

Tips to Aid in Document Submission

Continuing Competence Program Audit

The information below is provided to you to assist you in making your submission easier. It answers frequently asked questions and highlights areas that members have had difficulty with in the past. Additional resources are available on the College website.

Self-assessment of practice

- Ensure your Self-Assessment has been filled out completely
- There are no wrong answers on a self-assessment
- Remember that you must indicate an answer for every indicator, even those that are not related to your specialty
- If your progress indicator says that your self-assessment is incomplete, go to the summary tab of the self-assessment. Scroll down to see which indicator(s) you may have missed. Then go back to the original tab(s), complete your response(s) and save your entries

Personal learning plan

- A learning objective should convey to the reader something that you would like to learn – not something that you would like to do
- Your selections that you wanted to expand your knowledge on from the self-assessment, will have been auto-populated into the learning plan form
- You do not need to create a learning objective for these auto-populated indicators, but you can if you'd like
- You must submit a minimum of two learning objectives with associated learning activities/resources
- At least one of your learning activities must meet a learning objective
- You do not need to fill in the standards indicator field. You may if you wish – this will not be assessed by the Competence Committee

If you have any questions regarding your submission, please contact the College

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Records documenting your learning activities

- These can be Records of Continuing Competence Activity, Online Learning Records and/or Multi-Session Learning Event Records
- Ensure the date of the activity fits within the continuing competence cycle that is being requested – double check your dates for your learning activities (Sept 1/17 – August 31/18)
- Self-reflection **MUST** be provided in order for an activity to be considered satisfactory. The self-reflection should explain to someone who is not from your specialty how the knowledge that you gained from the learning activities has or may impact your professional practice
- For conferences, workshops, education days, etc. submissions can be made using the Multi-Session Learning Event Record. Here you would only have to self-reflect on one aspect (presentation, session, etc.) of the event
- If the activity supports one of the learning objectives that you have stated on your Personal Learning Plan answer yes to the question – “This activity supports an objective set out in my Learning Plan”
- If you held a full practice permit for less than the entire 2017/18 CCP cycle, your hours’ requirement will be updated on your profile prior to September 1
- Remember, for any activity that you use for your CCP, you must self-reflect on how it affected your own practice, not that of someone else

My CCP

- For assistance with this platform, please consult the tutorial available