

Continuing Competence Program (CCP)

Step-by-Step guide to completing the CCP components in the online platform

Originally prepared October 2019

Updated November 2020



This version reflects:

- a change in terminology to *Learning Plan* (previously termed *Action Plan*) to align with terminology used in the online platform
- acknowledgement that the reflections written and supporting documents uploaded (if appropriate/applicable) in the Learning Records added to the Learning Plan act as the Competence Portfolio

INTRODUCTION

This Step-by-Step Guide to completing the components of ACOT's Continuing Competence Program (CCP) is one of the several educational materials prepared to assist with orientation of registrants to the CCP.

CCP resource materials in addition to this Step-by-Step Guide have been developed to support registrants in knowing what to include in their CCP Submission. The various resources can be accessed from the [CCP Resources](#) page of the ACOT website.

If any questions remain after reviewing this guide or any of the other resource materials; or, if you have feedback for us on the content of the materials, feel free to call 780.436.8381 or email to info@acot.ca. This guide and the other resources will be updated as required to meet registrant needs.

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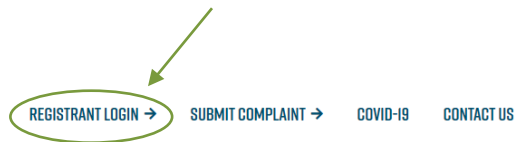
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1. Navigating the Online Platform

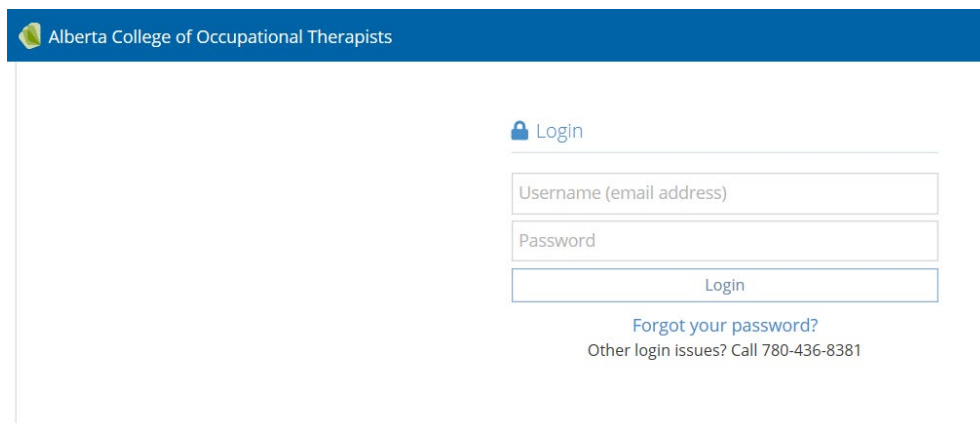
a. Logging in

You can access the online platform from your computer or mobile device by clicking on “Registrant Login” found in the top banner of the ACOT website - <https://acot.ca/>.


[ABOUT ACOT](#)
[SERVING THE PUBLIC](#)
[REGISTRATION](#)
[CONTINUING COMPETENCE](#)
[COMPLAINTS](#)
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TIP: The web browser you choose matters – for full functionality of the online platform, choose **Chrome or Firefox**. The most current versions of Safari and Microsoft Edge work but they do not support all of the platform’s features.

You will be taken to the Login screen where you will enter the email address you used last year along with your password.




