



ALBERTA COLLEGE OF MEDICAL DIAGNOSTIC AND
THERAPEUTIC TECHNOLOGISTS

CONTINUING COMPETENCE PROGRAM MANUAL

2025–2026 CCP cycle · October 1, 2026, to September 30, 2026
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PREPARED BY
ACMDTT

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CCP 2025–26

Table of Contents

1. What is the Continuing Competence Program?	3
2. Who must complete CCP?	4
3. CCP cycle and deadline.....	5
4. Required learning hours.....	6
5. Reflective Practice Review.....	7
6. What counts as learning?.....	8
7. What does not count as learning?.....	10
8. College-directed learning	11
9. How to complete and submit your CCP.....	12
10. Keeping your CCP records	13
11. Extensions, exemptions, and alternative requirements.....	14
12. Verification review, audit, and competence assessment.....	15
13. Possible outcomes of review, audit, or competence assessment	17
14. False or misleading information	18
15. Referral to the Complaints Director.....	19
16. Confidentiality and access to CCP records	20
17. CCP and practice hours	21
18. Questions about CCP	22
Frequently Asked Questions	23

12 hrs

Minimum learning hours for a full cycle

Sept 30

Annual submission deadline

5 years

How long to keep your CCP records

Up to 20%

Of registrants selected for audit

CCP at a glance

- Each year, you must complete and submit your CCP requirements by September 30.
- You must complete a self-assessment, learning plan, learning activities, and learning summary.
- You must complete the required number of learning hours for the cycle.
- You must keep supporting records for a minimum of least five years.
- Your CCP, including your learning plan and audit requirements must be complete to renew your practice permit.

1. What is the Continuing Competence Program?

The Continuing Competence Program is a mandatory program for registrants. It supports ongoing professional learning and helps registrants reflect on their practice, identify learning needs, complete learning activities, and evaluate how their learning supports safe, competent, and ethical care.

The CCP is self-directed. This means you are responsible for completing your own self-assessment, choosing learning that is relevant to your practice, documenting your learning, and submitting your CCP by the deadline.

The College may also require specific learning activities or courses when needed to support professional competence or public protection.

2. Who must complete CCP?

Participation in CCP is mandatory for registrants who are on a regulated register and hold registration and a practice permit during the CCP cycle, including those registrants who hold a provisional registration and practice permit.

Your CCP requirements are based on the amount of time you held registration and a practice permit during the CCP cycle.

If your registration or permit status changes during the cycle, you are responsible for confirming your CCP requirements with the College.

3. CCP cycle and deadline

The CCP cycle begins on October 1 and ends on September 30 of the following year.

You must complete and submit your CCP requirements by September 30 each year.

Non-Compliance

If your CCP is incomplete, late, inaccurate, or unsatisfactory, this may affect your ability to renew your practice permit. A **\$150 non-compliance levy** may also be added to your renewal fee.

4. Required learning hours

The CCP requires a minimum of 12 learning hours each year for registrants who held registration and a practice permit for the full CCP cycle. If you were registered for only part of the CCP cycle, your required learning hours are prorated.

12 hours

Minimum for a full cycle.

Time Registered	Hours Required
0–4 months	4 hours
5–8 months	8 hours
9–12 months	12 hours

Some learning activities have a maximum number of hours that can be claimed. You may not claim more than the maximum allowed for an activity, even if you spent more time on it. See #6 for additional information.

5. Reflective Practice Review

Your CCP is completed through a Reflective Practice Review. The Reflective Practice Review has three required parts.

<p>1. Self-Assessment</p> <p>Review your practice against the Standards of Practice that apply to your area of practice.</p> <p>This helps you identify where you want or need to build knowledge, skill, judgment, communication, professionalism, or other areas of competence.</p>	<p>2. Learning Plan</p> <p>Create and follow a learning plan based on the needs identified in your self-assessment.</p> <p>Your learning plan must connect to the professional development needs you identified in your self-assessment.</p>	<p>3. Learning Summary</p> <p>Record your learning activities and explain how the learning addresses your learning needs and supports safe, competent, ethical care.</p> <p>A learning summary should explain:</p> <ul style="list-style-type: none"> • what you learned; • why the learning was relevant to your practice; • how it supports safe, competent, or ethical care;
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Learning summary examples

