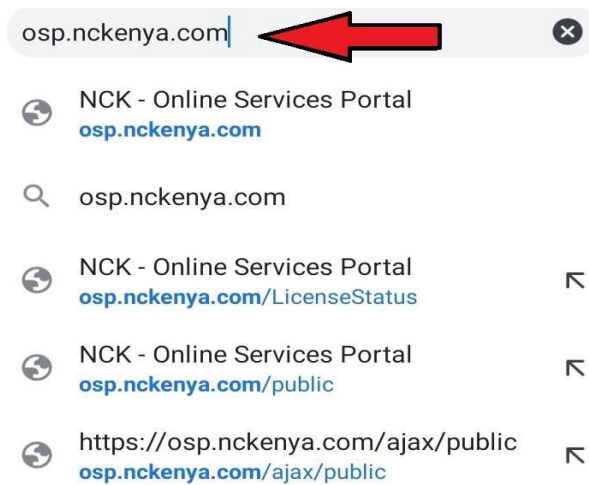
A screenshot of the NCK OSP login portal page

Note:

- On the **mobile browser**, when you are logged in successfully and the system is redirecting, click on the address bar, and type osp.nck Kenya.com and click go to access your account.

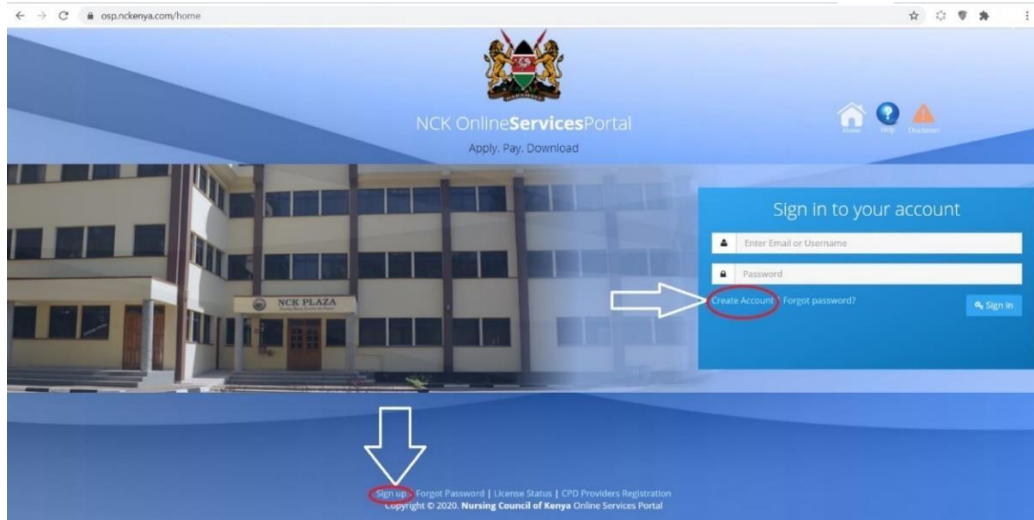


A screenshot of the system **redirecting** on OSP after **successful login**



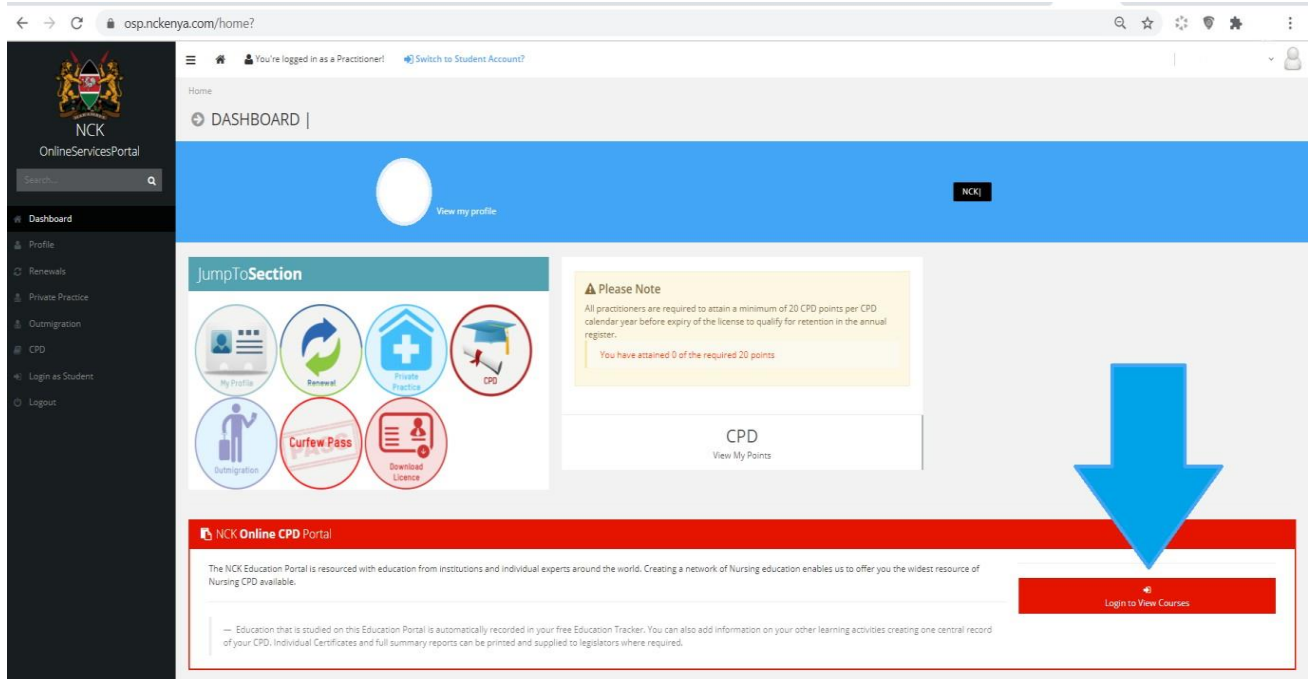
Click on the **address bar**, and type osp.nck Kenya.com then click “Go”

- If you are not registered, click on **“Create Account”** or **“Sign Up”** as shown below, then enter your details and after registration, login to your email to complete the registration process

