



# Continuing Competence Program Procedure

## 1. Purpose

The purpose of this procedure is to establish rules and requirements for the Continuing Competence Program (CCP) for regulated members of the College of Acupuncturists of Alberta (College).

## 2. Application

This procedure applies to the regulated members of the College.

## 3. Introduction

The College is required to establish a CCP under the *Health Professions Act* (HPA). The CCP provides regulated members an opportunity to maintain competence and enhance the provision of professional services. The CCP monitors regulated members through continuing professional development and ensures the knowledge, skills, attitudes, and judgement required to provide professional services are maintained. By requiring regulated members to comply with the CCP and maintain competence throughout their career, it supports the College's mandate to protect the public interest.

## 4. Credit Hours

One (1) hour of meaningful learning that is relevant to the acupuncture practice is equal to one (1) CCP credit. Meaningful learning must allow a regulated member to acquire new knowledge or to update and reinforce existing knowledge.

## 5. Continuing Competence Cycle

For general registrants: April 1<sup>st</sup> of any year to March 31<sup>st</sup> of the following year.

For provisional registrants: A one-year period that begins when a provisional register practice permit is issued.

## 6. Continuing Competence Program Requirements

For each 12-month continuing competence cycle, a regulated member on the general register or provisional register must:

- Identify at least one (1) learning goal (maximum of 10) prior to the start of a continuing competence cycle;
- Complete and report a minimum of fifteen (15) CCP credits of learning activities, including the self-selected activities and the College-directed activities;
- Complete a learning reflection for each learning goal; and

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### VERSION 1

**Effective Date:** October 24, 2022

**Approved Date:** October 13, 2022

- Keep supporting documents with respect to their CCP for at least five (5) years after the end of the continuing competence cycle.

For regulated members who register partway through the cycle, their continuing competence requirements will be prorated on a quarterly schedule as follows:

- April-June – 15 credits
- July-September – 10 credits
- October-December – 5 credits
- January-March – 1 credit

CCP credits completed in one (1) cycle cannot be carried over to a following cycle.

Regulated members must meet their CCP requirements on or before the end of a continuing competence cycle in order to complete their renewal process. Regulated members who do not meet the continuing competence requirements at the time of renewal may have their practice permit suspended for the upcoming registration year.

Regulated members registered on the courtesy register or non-practicing register are not required to meet the CCP requirements.

## 7. Learning Goal(s)

A regulated member must identify and create at least one (1) learning goal prior to the start of a continuing competence cycle. By establishing learning goals, regulated members can create manageable and focused targets that will guide their learning activities towards their own improvement.

Although not required, regulated members are encouraged to create their goals with the S.M.A.R.T. criteria (specific, measurable, achievable, relevant, time-bound):

- Specific – specific details about what will be achieved
- Measurable – establish criteria that measures the progress towards the accomplishment of the goal
- Achievable – make sure it is reasonable and attainable within the current continuing competence cycle
- Relevant – the goal is related to acupuncture practice
- Time-bound – set a definite deadline

*Example of a S.M.A.R.T. goal:* By March 31, 2023, I will enhance my understanding about the standards and requirements for record keeping and create a new record keeping template. I will meet this goal by reviewing the Patient Records Standards and participating in a workshop.

S.M.A.R.T. goals do not need to look exactly like the above, and there are other formats. Regulated members may wish to seek out other ideas online by searching the keywords “SMART goals.”

## 8. Continuing Competence Program Credits

A regulated member must obtain a minimum of fifteen (15) CCP credits by completing self-selected activities and College-directed activities.

### 8.1 Self-Selected Activities

CCP credits can be earned by completing self-selected learning activities. For one (1) hour of learning activity participated, one (1) CCP credit can be claimed.

Examples of acceptable self-selected activities include:

- Courses
- Seminars
- Workshops
- Presentations
- Conferences
- Informal learning, such as reading, study group, or peer review.

**Appendix 1** provides more information about acceptable learning activities.

## 8.2 College-Directed Activities

Each year, the College may propose learning activities that are related to a specific topic based on the College's mandate to serve the public interest. As such, the topic proposed will vary year-to-year. The learning activities may be mandatory or optional. Detailed information about the College-directed activities is updated annually at the beginning of the continuing competence cycle and will be available on the College website, including the following information:

- Topics
- Learning activities
- Whether they are mandatory or optional
- Maximum number of credits

The credits earned from College-directed activities can be used to fulfil the CCP credits requirement.

The College reserves the right to identify College-directed activities throughout the year on an emergent basis.

First aid, CPR, as well as sexual abuse and sexual misconduct prevention training are considered registration/renewal requirements. Regulated members cannot earn CCP credits for these courses.

## 9. Records Management

Regulated members must keep supporting documents for their learning activities such as certificates, receipts, proof of registration, course materials, or learning notes, for a period of five (5) years. Regulated members are required to provide supporting documents of their learning activities when they are selected for an audit.

**Appendix 1** provides more information about the acceptable supporting documents.

## 10. Learning Reflection

Regulated members must complete a learning reflection for each goal they created. A completed learning reflection must include the following components:

- Practice area to which the learning relates
- Objective/goal of the learning plan
- Importance of the objective/goal
- Learning summary
- Reflection on learning and/or impact on practice

Regulated members must submit a learning reflection with respect to learning activities that earn at least one (1) CCP credit.

