



Renewal and CCP Audit Procedure

1. Introduction

The College of Acupuncturists of Alberta (College) is responsible for regulating the Acupuncturist Profession under the *Health Professions Act* (Act). The College administers annual **practice permit** renewal and Continuing Competence Program (CCP) audits in accordance with the Act, the Acupuncturists Profession Regulation, College Bylaws, and Standards of Practice.

2. Purpose

The purpose of this procedure is to ensure that all **regulated members** maintain the qualifications, competence, and ethical standards necessary to provide safe, effective, and professional acupuncture services. Through regular audits, the College verifies that members meet **registration requirements**, engage in ongoing professional development, and adhere to continuing competence expectations.

3. Definitions

Alberta Competency Standard: Outlines the knowledge, skills, and professional behaviours required of acupuncturists to provide safe, ethical, and effective care.

Council: The Council of the College.

Practice permit: A **practice permit** issued to a **regulated member** under Part 2 of the Act.

Registrar: The Chief Executive Officer (CEO) and Registrar of the College.

Registration requirements: Minimum requirements required for each registration category.

Regulated member: An individual registered on the general, provisional, or courtesy register with the College of Acupuncturists of Alberta.

4. Procedure

The **practice permit** renewal and continuing competence audit is mandatory for all selected **regulated members**. Failure to comply with the audit requirements is considered non-compliance and is in direct conflict with the Act.



Audit Selection Criteria

4.1 **Regulated members** are selected for audit using a combination of:

- Random selection
- Invalid, late, or incomplete submissions of renewal applications
- Risk-based selection, such as previous non-compliance or complaints

Members in their first renewal year will not be selected.

Audit Timeline

May 1	May 31	June 1 - 29	June 30	July 1
The College will notify members who are selected for audit and provide a request for documentation.	Deadline to have all requested documentation and records submitted.	The College will review submissions and provide feedback to the member. This is the remediation period.	Audits must be in compliance.	Audits that failed to remediate or remain incomplete will be referred to the Competence Committee.

Audit Tools and Methods

4.2 Audit tools, methods, and processes are used to conduct an audit and may consist of artificial intelligence, administrative, and/or committee reviews of the **regulated member's practice permit** renewal and CCP requirements.

4.3 The College's audit may involve a multi-stage review process.

- **Artificial Intelligence (AI) and Computer-Assisted Review:** AI and computer-assisted tools support the preliminary audit process by reviewing data to flag missing, expired, or incomplete documentation, detect duplicated content, and assess alignment of goals and activities with the [Alberta Competency Standard](#). All items flagged during the preliminary audit process are manually reviewed and verified by College staff to ensure accuracy.
- **Administrative Review:** College staff will review renewal and learning plan forms selected in accordance with the audit selection criteria. Specifically, the review provides an assessment in regard to evidence of documentation submitted, quality of learning goals, summaries, reflections, and the connection between learning activities and clinical practice. Records from the previous three years will be reviewed to ensure that learning goals, activities, and supporting documentation are not being reused and that all information provided is accurate, original, and not misleading.



- **Committee:** In some cases, the Competence Committee consults and reviews cases that are not resolved during the remediation phase of the audit process. The committee may issue recommendations or initiate formal action.

Mandatory Requirements

4.4 As part of the renewal process, **regulated members** must submit by March 31 of each year:

- Completed renewal application with all required fees.
- Minimum of 1,200 practice hours over the past 5 years.
- Valid policy or certificate of professional liability insurance coverage that meets or exceeds the minimum standards established by the College.
- Valid Standard/Intermediate First Aid & CPR-C with AED certification from a training agency approved by Alberta Occupational Health and Safety (OHS).
- Complete learning plan form including goals, summaries, and reflections.
- Minimum 15 credits/hours of self-selected and any mandatory College-directed learning activities and supporting documentation.

Acceptable Documentation

4.5 Acceptable learning activity documentation, as outlined in Appendix 1 of the Continuing Competence Program Policy, must be submitted in a format that is clear, complete, and legible.

4.6 Verifiable documentation to confirm the total practice hours declared in the renewal application may include one or more of the following:

- Employment verification letter
- Appointment logs
- Scheduling or booking records

Non-compliance or Unsatisfactory Completion

4.7 **Regulated members** are required to comply with all aspects of the College's **practice permit** renewal and CCP audit. Failure to complete, or the unsatisfactory completion of, any part of the audit process constitutes non-compliance and may result in referral to the College's Competence Committee.