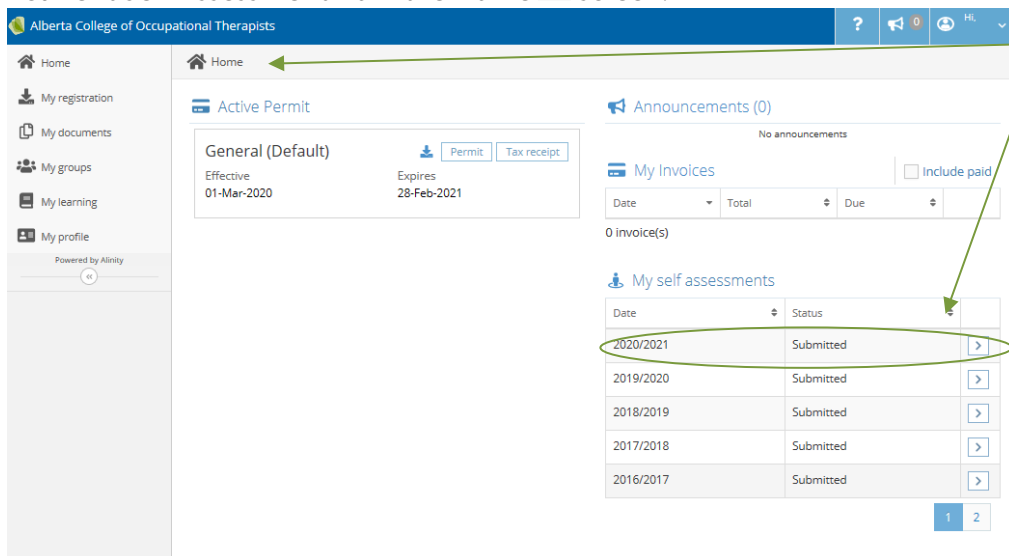
TIP: Registrants are strongly encouraged to use the same email address for login as they have listed in the contact information of their ACOT profile, which is also the email ACOT sends your eNews notifications to.

NOTE: Some employers have the email security settings automatically set to block any emails that have hyperlinks in them (either by directing them to junk mail or blocking them all together). This means you could miss out on receiving emails from ACOT or notifications automatically generated by the online platform. In order to receive these important emails and notifications, you are encouraged to use an email address where you can adjust the settings to permit emails with links.

b. Accessing the CCP components

Once you login, you will be taken to the Home screen. If you are logging in during the year, you will see the following screen (refer to the [Step-by-Step Guide to the Registration Renewal Process](#) for screenshots and details on how the home page looks during renewal).

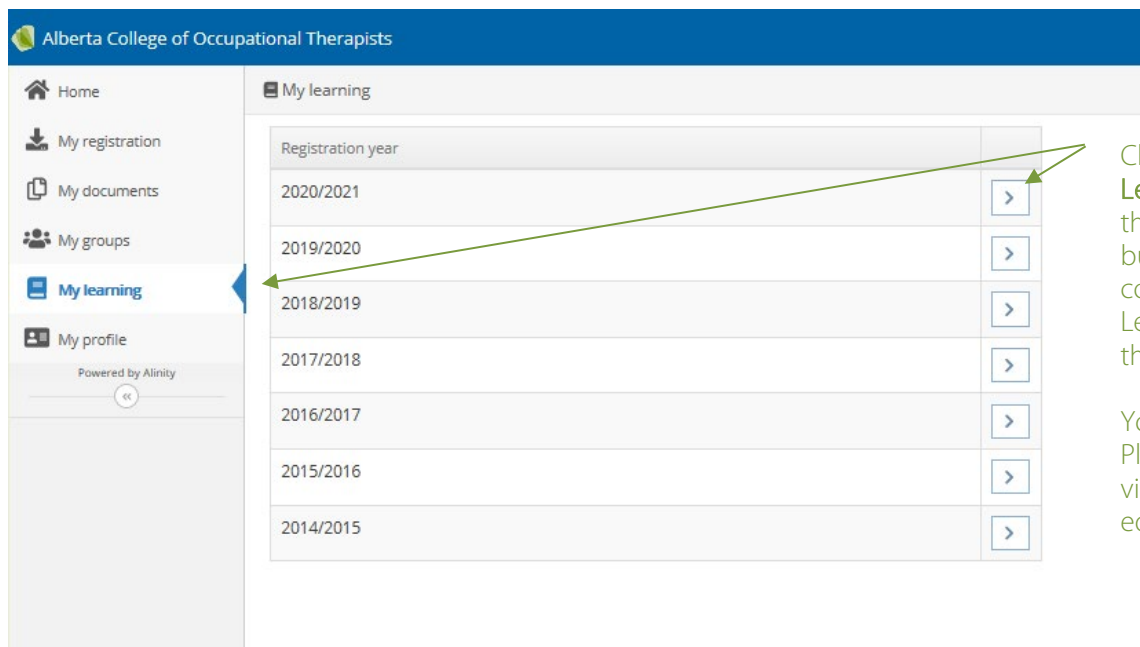
- Self-Assessment: You can view your historic Self-Assessments and view/edit your current Self-Assessment from the Home  screen.