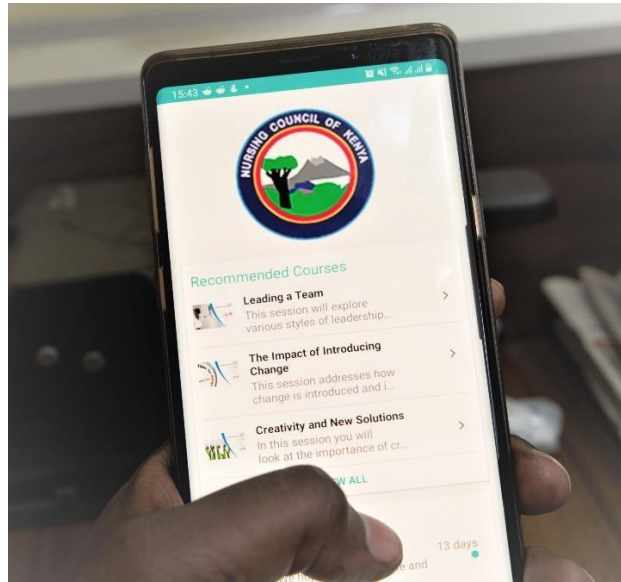


Click on **“Create Account”** or **“Sign Up”** to register for an OSP account

2. Click on **Login to View Courses** from your Online Services Portal to access online CPD courses on the WCEA Education Portal.

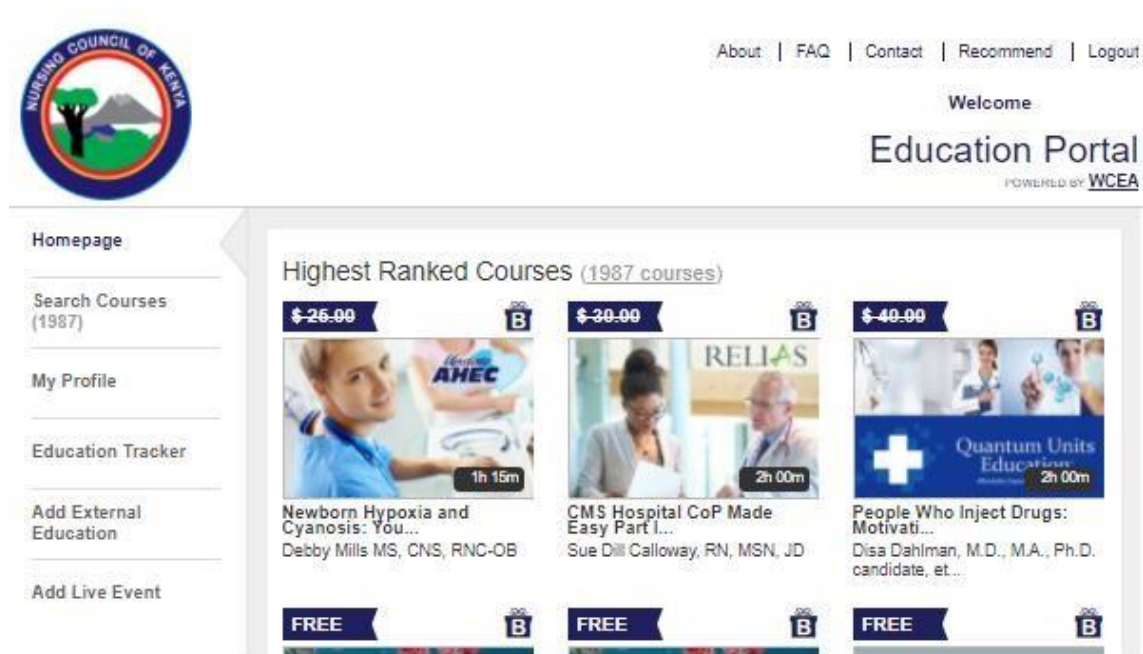


Click on **“Login to View Courses”** to access the **WCEA Education Portal**



A practitioner accessing the WCEA Mobile Application online CPD courses using a phone. (Photo - NCK)

3. The WCEA Education Portal offers over 1900+ free online CPD courses. Reading the online CPD courses available helps you attain the prescribed CPD points.



A screenshot of the free Online CPD courses on the Education Portal



Welcome to NCK Education Portal

Your account has been automatically generated.
You need to agree to our User Agreement to go to your Education Portal.

User Terms and Conditions

1 / INTRODUCTION

1.1 Purpose

The Education Portal software and platform is provided to this organization with the mission of connecting professionals from around the world with a quality education resource specifically targeted at your individual profession, specialty or special interests. To achieve our Mission, we make services available through our websites, and mobile applications.

1.2 Scope and Intent

You agree that by registering on the system, or by using the websites, including the mobile applications, or other information provided as part of the services you are entering into a legally binding agreement with the service provider who is the WCEA with company number 09625504 whose registered office is Unit 16 Sovereign Park, Hemel Hempstead, Hertfordshire, HP2 7DA based on the terms of this User Agreement and the Privacy Policy which is hereby incorporated by reference (collectively referred to as the "Agreement") and become a user ("User").

If you are using the system on behalf of a company or other legal entity, you are nevertheless individually bound by this Agreement even if your company has a separate agreement with us. If you do not want to register an account and become a User, do not accept these terms and conditions and do not access, view, download or otherwise use any webpage, information or services. By creating your account you

I have read and agree to the User Agreement

[Continue to Education Portal](#)



We Respect Your Privacy



By registering you are permitting us to store certain information which we need to create and operate your account. We will email you from time to time but you always have the option to unsubscribe. Details of our Privacy Policy can be found [here](#).



[Continue](#)

[Account Logout](#)

You have to read and agree to the **User Terms and Conditions** the click **Continue to Education Portal**, and the **Privacy Policy** then click **Continue**, before you can access the online CPD courses.

Homepage

Search Courses
(1987)

My Profile

Education Tracker

Add External Education

Add Live Event

Search Courses (1987 courses)

[Show Filters](#)

\$-25.00



1h 15m

Newborn Hypoxia and Cyanosis: Your Baby's B ...

Debby Mills MS, CNS, RNC-OB on behalf of Upstate AHEC

This course explores reasons for newborn hypoxia and cyanosis from congenital heart disease and persistent pulmonary hypertension, pulmonary causes, neurological causes and sepsis. It also discusses various treatment...