Weak example	Stronger example
<p>I attended a webinar about patient communication.</p>	<p>I attended a webinar about patient communication and reflected on how I explain procedures to anxious patients. I learned strategies for checking patient understanding before beginning an exam. I will use more plain language and ask patients if they have questions before proceeding.</p>
<p>I read an article about infection prevention.</p>	<p>I read an article about infection prevention and compared it to my current workflow. The article reminded me to slow down during room turnover and check that high-touch surfaces are cleaned consistently. I will pay closer attention to my cleaning process between patients.</p>

6. What counts as learning?

For a learning activity to be considered satisfactory, it must relate to your professional practice and support your continuing competence. Learning should connect to your self-assessment and learning plan. Examples of learning activities that may count toward CCP include:

- ✓ Attending conferences, lectures, presentations, in-services, rounds, or vendor training
- ✓ Completing College modules or College-directed learning
- ✓ Participating in peer-to-peer image or recording review
- ✓ Teaching, mentoring, precepting, or sharing professional knowledge
- ✓ Participating in public awareness activities related to the profession
- ✓ Completing Advanced and Enhanced Practice or Restricted Activities education
- ✓ Completing formal courses
- ✓ Reviewing relevant policies, procedures, research, articles, or journals
- ✓ Participating in research related to professional practice
- ✓ Completing CPR, BLS, or First Aid training, up to the maximum allowed

Maximum hours by learning activity

The table below shows the maximum number of hours you may claim for each type of learning activity in one CCP cycle.

Learning activity	Maximum hours
Attend employer or vendor training, such as new equipment or a new procedure	8
Attend a professional event, such as a conference, lecture, or presentation	12
Attend in-service or rounds	4
Complete a formal course with a set program that ends with a grade or certificate	12

Learning activity	Maximum hours
Complete ACMDTT modules	1 hour per module
Complete an Advanced and Enhanced Practice or Restricted Activities course	4
Develop new educational material	1
Participate in peer-to-peer review	4
Review relevant policies or procedures	3
Share relevant knowledge or expertise as a speaker or presenter	8
Complete CPR, BLS, or First Aid training	4
Participate in research	3
Review articles or journals	1 hour collectively per topic
Teach, mentor, or precept students, peers, or others	5
Complete the AFRHP Sexual Abuse and Misconduct course	1

Additional rules for specific activities

- CPR, BLS, and First Aid may be counted for up to four hours per CCP cycle. Hours over four may not be claimed.
- ACMDTT courses and modules may be counted for up to one hour each toward a CCP cycle.
- Articles and journals may be counted for no more than one hour collectively per issue toward a CCP cycle.
- Peer-to-peer image or recording reviews may be counted for up to four hours per CCP cycle.
- Clinical precepting may be counted for up to five hours per CCP cycle.
- Participation in tradeshow for the purpose of public awareness of the profession may be counted for up to eight hours per CCP cycle.

7. What does not count as learning?

Some activities are considered unsatisfactory and do not count toward CCP learning hours. The activity must be connected to professional practice and supported by adequate reflection.

Duplicate credit

- Duplicate submissions of the same learning activity will only be counted once.

Personal or unrelated learning

- Personal wellness or fitness activities, such as yoga or general wellness classes
- Contract negotiations or pension plan meetings
- Personal financial planning sessions
- Union meetings

Job-related responsibilities and mandatory employer training

- Training on employer-required administrative software, such as scheduling, payroll, or expense tracking
- Mandatory employer annual learning, including ROL, ACE, Traccess, My Learning Link, or similar employer learning portals
- Routine workplace requirements, such as Code Blue, Code Black, or similar mandatory employer requirements, unless the College has stated otherwise

Unsupported or unreliable sources

- Watching online videos without reliable references and without adequate self-reflection
- Research on open-edit websites, such as Wikipedia

Other activities that do not qualify

- entering your CCP objectives into the My CCP portal;
- writing exams;
- calculating practice hours, including on-call or overtime hours;
- social media or networking that is not connected to a clear professional learning objective;
- staff or committee meetings without adequate self-reflection for each meeting.

8. College-directed learning

The College may require registrants to complete specific courses, modules, or learning activities to maintain competence in the practice of the profession.

College-directed learning may include topics such as legislation, standards, ethics, professional communication, professional boundaries, patient consent, sexual abuse and misconduct, social media and digital citizenship, restricted activities, or other matters related to safe, competent, and ethical practice.