From the **Home Screen** , click on the arrow button to edit the Self-Assessment for the current year (see Section 2.c.v. "Modifying your goals mid-year" for more details).

NOTE: You can view pdf copies of your historic Self-Assessments in the "My documents" tab as well but you can only edit your current Self-Assessment (to change a goal mid-year) from "My self-assessments" on the Home screen.

- Learning Plan: An editable version of your current Learning Plan (along with historic, non-editable Learning Plans) can be accessed from the "My learning" tab.



Click on the **My Learning** tab and then the arrow button to add content to your Learning Plan throughout the year.

Your past Learning Plans are also viewable (but are not editable)

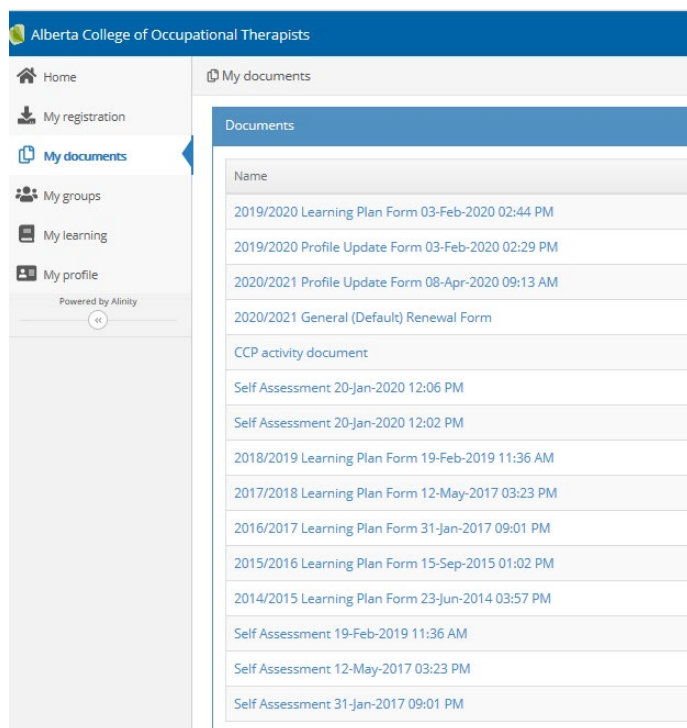
TIP: If the font size is too small when you are in the online platform, click and hold the “Ctrl” button on your keyboard while scrolling up on your mouse or track pad to zoom in for improved visual access.

c. Additional items accessible from the home screen

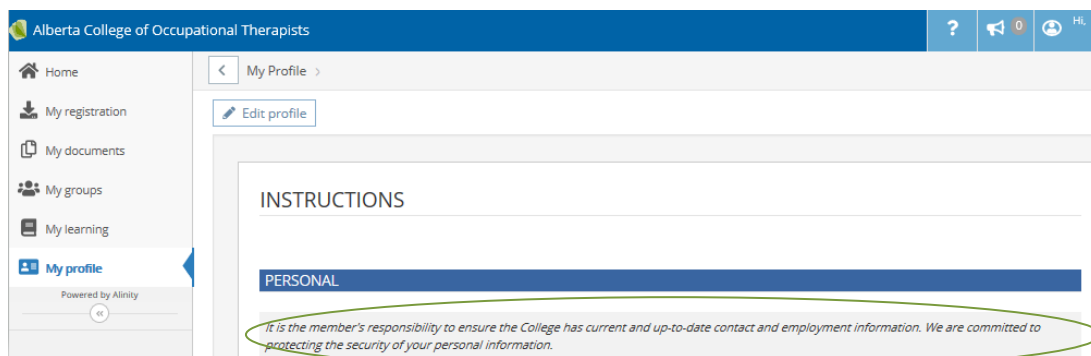
- The My registration tab is where you will find historical copies of your practice permits and tax receipts.