Last Update: 04 Nov 2020



Reference: 187000

[More Info](#)

Specialties: Hypertension • Midwife & Maternity • Emergency / Critical Care • [Show All 8 Specialties](#)

\$-30.00

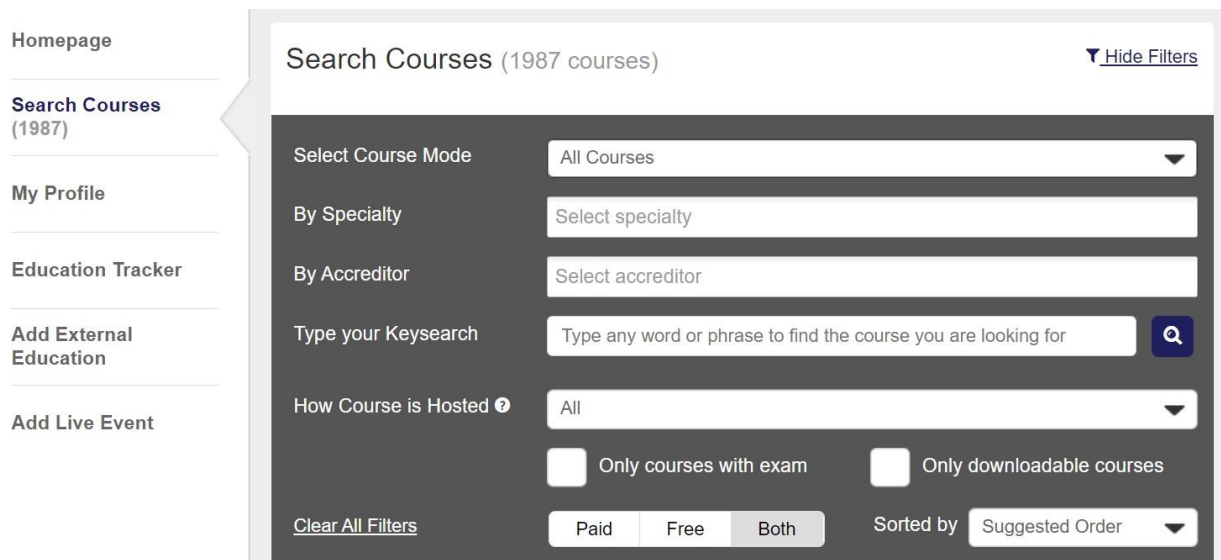


CMS Hospital CoP Made Easy Part II

Sue Dill Calloway, RN, MSN, JD on behalf of Relias Academy

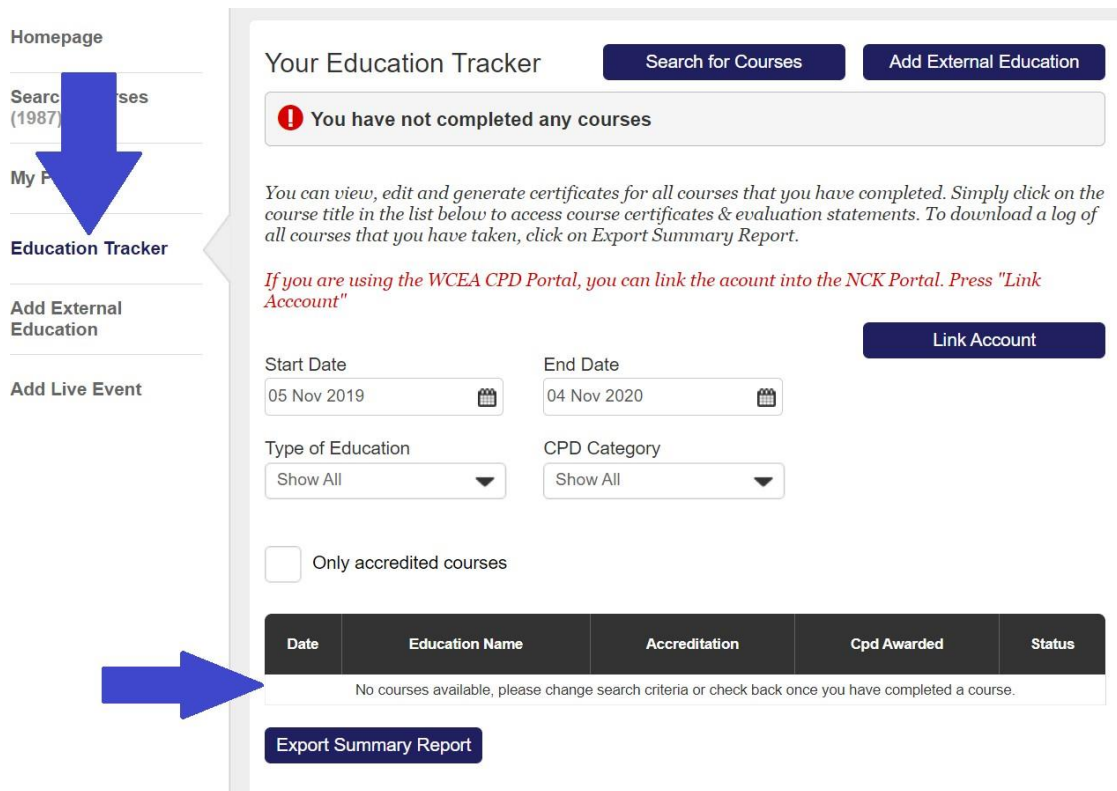
Part II of the series will cover patient rights in a hospital, including restraint and seclusion, grievances, informed consent, advance directives, visitation, and much more.

To search for a specific specialty, click on **Search Courses**, then **Show filters**, search for the desired course and take it. You can search the courses by course mode, Accreditor, search keyword, word or phrase, how course is hosted, only courses with exam, only downloadable courses, and if the course is free, paid or both.



A screenshot of the **Search Courses** page

4. To track how many courses you have completed, click on the Education Tracker.



On the **Education Tracker**, you can view a **summary of all the courses** you have completed and **points** you have attained.

5. To self-report report the courses done, click "Export Summary Report" to download the summary of the courses completed and the points earned.

Your Education Tracker Add External Education

You can view, edit and generate certificates for all courses that you have completed. Simply click on the course title in the list below to access course certificates & evaluation statements. To download a log of all courses that you have taken, click on Export Summary Report.