4.8 Non-compliance includes, but is not limited to, the following:

- Failure to respond to communication from College staff, assessors, or interviewers
- Failure to submit required documentation within the remediation period
- Incomplete or unsatisfactory completion of a remediation plan
- Providing false or misleading information
- Indication of competence concerns or deficiencies identified during the audit, record review, or on-site practice visit

Audit Outcomes

4.9 The College will assess compliance with the annual **practice permit** renewal and CCP requirements using the Renewal and CCP Audit Rubric (Appendix 1). This rubric provides a standardized framework for evaluating submissions and determining whether a **regulated member** is compliant with the requirements. If deficiencies are identified, regulated members are required to correct deficiencies by updating their submission or making additional submissions. Failure to remediate will result in the matter being referred to the Competence Committee.

	COMPLIANT	REMIEDIATION	NON-COMPLIANT
STATUS	All requirements met	Deficiencies	Failure to remediate
ACTION	<ul style="list-style-type: none"> Member receives confirmation of successful audit No further action required The member is excluded from random audit for 5 CCP cycles 	<ul style="list-style-type: none"> Member is required to correct deficiencies by updating their submission or making additional submissions Member is required to complete specified CCP requirements A clear timeline for completion and submission of evidence will be set Staff follow up to ensure correction 	<ul style="list-style-type: none"> Case referred to the Competence Committee Member may be required to: <ul style="list-style-type: none"> Undergo a formal practice improvement plan Complete remedial learning Submit to re-audit in the following year Undergo an on-site practice visit Be subject to additional conditions Member may have conditions imposed on their practice permit (see below) Case may be referred to the Complaints Director for unprofessional conduct

4.10 Failure to maintain valid professional liability insurance or current First Aid and CPR certification will result in the immediate suspension of the **practice permit** at any point during the renewal review or audit process. The suspension will remain in effect until satisfactory proof of compliance is received and approved by the Registrar.

Non-Compliance Conditions

4.11 If a **regulated member** fails to comply with remediation, the Registrar or the Competence Committee may impose conditions on the **regulated member's practice permit**, as specified in section 4.9 of the Continuing Competence Program Policy.

On-site Practice Visits

4.12 The purpose of on-site practice visits is to gather direct observational evidence of a **regulated member's** competence, including their knowledge, skills, attitudes, and professional judgment required to deliver safe and effective care. These visits also assess whether the member is practicing in accordance with the College's minimum competency standards.

4.13 The Registrar and/or Competence Committee may initiate a practice visit if:

- There is suspected non-compliance or false declaration
- Conditions imposed by the Registrar are not met
- Repeated incomplete or deficient CCP submissions are identified
- Concerns about adherence to infection control, professionalism, or public safety emerge

4.14 On-site practice visit procedures typically include:

- **Regulated member** is notified in writing with at least 14 days' notice
- A College-appointed assessor conducts the visit
- Areas reviewed may include record-keeping, safety, infection control, and compliance with Standards of Practice

4.15 A report detailing the findings of the on-site visit is provided to the **regulated member** within 90 days. A copy of the report is also submitted to the Registrar or Competence Committee for further review and follow up, if necessary.

Appeals

4.16 Regulated members who have conditions imposed on their **practice permit**, or who have their **practice permits** suspended, can request a review by **Council** by submitting a written request. The request must be submitted in writing to the Registrar, clearly stating the reasons the application should be approved and must be accompanied by payment of any applicable fees. The request for review by Council must be submitted within 30 days of being notified of **practice permit** conditions or suspension.



5. Authority

This procedure is established under the authority of Delegation to the CEO/Registrar 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 procedure applies to all **regulated members** with the exception of members in their first renewal year.

7. Related Policies and Procedures

- R.1.1 Continuing Competence Program Policy
- R.1.2 Registration Policy
- R.1.2.1 Registration Procedure