If the College requires you to complete a specific course or learning activity, the College will tell you:

- what you must complete;
- who must complete it;
- the deadline for completion;
- whether it counts toward your CCP learning hours;
- what evidence, if any, must be kept or submitted;
- how to request an exemption or alternative requirement, if available.

You must complete College-directed learning within the time period specified by the College unless the College approves an exemption, or alternative requirement.

Requesting an exemption or alternative requirement

If you believe an alternative requirement should apply, you must submit a written request to the College before the deadline, unless exceptional circumstances prevent you from doing so. Your request should explain:

- the requirement you are asking to change;
- why you are requesting an exemption, or alternative requirement;
- the date you expect to complete the requirement;
- any supporting information the College requests.

Approval is not automatic. The College will review the request and confirm the decision in writing.

9. How to complete and submit your CCP

You must complete your CCP in the College portal.

1 Log into the portal	2 Go to My CCP	3 Self-assess	4 Learning plan	5 Record activities	6 Learning Summary	7 Complete, Save and Submit by Sept 30
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Do not wait until renewal to confirm that you can access the portal. Log in early in your CCP cycle to make sure your account is working and update your CCP as you complete your learning activities throughout the year.

You are responsible for keeping your personal contact information current, so you receive CCP notices, audit notices, and other College communications.

10. Keeping your CCP records

You must keep your CCP records for a minimum of five years from the end of the CCP cycle in which the records were created. The College may ask you to provide records if you are selected for verification review, audit, or competence assessment.

5 years

Minimum retention, from the end of the cycle the record was created in.

Examples of records you may need to keep:

- ✓ Certificates of completion
- ✓ Attendance confirmations
- ✓ Course outlines or agendas
- ✓ Presentation materials
- ✓ Notes or summaries of what you learned
- ✓ References for articles, journals, policies, or procedures reviewed
- ✓ Documentation supporting teaching, mentoring, precepting, research, or peer review activities
- ✓ Your reflection on how the learning related to your practice

PRIVACY

Do not include patient names, health information, images, or any other information that could identify a patient or client in your CCP records.

11. Extensions, exemptions, and alternative requirements

If you cannot complete your CCP requirements by September 30 because of extenuating circumstances, you may ask the College for an extension, exemption, or alternative requirement.

A request should be made in writing before September 30 unless exceptional circumstances prevent you from making the request before the deadline. Your written request should include:

- the requirement you are asking to extend, exempt, or change;
- the reason for your request;
- the amount of additional time requested, if you are asking for an extension;
- any supporting information requested by the College.

Approval is not automatic. The College will review the request and confirm the decision in writing. The College may approve the request, deny the request, or approve a different requirement or deadline.

An extension, exemption, or alternative requirement does not remove your responsibility to comply with any conditions or directions set by the College.

12. Verification review, audit, and competence assessment

The College reviews CCP information to confirm that registrants have completed the required components and have met the requirements of the CCP.

Verification review

A verification review is an administrative review of CCP submissions. The College verifies whether the required CCP components have been completed and submitted. The required components include:

- self-assessment;
- learning plan;
- learning summary.

If your submission is missing information, incomplete, unclear, unsatisfactory, or does not meet the College's requirements, you may be required to correct or resubmit it, or provide additional information within a specified timeframe. Failure to comply may result in a \$150 non-compliance levy.

CCP audit

A CCP audit is a more detailed review of a registrant's CCP records, learning activities, and reflections.

Up to 20% of registrants may be randomly selected for audit through a computer-generated process. Registrants may also be directed to participate in an audit by the Registrar or the Registration and Competence Committee.

If you are selected for audit, the College will notify you by email. The notice will explain what you must submit and the deadline for submission. If you are selected for audit, you must:

- participate in the audit;
- provide the records requested by the College;
- respond by the deadline stated in the notice;
- provide additional information if requested;
- complete any required corrections or follow-up actions.

Competence assessment

A competence assessment is an assessment of a registrant's competence that may be required as part of the CCP. A competence assessment may be directed by the Registrar or the Registration and Competence Committee when authorized by the Standards of Practice and the Health Professions Act.

A competence assessment may include one or more of the following:

- an examination;
- a review of CCP records or other records of activities undertaken for CCP;
- an individualized assessment of professional competence;
- an interview;
- another type of evaluation required by the College.