You are seeing courses of your linked account 97827-ke as well.

Start Date: 31 Oct 2019 End Date: 31 Oct 2020

Type of Education: Show All CPD Category: Show All Only accredited courses

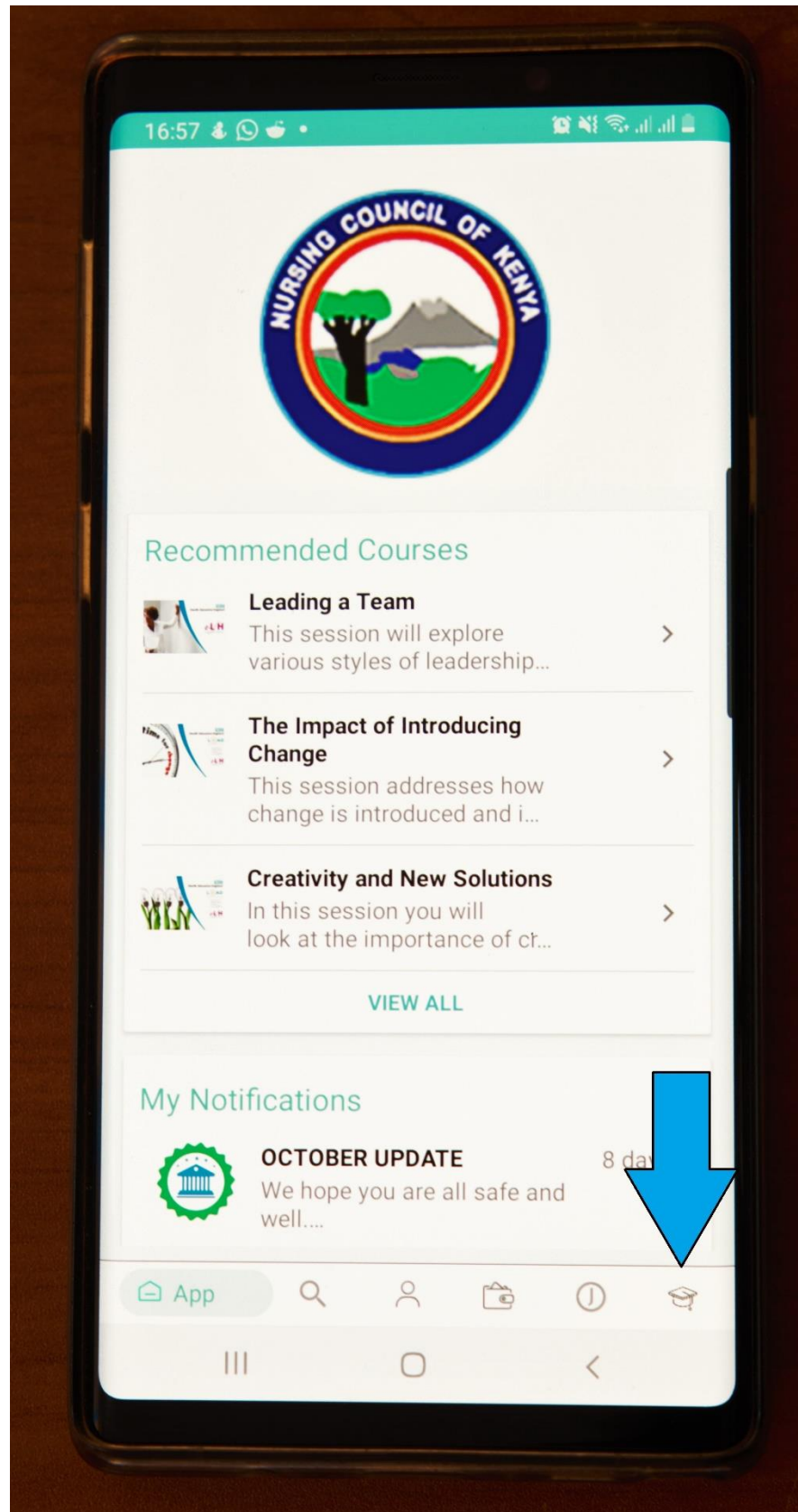
Date	Education Name	Accreditation	Cpd Awarded	Status
25 Oct 2020	Pregnancy and birth during COVID-19	0.5 Points	0.50 Points	Done
14 Oct 2020	Strategies to Optimize Available PPEs - COVID-19	2 Hours	2.00 Points	
14 Oct 2020	An overview of paediatric anaesthesia	1 Points	1.00 Points	
14 Oct 2020	How to care for a patient after death in hospital	1 Points	1.00 Points	
14 Oct 2020	Improving compliance with hand hygiene practices	1 Points	1.00 Points	
14 Oct 2020	Understanding and respecting patient confidentiality	1 Points	1.00 Points	
14 Oct 2020	How to monitor blood glucose	1 Points	1.00 Points	
14 Oct 2020	How to use a self-inflating bag and face mask	1 Points	1.00 Points	
14 Oct 2020	Care of the Elderly in the Wake of COVID 19 Pandemic	0.5 Points	0.50 Points	
14 Oct 2020	Developing resilience: the role of nurses, healthcare teams and organisations	1 Points	1.00 Points	