## 11. Self-Assessment

Self-assessment is a process in which regulated members utilize feedback and information from external sources to direct professional development. A competency profile is a common tool used as an external source to assist regulated members in identifying areas of practice that require improvement and developing a self-directed, professional goal. Other tools, such as chart stimulated recalls and peer review and feedback, also provide valuable information to inform the planning of professional development. As such, regulated members should consider using the Entry-Level Occupational Competency Profile or other tools to conduct a self-assessment.

## 12. Audit

Each year regulated members may be selected for a review to validate their compliance with the CCP. The review process includes verification of credits, document, and learning reflection completion. Regulated members must submit supporting documents for their learning activities when selected for a review, such as certificates, receipts, proof of registration, course materials, or learning notes. Review selection criteria may include, but are not limited to:

- Random selection
- Demonstration of non-compliance from the previous year's audit
- Incomplete or late submission of the CCP identified by the College.

The possible audit outcomes are:

- **Satisfactory** – A regulated member who is randomly selected for review and demonstrates a satisfactory result will not be subject to random selection for audit for the next five (5) continuing competency cycles.
- **Non-compliance** – A regulated member who is randomly selected for review and demonstrates an unsatisfactory result will be provided with feedback to facilitate remediation and will be selected for audit for the next continuing competence cycle. The Registrar, through the Competence Committee, may direct the regulated member to undergo a competence assessment and/or impose condition(s) on the regulated member's practice permit.

The conditions that may be imposed by the Registrar, upon recommendation of the Competence Committee, are as follows:

- (a) That the regulated member successfully complete specified CCP requirements within a specified time;
- (b) That the regulated member enhances their competence in specified areas within a specified time by doing one or both of the following:
  - (i) Successfully completing specified learning activities, assessments, training, education, counselling, or upgrading; and/or
  - (ii) Passing specified examinations or testing;
- (c) That the regulated member practice under the supervision of another regulated member;
- (d) That the regulated member's practice be limited to specified procedures or settings;
- (e) That the regulated member refrain from supervising students or others in the performance of restricted activities;
- (f) That the regulated member report to the Registrar, Registration Committee, or Competence Committee on specified matters on specified dates;

- (g) That the regulated member corrects any problems identified in the competence assessment;
- (h) That the regulated member demonstrates or provide evidence of competence gained in a specific area;  
and
- (i) That the regulated member complies with any other conditions the Competence Committee considers appropriate.

### 13. False or Misleading Information

The Registrar may make a referral to the Complaints Director if, on the basis of information obtained from the CCP, the Registrar is of the opinion that a regulated member has intentionally provided false or misleading information.

### 14. Exemption, Deferral, or Credit Adjustment

On a case-by-case basis, the Registrar may consider exemption, deferral, or credit adjustment for the CCP. To make a request, contact [info@acupuncturealberta.ca](mailto:info@acupuncturealberta.ca) and include detailed information regarding circumstances or reasons for the request. Examples of the details may include, but are not limited to:

- Reason(s) for the request and any supporting documents
- Length of time affected by the circumstances
- Efforts made to meet the requirements, including the credits obtained thus far
- Anticipated time for completion

Regulated members may be required to provide evidence or further details related to their request.

### 15. Version History

Date	Notes
October 13, 2022	New procedure

## Appendix 1 – Acceptable Learning Activities and Supporting Documents

### Acceptable Learning Activities

Type of Activity	Examples of Acceptable Supporting Documents
<b>Formal Program:</b> Participation in online or in-person courses, seminars, workshops, presentations, lectures, conferences, etc.	Certificate of completion, receipt, course materials, attendance record, picture/screenshot of presentation slide or presenter
<b>Self-directed Studies:</b> reading books, journals, websites, etc.	Screenshot of website, picture of book cover, copy of journal article, or learning notes
<b>Structured Interactive Activities:</b> Participation in study group, peer review, etc.	Study material, presentation slide, or study/review notes

### Self-Selected Activities

Regulated members can complete any of the acceptable learning activities that relate to one of the following practice areas:

- Interpersonal skills
- Professionalism
- Practice management
- Acupuncture foundations
- Acupuncture diagnostic and treatment
- Acupuncture techniques
- Safety

### College-Directed Activities

Regulated members must complete any mandatory college-directed activities prescribed by the College. If the College-directed activities are optional, regulated members may choose to complete any acceptable learning activities that relate to the topic(s) proposed by the College. Information about College-directed activities is updated annually at the beginning of the continuing competence cycle and will be available on the College website

## Appendix 2 – Supplemental Information

### Relevant sections of other governance documents:

- HPA: 50-53
- Acupuncturists Profession Regulation: 22-28
- COPC: 3.1

### Other related policies:

- Continuing Competence Program Rules

### Relevant sections of the HPA:

Continuing competence program

50 (1) A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force.

(2) A continuing competence program

- (a) must provide for regulated members or categories of regulated members to maintain competence and to enhance the provision of professional services, and
- (b) may, if authorized by the regulations, provide for practice visits of the regulated members or categories of regulated members.

### CAA Code of Professional Conduct:

3.1 Generally, competence is the combined knowledge, skills, attitudes, experiences and judgement required for providing professional services. Members have an obligation to maintain competence throughout their career and to comply with the continuing education requirements of the College. All members shall keep up to date on their knowledge of their profession and practice in accordance with currently applicable professional standards.