The College will provide instructions, timelines, and any required next steps if you are directed to participate in a competence assessment. You must participate in a competence assessment when directed by the College.

13. Possible outcomes of review, audit, or competence assessment

After completing a verification review, audit, or competence assessment, the College may determine that no further action is required.

If your CCP submission, records, or assessment results are incomplete, inaccurate, unclear, unsatisfactory, or do not meet the requirements of the CCP, the College may take further action. This may include requiring you to:

- ✓ Complete missing CCP requirements
- ✓ Provide additional records or evidence
- ✓ Report to the Registrar/Committee by a set date
- ✓ Correct identified problems
- ✓ Revise or resubmit a self-assessment, plan, or summary
- ✓ Complete specific or College-directed learning
- ✓ Participate in an additional audit or assessment
- ✓ Complete any other College requirement

The Registrar or Registration and Competence Committee may also impose conditions on a practice permit in accordance with the Health Professions Act. Conditions may include, but are not limited to, requirements that the registrant practice under supervision, limit practice to specified professional services or areas of practice, refrain from performing specified restricted activities, refrain from sole practice, submit to additional assessments, report on specified matters, or complete continuing competence requirements within a specified time.

If CCP requirements are not met, the College may deny annual practice permit renewal or refer the matter to the Complaints Director.

Costs

At the College's discretion, a registrant may be responsible for costs related to an action the registrant must undertake in response to a direction by the Registrar or Registration and Competence Committee, or costs related to a competence assessment.

If costs apply, the College will provide information about the cost, payment expectations, and any applicable deadline.