Export Summary Report 1 2

A screenshot of the **Education Tracker** page

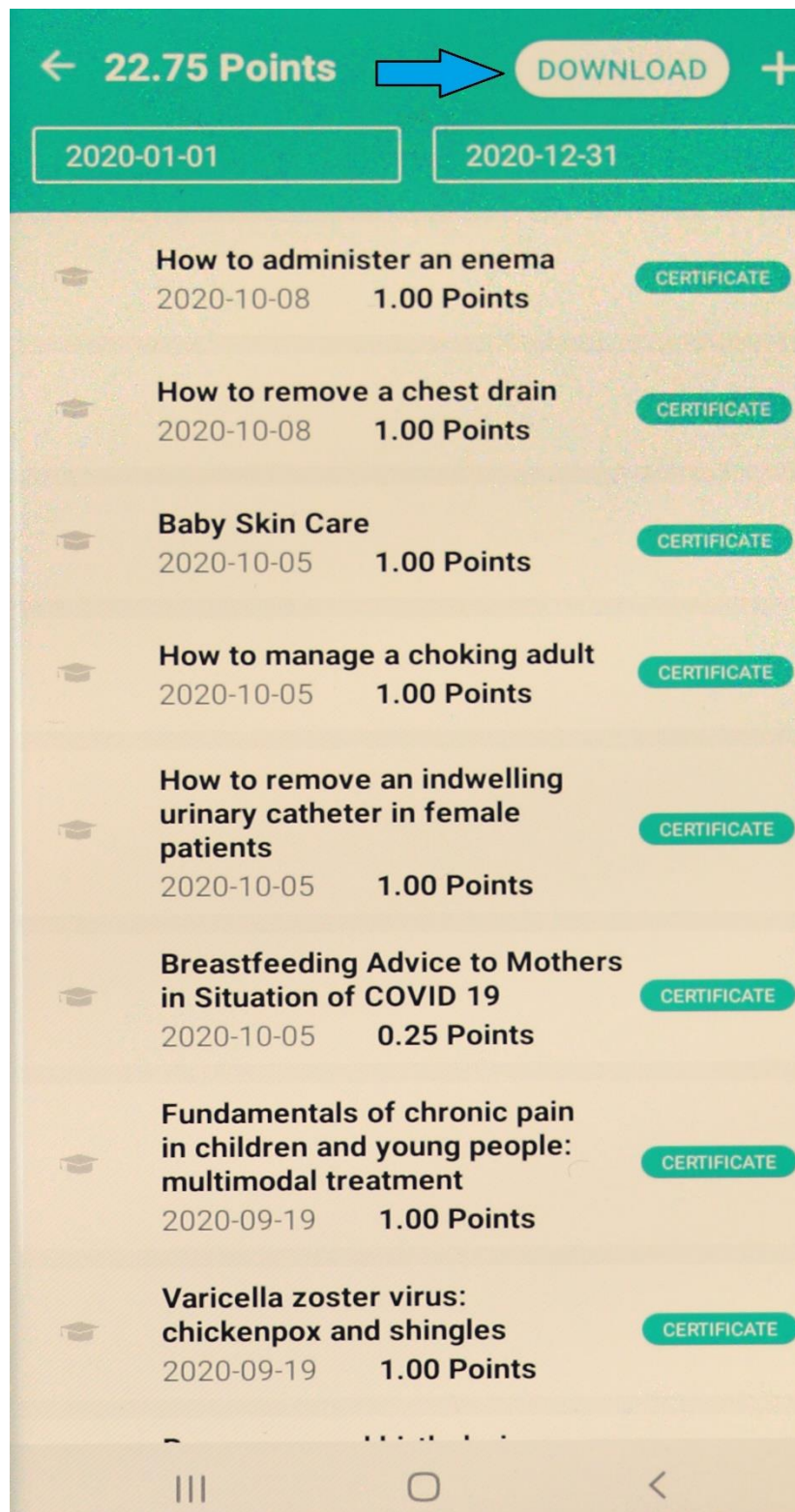
Note:

- You can download the course directly from your WCEA Mobile application by following the steps below:
 - Click on the **“Graduation Cap”** tab as shown below



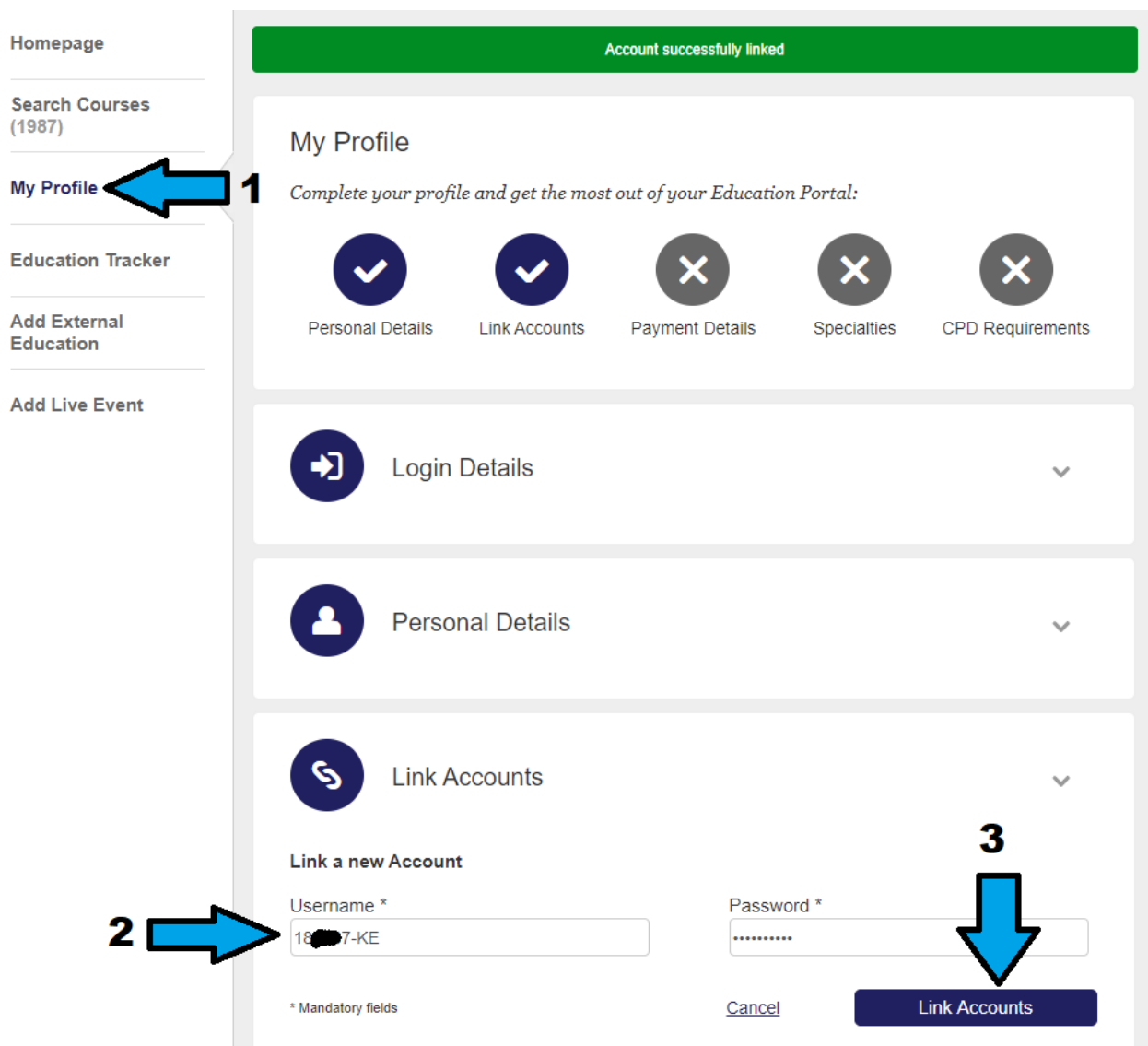
A photo of the WCEA Mobile Application

- Click on **“Download”** to open the course summary PDF and save it to your device and upload as shown on **Step 7** below (**page 13**)