- In the My documents tab you will find historical, pdf versions of your Self-Assessments and Learning Plans (from the 2014-15 registration year forward), any supporting documents you

have uploaded to a CCP Learning Record (CCP activity document), any Profile update change requests you have made and your renewal declarations for the 2020-21 registration year forward.



- The My profile tab is where you can edit any aspect of your profile – your name, address, employer, any new education credentials or specializations acquired since the previous year. See Section 2 page 5 of the [Step-by-Step Guide to the Registration Renewal Process](#) for more details. A video tutorial on Updating your Profile is under development and will be posted to the [CCP Resources](#) page once it is ready.



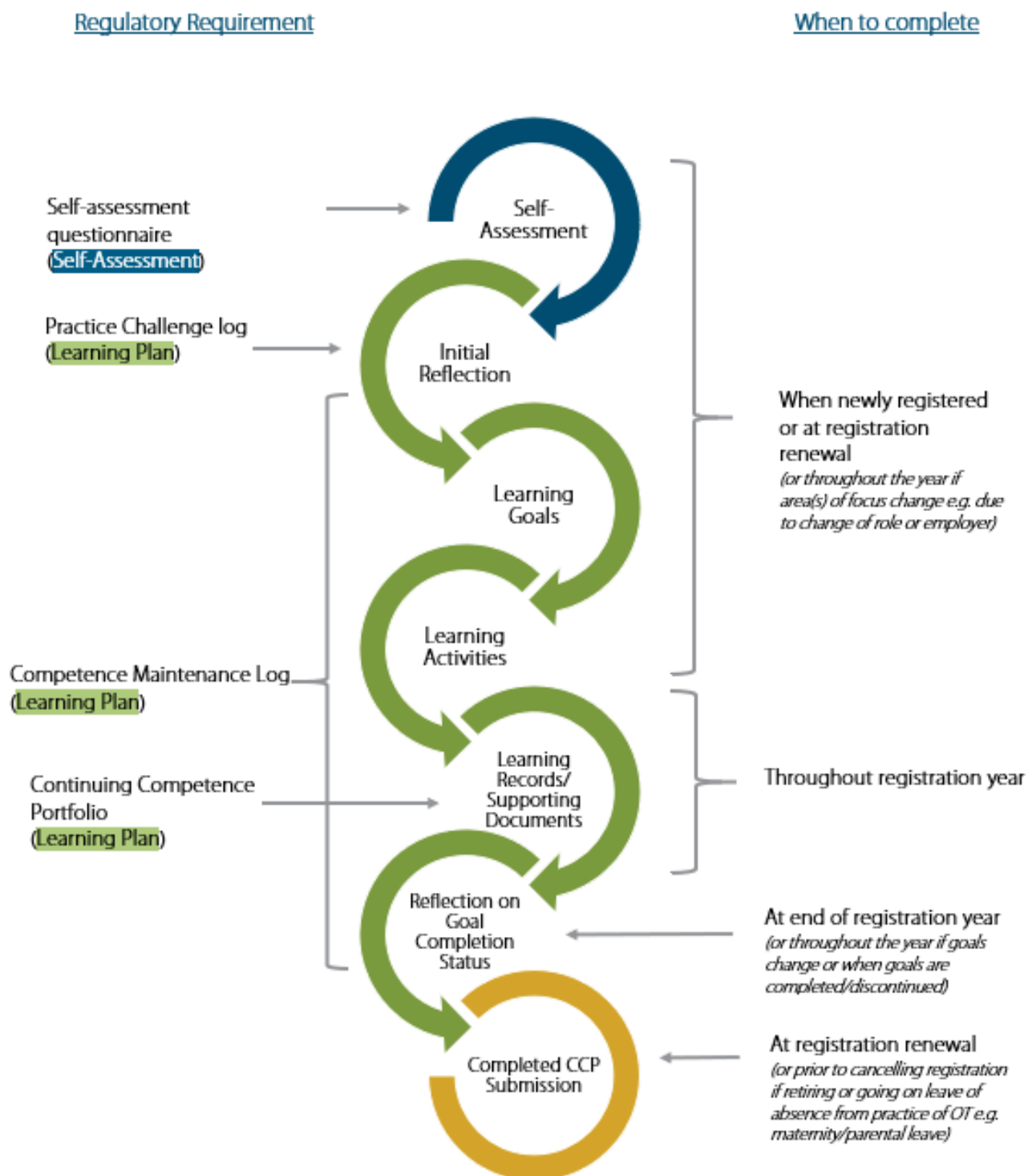
NOTE: You are required as per the *Health Professions Act (Section 33)* to ensure ACOT has your most current and up-to-date contact and employment information. Make sure to update your Profile as soon as there are any changes.

