

## CONTINUING COMPETENCE

### Program

- (1) The continuing competence program of the College consists of:
  - a) Continuing professional development; and
  - b) Competence assessment

### Continuing Competence Program Credits

- (1) A regulated member, on the general register, must earn the number of continuing competence program credits required by the College's continuing competence program manual.
- (2) Continuing competence program credits may be earned by undertaking continuing professional development activities in accordance with the rules established in the College's continuing competence program manual.

### Rules

- (1) The Council may establish, within the continuing competence program manual, rules governing:
  - a) the number of program credits that may be earned for each continuing competence activity;
  - b) requirements for program credits to be earned from specific continued competence activities every reporting period defined in the program manual;
  - c) limits on the number of program credits that may be earned from specific continued competence activities every reporting period defined in the program manual;

- d) the type and category of professional development activities that a regulated member must complete;
- e) the criteria for the selection of regulated members for a review and evaluation; and
- a) other rules as required governing the continuing competence program.

## **Continuing Competence Program Manual**

- (1) The Registrar and/or the Competence Committee may recommend a continuing competence program manual or amendments to an existing continuing competence program manual to the Council.
- (2) The Council will establish a continuing competence program manual or make amendments to the continuing competence program manual.

## **Amending the Continuing Competence Program Manual**

- (1) Before the Council establishes, or amends the continuing competence program manual, the continuing competence program manual will be distributed electronically by the Registrar to regulated members for their review and comment.
- (2) The Council may establish the continuing competence program manual or amendments to the continuing competence program manual 15 days or more after distribution to regulated members after having considered any feedback received on the proposed continuing competence program manual or proposed amendments to the continuing competence program manual.

## **Evidence**

- (1) At the request of the Registrar, regulated members must submit evidence of successful completion of continuing competence activities to meet the required program credits.
- (2) Regulated members must keep records, in a form satisfactory to the Registrar, of any activities undertaken for the purpose of continuing competence;
- (3) Supporting documentation must be retained by the regulated member for a minimum of 5-years.

## **Failure to Meet Requirements**

- (1) A regulated member who fails to meet the continuing competence program requirement's application for renewal of a practice permit will be denied.
- (2) A regulated member who provides false or misleading information, may be referred to the Complaints Director under Part 4 of the *Health Professions Act*.

## **Actions to be Taken**

- (1) If the evidence provided by the regulated member as proof of completion of a continuing competence activity is unsatisfactory or if the results of a review and evaluation are unsatisfactory, the Registrar or Competence Committee may direct a regulated member to undertake one or more of the following within a specified period of time:
  - a) complete specific continuing competence program requirements;
  - b) complete any additional learning activities;
  - c) provide relevant information or evidence of continued learning and competence;
  - d) submit to a periodic review and evaluation by a person identified by the Registrar or Competence Committee;
  - e) report on specified matters to the Registrar or Competence Committee.

## GLOSSARY

**Competence:** “the combined knowledge, skills, attitudes and judgement required to provide professional services.”

**Competence Committee:** a committee established by the Council that consists of no fewer than 3 regulated members in accordance with section 10 of the Health Professions Act.

**Continuing Competence Program Manual:** a supplementary policy document that provides additional detail and direction.

**Registrar:** the registrar of the College, appointed by the Council for the purposes of the Health Professions Act in accordance with section 8 of the Act.”

**Regulated Member:** a person who is granted registration as a member of the CDTA in accordance with the HPA and the Regulation;

## AMENDMENT HISTORY

Date	Action
March 31, 2023	Initialization