A photo of the WCEA Mobile Application **course summary page**

- You can link your account and download the course summary report for courses done on both the WCEA Mobile Application and the Education Portal as follows:
 - Click on **“My Profile”** on the Education Portal
 - Enter your WCEA Mobile Application **username** and **password**
 - Click on **“Link Account”** to successfully link both accounts and follow **Step 5** above (**page 8**) to download the consolidated course summary report from the Education Portal and the WCEA Mobile Application



A screenshot of the **My Profile** page on the Education Portal

- To add points gained from attending **online webinars** that have a **secret code**:
 - Click on **“Add Live Event”** on your Education Portal
 - Enter the **Secret Code** provided and **Validate** the Code
 - Click **“Submit”** for the points earned to be added to your **Education Tracker**

A screenshot of the **Add Live Event** page on the Education Portal

6. Click log out from your Education Portal and click the Online Services Portal link to be redirect back to your Portal.



Click **“Logout”** to close the session successfully



Contact

Education Portal

POWERED BY [WCEA](#)



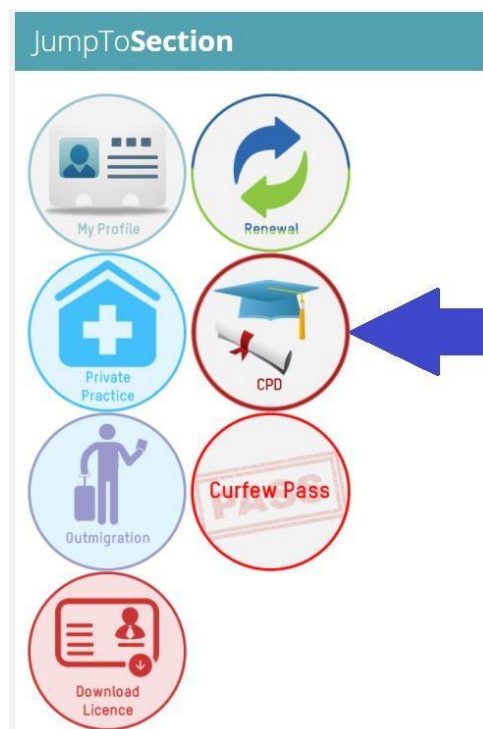
Your session has been closed successfully

To access this portal again, please do so through your organization website <http://osp.nkenya.com/>.



Click on <http://osp.nkenya.com> to be **redirect back** to your **Portal**

7. To upload your course summary from your OSP homepage after being redirected from the Education Portal, follow the steps below:



Step 1: Click on the CPD tab

Home > Cpd

CPD | [View Courses](#)

Self Reporting

Use this tool to report any CPD courses taken.

[Self Reporting Tool](#)

My WCEA Courses

View WCEA courses taken.


[My WCEA Courses](#)

CPD Events

No current events

Step 2: Click on the Self Reporting Tool link

Reported Courses | **Self Reporting** 1



Any error's? Report to email below: info@ncknaya.org

CPD Claim Submitted Successfully

Thank you for submitting your CPD Report. Please allow 48 hours for review and login to see the approval status. Do not submit the same CPD report more than once.

10 entries per page

Reference ID	Event	Location	Evidence	Points
No data available in table				

Showing 0 to 0 of 0 entries

[Self Reporting](#) 2

Step 3: Click on either of the Self Reporting links (1 or 2) to open the Self Reporting Tool

Reported Courses | **Self Reporting**

CPD - Self reporting Tool ::

Event Category Accredited Online CPD Activities/Programs

Select Category

Event Attended WCEA Online Courses

Enter the Event Title .

Location of the Event Online

Enter Location.

Date Attended 2020-08-21

Date Attended

Upload **CPD Evidence**

1 Upload Single File

1 CPDReport.pdf

[Submit for Verification](#)

Step 4: Upload course summary from the WCEA Education Portal and Mobile App as shown in the example above.

The screenshot shows a web interface with two tabs: "Reported Courses" and "Self Reporting". A green notification bar at the top states "Application created successfully.. Redirecting...". Below this, the form fields are filled as follows:

- Event Category:** Accredited Online CPD Activities/Programs (dropdown menu)
- Event Attended:** WCEA Online Courses (text input)
- Location of the Event:** Online (text input)
- Date Attended:** 2020-11-12 (text input)
- Upload CPD Evidence:** A file upload section with a "Choose File" button and a file named "CPDReport (20).pdf" selected.

A blue "Submit for Verification" button is located at the bottom of the form.

A screenshot of the Self-Reporting page showing a **CPD report** has now been **successfully uploaded** for **verification**

Note:

- If you are using a mobile browser, click on the 3 dots on your browser, and check the "Desktop site" button from the drop-down menu to access the site in desktop mode if the Reported Courses link is unresponsive.
- Ensure that the evidence being uploaded is uploaded in the right category. (**See step 4 above for guidance**) For example, for a course summary upload from the WCEA Education Portal should be uploaded in the "**Accredited CPD activity/programs**" category; the event attended should be "**WCEA Online Courses**"; the Location of the event should be "**Online**"; and the **Date** is the day you are **uploading** the evidence. After filling in all the required information, click browse file to search for the download course summary, and after uploading, click "**Submit for Verification**".

CPD Claim Submitted Successfully

Thank you for submitting your CPD Report. Please allow 48 hours for review and login to see the approval status. Do not submit the same CPD report more than once.