TIP: Avoid leaving profile updates until registration renewal as you will not be able to proceed with payment of registration fees until the changes are approved (which can take up to 3 business days).

2. CCP Components Step-by-Step

a. Order and timing of component completion:

The graphic on the following page depicts the required CCP components and at what point in the registration year they are intended to be completed.



b. Self-Assessment

The self-assessment is intended as both a retrospective and prospective exercise of reflection on how one's practice adheres and aligns with ACOT's Standards of Practice and Code of Ethics and what aspects of the standards or ethical code will be the focus for continuous learning activities and practice growth in the upcoming registration year. You are first presented with all of the Standards of Practice and Code of Ethics indicators to review and consider; you will be cued to narrow your selections down to no more than three in a following step.

< Self Assessment > 02-Nov-2020

Instructions

Review and reflect on the indicators for the Standards of Practice and Code of Ethics listed below then select 1-3 of these indicators that you would like to work on in the upcoming year. These will become your areas of focus for growth. You will have a chance to develop a goal for each indicator/area of focus you select to work on, and to reflect on why you have selected the indicator(s)/area(s) of focus in the [Learning Plan](#) section.

Standards of Practice and Code of Ethics Indicators

1: Maintain Professional Accountability

1.1

☐ Be registered with the Alberta College of Occupational Therapists in accordance with provincial regulatory legislation.

1.2

☒ Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

The response has been saved

1.3

☐ Demonstrate continued competence as required by the Alberta College of Occupational Therapists.

1.4

☐ Be responsible for the occupational therapy services provided by oneself and demonstrate accountability for services provided by other personnel who are under the therapist's supervision.

2: Name, Validate & Prioritize Occupational Performance Issues

2.1

☐ Document the request for occupational therapy services.

Each of the indicators selected as areas of focus will be automatically saved...

13.4

☐ seeking to improve knowledge base of the profession

13.5

☒ assisting colleagues/students to achieve and maintain competence

The response has been saved

All responses saved. To complete the assessment click submit, if you need to change your responses you may do so before submitting.

Submit

... and when you press the **Submit** button at the very end of the page, you will be taken to another page and asked to finalize which of the areas of focus you will be developing goals for in the upcoming registration year.

Please confirm between **1 and 3 areas of focus** that you will be developing goals for in your Learning Plan.

☐ 8.5

Communicate in a manner that is timely, complete, respectful, reflective of the services provided, and understandable to the receiver

8

☒ 10.1

Establish and maintain appropriate professional boundaries with clients at all times and understand the power imbalance that exists in favour of the OT in client-therapist relationships

10


☒ 13.1

reviewing practice and engaging in professional development

13

Save

The confirmed areas of focus will auto-populate the Learning Plan. You will be taken directly to the Learning Plan page once the Save button is clicked. Please note that the indicators you have selected as areas of focus will not always show up in the Learning Plan in numerical order – scroll through to the bottom of the page to see each of the indicators you have selected for goal development.

NOTE: *The system is designed to limit you to selecting no more than three areas of focus. You will see a  symbol if you attempt to select more than three. If you are needing to change goals mid-year and already have three areas of focus selected, you will have to unselect one (see section 2.c.v. below for pointers on how to change goals mid-year without losing any content).*

