CCP Component	Criteria for acceptable *(italicized)* and unacceptable* content to include in a CCP submission	✓
Self-Assessment Tool	*Standard of Practice /Code of Ethics reviewed and potential areas of focus for continuous learning identified from the indicators*	
	One to three areas of focus for the upcoming registration year selected	
	Number of Standard of Practice /Code of Ethics indicators selected as area(s) of focus for the registration year (for comparison to Audit 2018 purposes only)	1 2 3
Action Plan		
-Initial reflection	*Reason for why indicator(s) selected as an area(s) of focus specifically stated*	
	Reason for why indicator(s) selected as an area(s) of focus generally stated	
	Reason for why indicator(s) selected as an area(s) of focus not relevant or includes placeholder content only (e.g. random characters such as "XXXX")	
-Learning Goal(s)	*Learning goal(s) clearly stated (e.g. in SMART format - specific, measurable, achievable, realistic and tangible) and specifies how registrant anticipates competence in the area of focus will be enhanced*	
	Learning goal(s) not specific and/or no indication of how competence is anticipated to be enhanced	
	Learning goal(s) content not relevant or includes placeholder content only	
-Learning Activity(ies)	*At least one activity selected and alignment/connection to achievement of learning goal clear*	
	At least one activity selected but alignment/connection to achievement of learning goal not clear/obvious	
	Only "Other" activity selected, and placeholder content used instead of activity description	
-Progress update (for 2019-20 CCP only)	*Learning activities undertaken throughout the year clearly listed and described*	
	Learning activities undertaken throughout the year not listed and/or not clearly described	
	Progress Update content not related to goal or includes placeholder content only	
-Learning Record (for 2020-21 registration year onward)	*Learning Record completed for each learning activity selected to achieve learning goal(s); record includes description of activity undertaken and summary of learning includes a reflection on how the activity will impact practice*	
	Learning Record completed for each learning activity selected to achieve learning goal(s); record includes description of activity undertaken but summary of learning does not indicate how the activity will impact practice	
	Learning Record not completed for each learning activity selected to achieve learning goal(s); any learning records completed do not include a description of activity undertaken and of a summary of learning as a result of completing the activity is included, it is not related to the goal or includes placeholder content only	

[1] Note: this proposed rubric is provided as an example only to guide registrants on what to include in their CCP submission. It may be modified based on feedback from registrants and on the audit and practice visit policies and procedures that the Standing Competence Committee develop. Registrants will be informed of any modifications to the rubric along with any new/updated policies/procedures.

-Year-end reflection	*Year-end reflection summarizes content from the Progress Update/Learning Record and provides at least one example of how learning is being applied, how practice has evolved, etc.*	
	Year-end reflection does not relate to content in the Progress Update/Learning Record and/or no example(s) provided on how learning is being applied, how practice has evolved, etc.	
	Reflection content not related to goal or includes placeholder content only	
Competence Portfolio	*Uploaded documents are relevant to the learning activity(ies)/goal(s) identified in Action Plan or documents that show the general quality of work, such as redacted clinical case/chart notes, program development plans, briefing notes, etc.*	
	Documents uploaded but are not relevant to the learning activity(ies)/goal(s) identified in Action Plan or in the case of non-goal related documents intended to show quality of work, the items uploaded were not developed by the individual	
	No documents uploaded	

*If content deemed unacceptable by auditors, registrant will be contacted and offered guidance/support to properly complete the CCP components to ensure compliance with the regulatory requirements.

Registrants who do not complete the CCP components properly may be subject to a practice visit and/or the filing of a complaint of unprofessional conduct.

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