Congratulations, your summary has been uploaded successfully and is awaiting verification. The verification process takes 48 hours.

Home > Cpd

CPD |

Reported Courses Self Reporting

Reported Courses Details

CPD Claim Submitted Successfully

Thank you for submitting your CPD Report. Please allow 48 hours for review and login to see the approval status. Do not submit the same CPD report more than once.

10 entries per page

Reference ID Event Location Evidence Points

06	WCEA ONLINE COURSES	ONLINE	Evidence Attached	21
----	---------------------	--------	-------------------	----

Showing 1 to 1 of 1 entries

First < Last

Self Reporting

A screenshot of the **Reported Courses** page **after verification** process, showing the awarded points from the evidence attached.

Note:

- If you have been **awarded 0 (zero) points**, you will need to **re-upload** the evidence by following the above steps and ensure that it is in PDF and it is visible, by clicking "Evidence Attached".
- If you have not been awarded any point and it is blank, it is still in the verification process.

⚠ Please Note

All practitioners are required to attain a minimum of 20 CPD points per CPD calendar year before expiry of the licence to qualify for retention in the annual register.

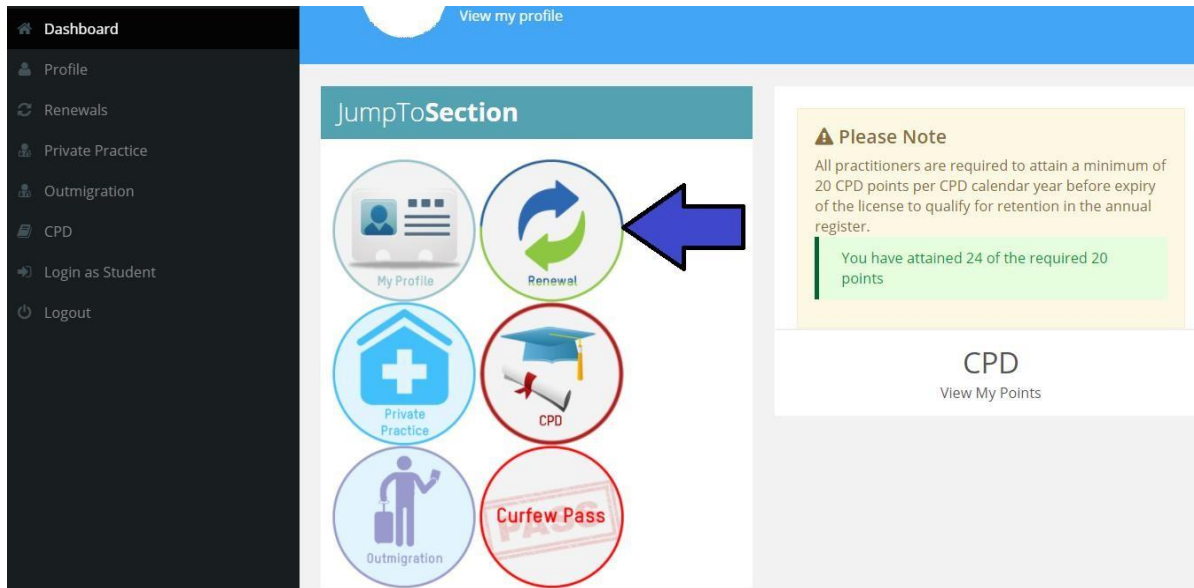
You have attained 27 of the required 20 points

CPD
View My Points

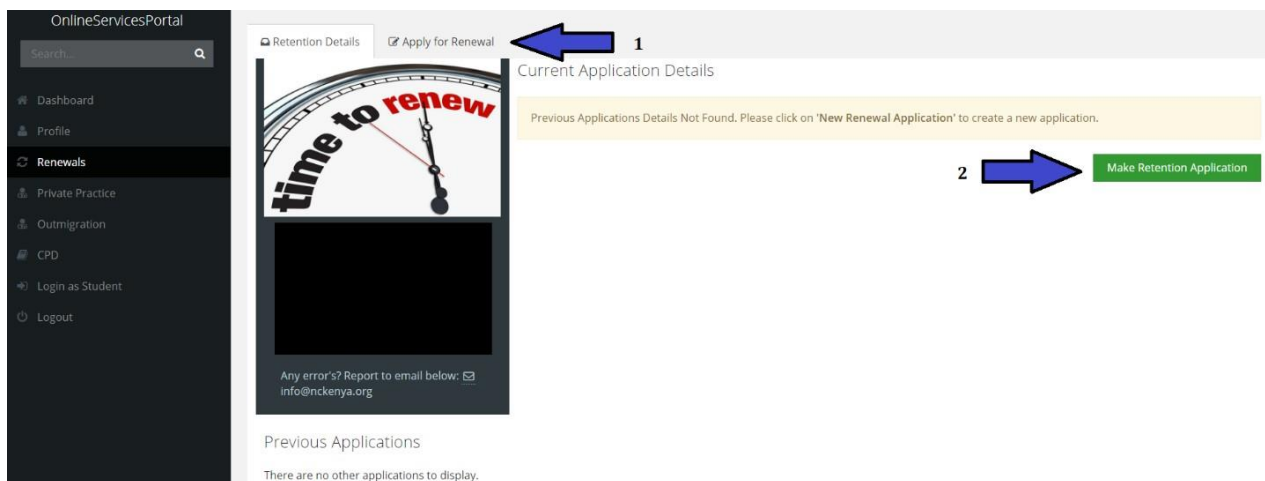
Attainment of the minimum CPD points is a prerequisite for license renewal

HOW TO RENEW NCK PRACTICE LICENSE:

After attaining the minimum 20 CPD points required, follow the steps below:



Step 1: Click on “Renewals” tab to “Apply for Retention” or make a “Retention Application”



Step 2: Click on 1 – “Apply for Retention” or 2 – “Make Retention Application”

Note:

- If you are using a mobile browser, click on the 3 dots on your browser, and check the "Desktop site" button from the drop-down menu to access the site in desktop mode if the “Apply for Retention” or “Make Retention Application” links are unresponsive.