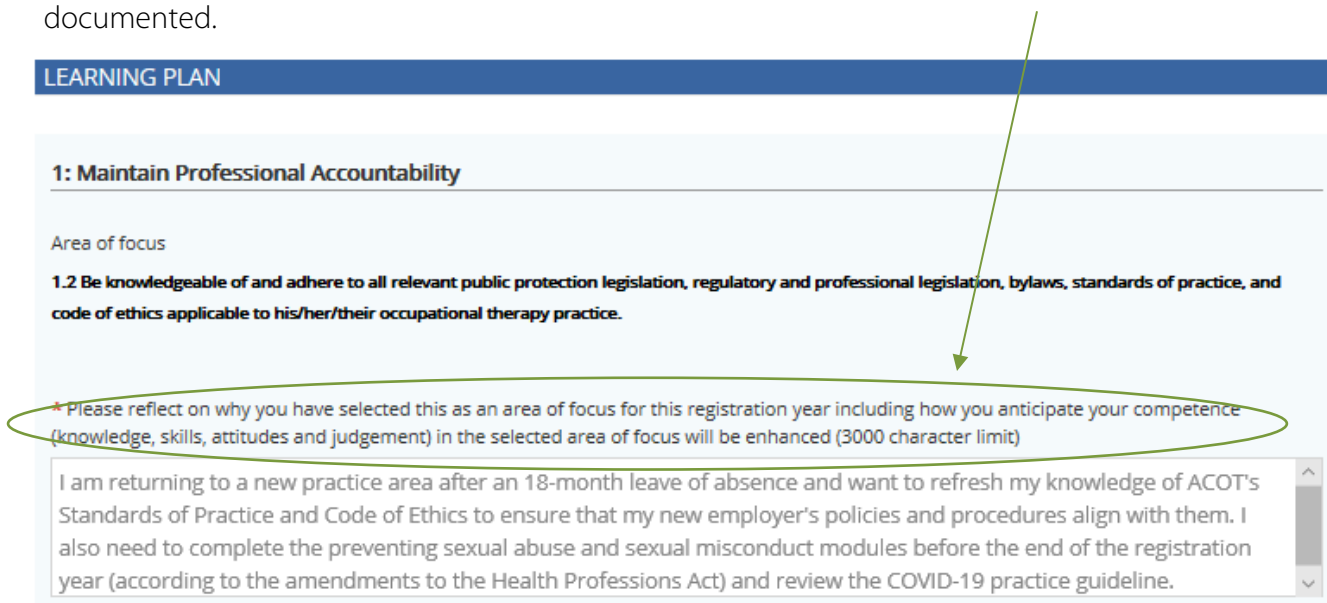
c. Learning Plan

The Learning Plan (formerly known as the Action Plan) is where all of the written content within the CCP is recorded and stored. This includes the initial reflection(s), goal statement(s), summary of learning (in Learning Records), and reflection on goal completion status (the cue for what content to include varies depending on whether you select a goal status of completed, discontinued or ongoing).

i. [Learning Plan - Initial reflection](#)

The initial written reflection on why an indicator(s) is selected as an area of focus for the upcoming year is recorded in the Learning Plan.

The one to three indicators that have been confirmed as the area(s) of focus for the upcoming year in the self-assessment will auto-populate the Learning Plan. You will see a text box below each area of focus where an initial reflection describing why it has been selected is documented.



LEARNING PLAN

1: Maintain Professional Accountability

Area of focus

1.2 Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

* Please reflect on why you have selected this as an area of focus for this registration year including how you anticipate your competence (knowledge, skills, attitudes and judgement) in the selected area of focus will be enhanced (3000 character limit)

I am returning to a new practice area after an 18-month leave of absence and want to refresh my knowledge of ACOT's Standards of Practice and Code of Ethics to ensure that my new employer's policies and procedures align with them. I also need to complete the preventing sexual abuse and sexual misconduct modules before the end of the registration year (according to the amendments to the Health Professions Act) and review the COVID-19 practice guideline.

ii. [Learning Plan - Learning goals and activities](#)

At this point, a goal relating to each area of focus selected is specified and potential learning activities to support achieving each goal are identified. You are encouraged to be as specific as possible when describing your goal; SMART format is suggested but not mandatory.

* Write a goal statement (e.g. SMART – specific, measurable, achievable, realistic, tangible) relating to the outcome(s) you hope to attain in this area of focus (Limit 3000 characters).

I will review my new employer's policies and procedures (P&P) manuals (as part of new staff orientation), the ACOT Standards of Practice and Code of Ethics guides, and the COVID-19 practice guideline by September 30th and review and reflect on the mandatory modules before I renew my practice permit. I hope to discover that my employer's P&P align well with what ACOT specifies/requires, but if there are any gaps I will bring to my employer's attention for discussion.

