



Continuing Competence Program Policy

1. Introduction

The College of Acupuncturists of Alberta (College) is required to establish a Continuing Competence Program (CCP) under the *Health Professions Act*. The CCP provides regulated members an opportunity to maintain competence and to 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 public interest.

2. Purpose

The purpose of this policy is to establish rules and requirements for the Continuing Competence Program for regulated members of the College.

3. Definitions

Meaningful learning: to acquire new knowledge or to update and reinforce existing knowledge.

Member portal: a secure site that allows regulated members to record learning goals, activities, and reflections, and upload supporting documents.

4. Policy

4.1 CCP Program Coverage

4.1.1 The following regulated members are required to complete CCP requirements:

4.1.1.1 General registrants

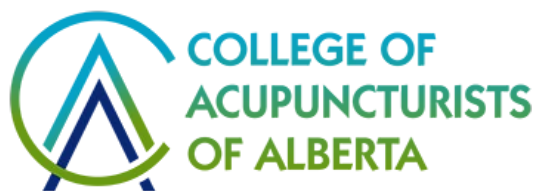
4.1.1.2 Provisional registrants

4.1.2 The following regulated members are not required to complete CCP requirements:

4.1.2.1 Courtesy registrants

4.1.2.2 Non-practicing registrants

4.1.3 Regulated members who have applied for reinstatement must complete any outstanding CCP requirements for the year they were last registered before they are reinstated.



4.2 CCP Cycle

- 4.2.1 The timeframe that a CCP cycle consists of is as follows:
 - 4.2.1.1 For general registrants: April 1st of any year to March 31st of the following year.
 - 4.2.1.2 For provisional registrants: A one-year period that begins when a provisional register practice permit is issued.
- 4.2.2 Regulated members must complete their CCP requirements annually, on or before the end of the CC cycle. Regulated members who do not meet the CCP requirements may have their practice permit suspended for the upcoming registration year.

4.3 CCP Credits

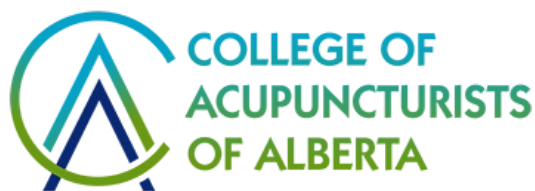
- 4.3.1 One CCP credit is equal to one hour of meaningful learning that is relevant to the acupuncture practice.
- 4.3.2 CCP credits can be earned by completing self-selected learning activities or College-directed activities.
- 4.3.3 CCP credits completed in one cycle cannot be carried over to a following cycle.

4.4 CCP Requirements

- 4.4.1 Regulated members are required to record learning activities for fifteen (15) CCP credits and submit one (1) learning reflection in the CCP form on the College's member portal.
- 4.4.2 The College may propose College-directed activities based on the College's mandate to serve the public interest.
- 4.4.3 College-directed activities may be mandatory or optional.
- 4.4.4 The College may assign the number of CCP credits or set a maximum number of CCP credits that can be earned from College-directed activities.
- 4.4.5 Detailed information about the College-directed activities is updated annually at the beginning of the CC cycle and will be available on the College's website.
- 4.4.6 The College reserves the right to identify College-directed activities throughout the year on an emergent basis.
- 4.4.7 Requirements for the CCP are outlined in detail in the Continuing Competence Program Procedure.

4.5 Records Management

- 4.5.1 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.



- 4.5.2 Regulated members are required to provide supporting documents of their learning activities when they are selected for a review.

4.6 Periodic Review

- 4.6.1 Regulated members may be selected for a review to validate their compliance with the CCP. The review process includes verification of credit, document, and learning reflection completion.
- 4.6.2 Review selection criteria may include, but are not limited to:
 - 4.6.2.1 Random selection
 - 4.6.2.2 Demonstration of non-compliance from the previous year's audit
 - 4.6.2.3 Incomplete or late submission of the CCP identified by the College.
- 4.6.3 A regulated member who is randomly selected for a review and demonstrates a satisfactory result will not be subject to random selection for an audit for the next five (5) CC cycles.
- 4.6.4 A regulated member who is randomly selected for a review and demonstrates an unsatisfactory result will be provided with feedback to facilitate remediation and will be selected for a review for the next CC cycle. The Registrar, through the Competence Committee, may direct the regulated member to undergo a competence assessment or undertake any of the actions in section 27 of the *Acupuncturists Profession Regulation*.

4.7 False or Misleading Information

- 4.7.1 The Registrar must 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.

4.8 Exemption, Deferral, or Credit Adjustment

- 4.8.1 On a case-by-case basis, the Registrar may consider exemption, deferral, or credit adjustment for the CCP.
- 4.8.2 Regulated members must submit their request in writing to the Registrar and include evidence to support their request.

5. Authority

This policy is established under the authority of Corporate Governance Policy G.1.2, which delegates authority to the Chief Executive Officer to establish policies and procedures for the management and operation of the College regarding corporate operations, and operating programs.

6. Scope

This policy applies to the regulated members of the College.

VERSION 1

Effective Date: October 24, 2022

Approved Date: October 13, 2022

7. Related Policies and Procedures

- Continuing Competence Program Procedure

8. Version History

Date	Notes
October 13, 2022	New policy