Home > Retention

RETENTION |

Retention Details Apply for Renewal

Apply for renewal ::

Email

Mobile

Type of Practice

Area of Practice

Workstation Type

Workstation/Facility Choose current workstation/facility (start typing to get dropdown)

Select Employer

Apply for Renewal

Step 3: Enter the **required details** and click on **“Apply for Retention”** to make a retention application.

Note:

- To choose your current workstation/facility, type the first 3 letters of the workstation/facility’s name to get a dropdown menu with names of workstations/facilities, and choose the one you are in.

OnlineServicesPortal

Invoice's Details Make Payments

NCK Online Payments Invoice

Prepared by: Nursing Council of Kenya, P.O. Box 20056-00200, Nairobi County, Kenya, E: info@nckkenya.org

Prepared for: P.O. Box, E:

INVOICE NO :
INVOICE DATE :

DESCRIPTION	(KES)	TOTAL
Application for Practice Renewal		1500
	Total	1500
	Paid	0
	Balance	1500

Invoice notes
All amounts shown are in KES, unless otherwise stated. It may take a few moments for this transaction to reflect in your account after a payment is made. Kindly be patient and the system will automatically update your transaction. However, if it takes more than 24 Hours without any update, please contact NCK via info@nckkenya.org.

Invoice ID:

Make Payments

Step 4: Click on **“Make Payments”** for the payment details and procedure

Step 5: To complete the transaction, pay via Mpesa by following the instructions on the “**Make Payments**” page. Kindly note that the “**Invoice number**” is a **unique number** that is **ONLY** associate with **your account** for the payment for only a single transaction and changes for every new transaction. Ensure that you enter the **CORRECT PAYBILL NUMBER and INVOICE NUMBER**. The **invoice number** has **NO SPACE** when inputting it as the **ACCOUNT NUMBER** during the transaction to successfully complete the payment process.

Step 6: Click “**Download Receipt**” for the downloadable payment receipt

Note:

- After completing the transaction, the page redirects to the “**Renewals**” page. The “**Pending**” **Licencestatus** means that the payments have been received by the Nursing Council of Kenya, and the **license renewal is being processed**. The license **approval process takes 24 hours** for your license to appear on the “**Renewals**” page for downloading.



MINISTRY OF HEALTH
NURSING COUNCIL OF KENYA

P.O Box 20056-00200, Nairobi County, Kenya
Phone: +254 701 501559 / +254 721 920567 Email: info@nckkenya.org

Payment Confirmation

Renewal Date: Serial Number:

Application Information

Name	
Registration No.	
Application Type	Renewal for
Premise	
Other Details	N/A

Payment Details

Invoice Number	R
Invoice Date	
Amount	Due: 1500 Paid: 1500 Balance: 0
Payment Mode	MPESA
Date of Payment	
Original Payment ref No	



This is a computer generated receipt downloaded from Nursing Council of Kenya (NCK) Portal, osp.nckkenya.com
It is a valid payment confirmation issued under the Authority of NCK and does not serve as a licence.

Sample of a Payment Receipt

RETENTION

Retention Details

time to renew

Current Application Details

Premise		Licence Status	Processed
Renewal Date		Amount Paid	1500

Download Receipt Download Licence (2020)

Any errors? Report to email below: info@nckkenya.org

Previous Applications

There are no other applications to display.

Step 7: Download the renewed practicing license by clicking on the “Download License” tab. After the license approval process, the license status is changes to “processed” and you can now download the renewed practicing license.

NURSING COUNCIL OF KENYA
Retention Licence

This is an automatically generated retention licence downloaded from Nursing Council of Kenya Portal, osp.nckkenya.com.
Cut along the dotted line then laminate your card.

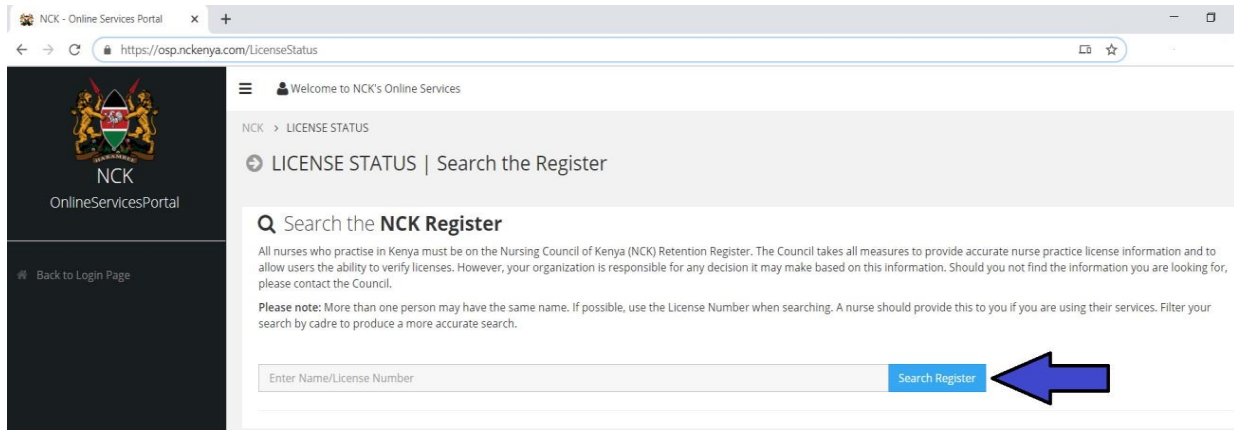
NURSING COUNCIL OF KENYA
Practice Licence

Full Name _____
ID/PP No. _____
Licence No. _____
Valid Until _____
Cadres _____

Passport Photo

Nursing Council of Kenya Retention Card
Phone: +254 733 924669 / +254 721 920567 Email: info@nckkenya.org

Sample of a downloadable Practicing License. The practicing license contains a QR cFode that can be scanned to show the validity of the license and the license status.




To check the license status of a license, visit <https://osp.nckkenya.com/LicenseStatus> and enter the full name/license number and click on “**Search Register**”.

For technical/ ICT support or inquires, contact us via:

Nursing Council of Kenya

 **NCK Plaza, Kabarnet Lane, off Ng’ong Road**

 **P.O. Box 20056 – 00200, Nairobi**

 **+254 20 7854665/9, +254721920567, +254733924669**

 **www.nckkenya.com**

 **support@nckkenya.org**

 **Nursing Council of Kenya**

 **@NCKKenya**