* The key learning activities I anticipate completing to achieve this goal include: (Recommend limiting to three activities)

- ☐ Academic study
- ☒ Participation in learning sessions (conferences, workshops, in-services, webinars, etc.)
- ☐ Conducting a survey/review/evaluation of my service/program
- ☐ Find a mentor or coach/job shadowing
- ☐ Consultation or networking with colleagues or others
- ☐ Research
- ☒ Review of materials (reading articles, journals, text books, podcasts, etc.)
- ☐ Self-study/study group
- ☐ Prepare materials or presentations
- ☐ Teaching/mentoring students, peers, other colleagues
- ☐ Volunteer with College/professional association/work committees/other volunteer activities related to the practice of OT
- ☒ Other

* Please describe other activity

Reach out to ACOT as required for assistance with interpreting the Standards and ethical code for my workplace

It is recommended to limit the selection of learning activities for each goal to a maximum of three as you are expected to complete a Learning Record for each activity selected. What should be documented in a Learning Record is described in the next section.

An additional example of how an initial reflection and goal statement could be written is offered below:

Code of Ethics principle 3: Competence - indicated by:

Area of focus

13.5

assisting colleagues/students to achieve and maintain competence

* Please reflect on why you have selected this as an area of focus for this registration year including how you anticipate your competence (knowledge, skills, attitudes and judgement) in the selected area of focus will be enhanced (3000 character limit)

I have been feeling a bit disconnected from the theories that underlie and guide OT practice particularly since I have been on two leaves of absence since I graduated. That together with the stress of trying to keep up with the ever increasing workplace demands. To become grounded again, I would like to take on a student. I know that others may see this as just adding to my already hectic workload, but I believe it will help me to regain my focus on why I do what I do. I will also see if one of my colleagues is willing to share a student with me to share the responsibility.

* Write a goal statement (e.g. SMART – specific, measurable, achievable, realistic, tangible) relating to the outcome(s) you hope to attain in this area of focus (Limit 3000 characters).

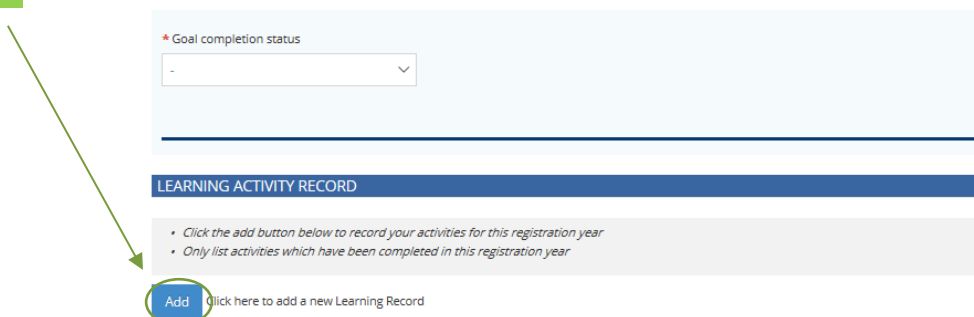
I will submit a request to the UofA to take on an OT student sometime in the fall. I anticipate that reviewing the preceptor materials as well as supporting a student to develop the required competence in my area of practice will reacquaint me with the various models and frames of reference of OT practice (and maybe I will learn some new ones too!). I will make a conscious effort to tie this to what the student sees us doing in everyday practice.

iii. Learning Plan - Learning Records

Learning Records serve as your Competence Portfolio. Learning Records are where registrants:

- describe the activity undertaken;
- enter the date the last activity documented in the Record was completed;
- provide an estimate of the time spent completing the activity(ies);
- summarize how the activity(ies) has impacted practice/helped progress towards goal achievement; and,
- upload supporting documentation relating to the activity(ies) documented in the Record (if applicable/relevant)

To add Learning Records you will scroll to the bottom of the Learning Plan page and click on the **Add** button:



* Goal completion status
-

LEARNING ACTIVITY RECORD

- Click the add button below to record your activities for this registration year
- Only list activities which have been completed in this registration year