8. Version History

Date	Notes
March 4, 2026	New procedure

Appendix 1 – Practice Permit Renewal Audit Rubric

Area of Focus	Criteria	
	Satisfactory (meets requirements)	Non-Compliance (does not meet requirements)
RENEWAL REQUIREMENTS		
Total Practice Hours	Total practice hours meet or exceed 1,200 hours in the past 5 years with supporting documentation	<ul style="list-style-type: none"> Total practice hours are less than 1,200 hours in the past 5 years Insufficient and/or no documentation provided
Professional Liability Insurance	Policy or Certificate is: <ul style="list-style-type: none"> Issued under the regulated member's name Valid and current For a minimum of \$2 million per claims/occurrence Inclusive of at least \$25,000 per claim and \$50,000 annual aggregate for disciplinary legal defense and expenses Issued for acupuncture services 	Certificate is not: <ul style="list-style-type: none"> Issued under the regulated member's name Valid or current For a minimum of \$2 million per claims/occurrence Inclusive of at least \$25,000 per claim and \$50,000 annual aggregate for disciplinary legal defense and expenses Issued for acupuncture services Submitted
First Aid and CPR Certification	Certificate is: <ul style="list-style-type: none"> Issued under the regulated member's name Issued for the minimum required level of training Valid and current Issued by a training provider approved by Alberta Occupational Health and Safety 	Certificate is not: <ul style="list-style-type: none"> Issued under the regulated member's name Compliant with the minimum required level of training Valid or current Issued by a training provider approved by Alberta Occupational Health and Safety Submitted
CONTINUING COMPETENCE REQUIREMENTS		
Learning Goals	<ul style="list-style-type: none"> At least one goal is identified Practice area is specified Relevant to Alberta Competency Standard 	<ul style="list-style-type: none"> No learning goal is identified The learning goal is not relevant to the Alberta Competency Standard for Acupuncturists

VERSION 1

Effective Date: March 4, 2026

Approved Date: March 4, 2026



Each learning goal is assessed against and must pass the following criteria	<ul style="list-style-type: none"> Clearly describes how it will enhance acupuncture knowledge The learning goal is specific, achievable, and measurable (or includes approach, timeline, and success criteria) Explains the importance of the goal and how it supports ongoing competence 	<ul style="list-style-type: none"> The leaning goal is incomplete The leaning goal lacks intent to enhance acupuncture knowledge The learning goal is reused without specifying updated areas of focus The leaning goal is identical to previous renewal cycles Reason for selecting the goal is missing or irrelevant
Learning Summary	<ul style="list-style-type: none"> A learning summary is completed for each goal The learning summary highlights key concepts, insights, and knowledge gained from the learning activities 	<ul style="list-style-type: none"> The learning summary is incomplete, irrelevant, or does not identify the key takeaways from the learning activities The learning summary is reused from previous renewal cycles
Learning Reflection	<ul style="list-style-type: none"> A learning reflection is completed for each goal The reflection includes critical analysis of the learning experience, such as: <ul style="list-style-type: none"> How the learning contributed to professional growth or development Challenges or obstacles encountered during the learning process Plans for applying knowledge and skills in practice The impact of learning activities on clinical practice Connections between topics, concepts, or ideas Areas for further improvement or deeper learning 	<ul style="list-style-type: none"> No learning reflection is identified Learning reflection does not link to a specific practice area Learning reflection is incomplete Lacks critical analysis of the learning experience Learning reflection is reused from previous renewal cycles
CCP Credits/hours	<ul style="list-style-type: none"> Combined minimum 15 CCP credits from self-selected and college-directed activities completed within the correct cycle 	<ul style="list-style-type: none"> Fewer than 15 CCP credits reported for the cycle
Learning Activities - Self-Selected	<ul style="list-style-type: none"> Learning activity name or topic is clearly provided Activity aligns with the Alberta Competency Standard for Acupuncturists 	<ul style="list-style-type: none"> Learning activity completed outside the appropriate CCP cycle Activity name or topic not provided or unclear

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	<ul style="list-style-type: none"> • Activities may include: <ul style="list-style-type: none"> ○ Courses, seminars, workshops ○ Presentations, conferences ○ Informal learning (eg. reading, study groups, peer review) • Activity descriptions are detailed and clear • Supporting documentation matches each activity and may include: <ul style="list-style-type: none"> ○ Certificate of learning ○ Course material or transcripts ○ Books – picture of book cover and chapter/section of book ○ Direct webpage link ○ Conference certificate, attendance record, or presentation slide ○ Webinar attendance confirmation ○ Journal articles or links ○ Study or review notes 	<ul style="list-style-type: none"> • Activity not recorded as complete • Activity does not align with the Alberta Competency Standard for Acupuncturists • No description of the learning activity is provided • Description of learning activity is unclear or lacks detail • Supporting documentation missing or does not match the activity
<p>Learning Activities – College-Directed</p>	<ul style="list-style-type: none"> • Name or topic of the activity is clearly stated • Activity aligns with the College-directed topic • Description of activity is detailed and clear • Supporting documentation matches the learning activity 	<ul style="list-style-type: none"> • Learning activity completed outside the designated CCP cycle • Learning activity name or topic is missing or unclear • Activity does not align with the College-directed topic • No description of the learning activity is provided • Description is vague or lacks sufficient detail • Supporting documentation is missing or does not match the activity