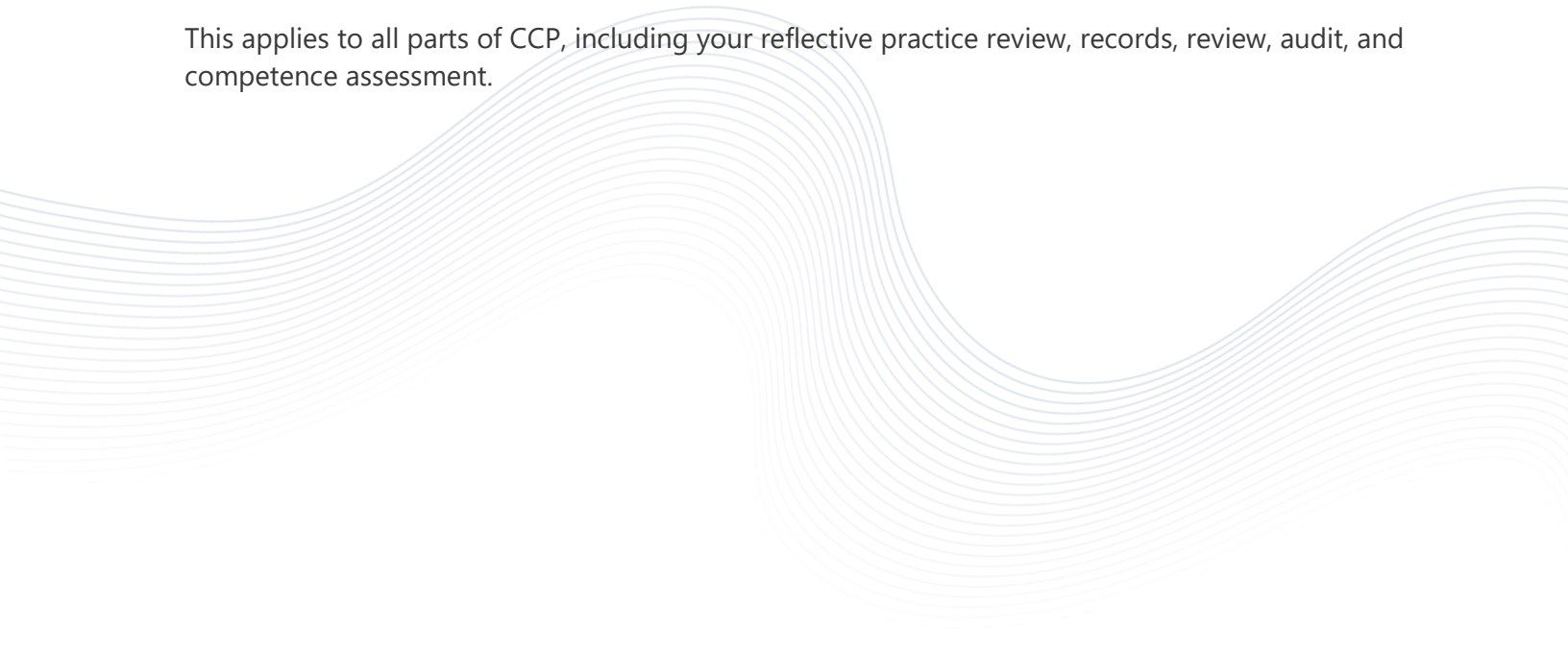
14. False or misleading information

You must ensure that your CCP information is accurate and complete.

Zero Tolerance

If the College finds that you intentionally provided false or misleading information, or acted dishonestly or deceitfully in relation to CCP, the College must refer the matter to the Complaints Director.

This applies to all parts of CCP, including your reflective practice review, records, review, audit, and competence assessment.



15. Referral to the Complaints Director

The College may be required to refer a matter to the Complaints Director when information obtained through CCP raises concerns that cannot be addressed through the Continuing Competence Program.

A referral may be required if the College is of the opinion that a registrant:

- intentionally provided false or misleading information;
- displayed a lack of competence that has not been remedied by participating in CCP;
- may be incapacitated;
- engaged in conduct that may constitute unprofessional conduct and cannot readily be remedied through CCP.

A referral to the Complaints Director is handled through the College's complaints process.

16. Confidentiality and access to CCP records

Information related to a registrant's participation in CCP is confidential and is handled in accordance with the Health Professions Act and College processes.

CCP records may be accessed only by those who need access to administer, review, audit, assess, or evaluate the CCP, or as otherwise authorized or required by law.

Registrants must not include patient-identifying information in CCP submissions or supporting records.

17. CCP and practice hours

CCP learning hours are not the same as practice hours. CCP is about professional learning and reflection. Practice hours, if required for renewal or registration purposes, are addressed separately from CCP.

CCP learning hours	Practice hours
About professional learning and reflection	Required for renewal or registration purposes
Tracked and submitted through your CCP	Addressed separately from CCP; on-call and overtime hours do not count

Calculating practice hours, including on-call or overtime hours, does not count as a CCP learning activity.

18. Questions about CCP

If you have questions about CCP, contact the College before the September 30 deadline.

Related documents and resources:

- Standard Area 6.0, Continuing Competence Program
- Code of Ethics
- Health Professions Act
- Standards of Practice
- College Bylaws
- Medical Diagnostic and Therapeutic Technologists Profession Regulation

Frequently asked questions

<p>Do I have to complete CCP every year?</p> <p>Yes. CCP is an annual requirement for registrants who are required to participate. Your CCP must be completed and submitted by September 30 each year.</p>	<p>Do I need to submit certificates for every learning activity?</p> <p>You do not need to submit every record unless the College asks for it. You must keep your supporting records for a minimum of five years and provide them if requested.</p>
<p>Can mandatory employer training count toward CCP?</p> <p>Mandatory employer annual learning and routine employer-required training usually do not count toward CCP. Learning must be connected to your professional development and include adequate reflection.</p>	<p>Can CPR, BLS, or First Aid count?</p> <p>Yes, CPR, BLS, and First Aid may count for up to four hours per CCP cycle.</p>
<p>What happens if I am selected for audit?</p> <p>The College will notify you by email. You must provide the requested information by the deadline and complete any required follow-up.</p>	<p>What if I cannot complete CCP by September 30?</p> <p>You may submit a written request for an extension, exemption, or alternative requirement before the deadline, unless exceptional circumstances prevent you from doing so. Approval is not automatic.</p>
<p>Can I use the same learning activity more than once?</p> <p>No. Duplicate submissions of the same learning activity will only be counted once.</p>	<p>Should I include patient examples in my reflection?</p> <p>You may reflect on practice situations, but do not include patient names, images, health information, or details that could identify a patient or client.</p>

Alberta College of Medical Diagnostic and Therapeutic Technologists
800-4445 Calgary Trail
Edmonton AB Canada T6H 5R7

T: 780.487.6130
TF: 1.800.282.2165

acmdtt.com

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