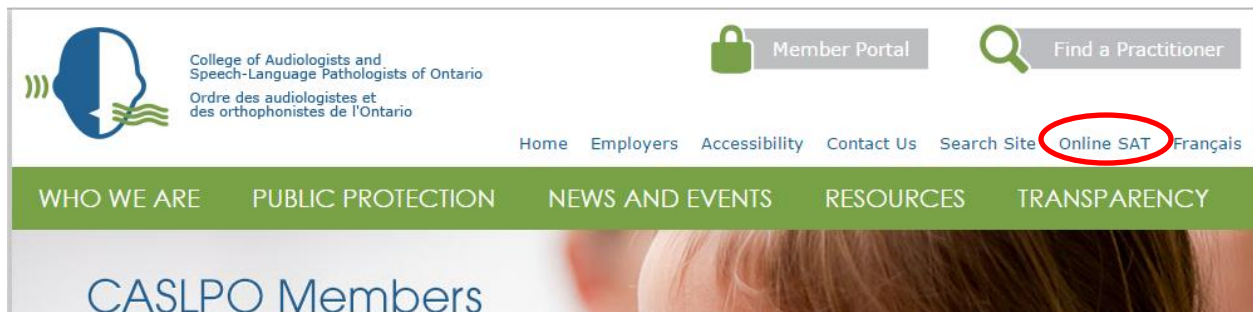


TEN STEPS TO COMPLETE YOUR SELF-ASSESSMENT TOOL (SAT)

STEP 1

Go to the website caslpo.com and click on the "Online SAT" (top right hand corner). **Don't** go into the Member's Portal.



STEP 2

Sign in. Your password is your last name, unless you changed your password earlier in the year. If so, put in your changed password.

Can't remember your password? Select Reset Password below the sign in box

STEP 3

Decide which SAT to complete, the **Clinical** or the **Non-Clinical** SAT in French or English

STEP 4

Complete the **Practice Description**.

STEP 5

Evaluate whether you meet all five **Professional Standards**. If an Indicator does not apply to you, then select **"Non Applicable"**.

STEP 6

Develop three Learning Goals for 2017. These are based on your Professional Standards and/or improvements in practice connected to your current role. You can develop more than three.

STEP 7

Make sure you have **documented** your Continuous Learning Activity Credits (CLACs) from 2016. You need at least **15 CLACs** for 2016.

STEP 8

Evaluate your 2016 Learning Goals by using the Pull-down menus on your Goal Writing page.

PROGRESS TO MEETING GOAL	IMPACT ON MY PRACTICE
Moderate ▾	Significant ▾



STEP 9

Submit your 2016 Self-Assessment Tool to CASLPO by clicking on

Submit to CASLPO

If your SAT is incomplete, the program will not let you submit, but it will tell you which section needs work.

STEP 10

- Read the [SAT Guide](#) for more information.
- Contact CASLPO if you require an accommodation for the **2017 SAT** due to a disability, medical conditions or unforeseen circumstance.
- What happens if I miss the SAT submission deadline? Click [here](#) to find out.
- Contact the [Practice Advice Team](#) if you have a question.