Add Click here to add a new Learning Record

Once you click Add, you will see this:

LEARNING ACTIVITY RECORD

- Click the add button below to record your activities for this registration year
- Only list activities which have been completed in this registration year

Add Click here to add a new Learning Record

* Activity
Other

* Description
Cross-reference of ACOT Standards, Code and COVID guideline to my employer's P&P


* Date completed
2020-10-30

* Duration (hours)
10

* Related standard of practice or code of ethics indicator
1.2

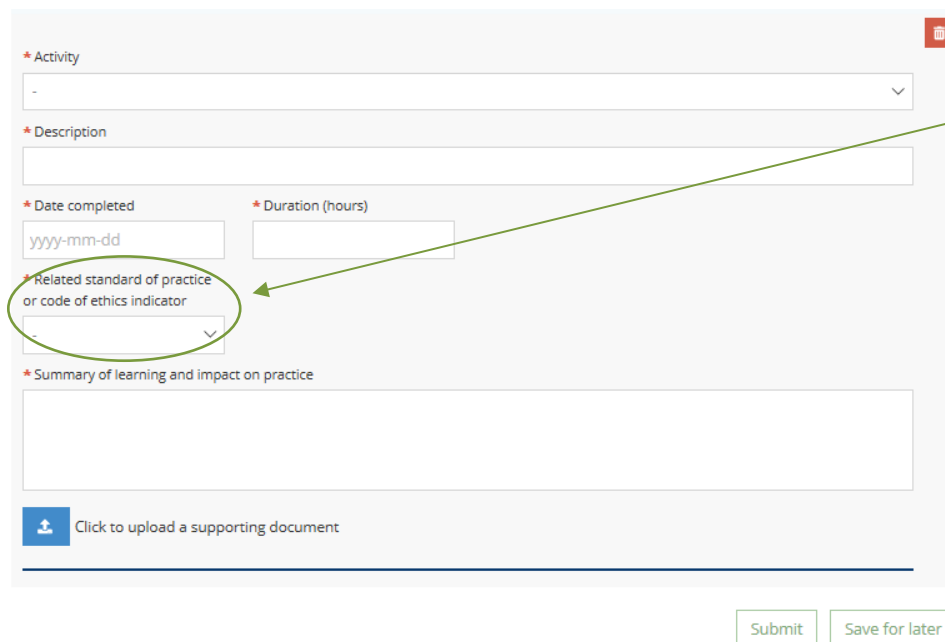
Indicator
Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

* Summary of learning and impact on practice
It was challenging to juggle my new job and my child's transition to childcare so this goal took me longer to complete than anticipated. I did need to reach out to ACOT to get clarification on what PPE to wear for my own and my client's safety during the pandemic and also about whether my employer's system for record storage meets security requirements. I now feel more confident about my ability to provide safe and secure services to my clients.

 Click to upload a supporting document

You are required to add at least one Learning Record for each goal (you will be blocked from submitting your CCP during renewal if you don't). It is suggested that you add a Learning Record for each of the learning activities selected to achieve each goal (Max. 3/goal).

You also have the ability to add Learning Records for activities undertaken that don't necessarily relate to one of your goals such as employer-mandated training.



* Activity
-

* Description
-

* Date completed
yyyy-mm-dd

* Duration (hours)
-

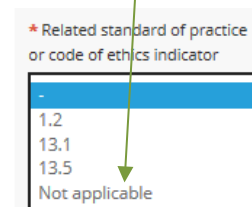
* Related standard of practice or code of ethics indicator
-

* Summary of learning and impact on practice
-

Click to upload a supporting document

Submit Save for later

When you click on the "Related standard of practice or code of ethics indicator" drop-down list, you will see that you can choose from the areas of focus you selected or a "not applicable" option



* Related standard of practice or code of ethics indicator

-
- 1.2
- 13.1
- 13.5
- Not applicable

NOTE: A limit of 12 Learning Records has been set within the system (e.g. 3 per goal plus 3 for non-goal related learning activities). Although it is not expected that you will use all 12 records, you are required to add at least one Learning Record for each goal prior to submitting your CCP during renewal.

TIP: In order to work within the 12 Learning Record limit, consider bundling similar types of activities (e.g. monthly lunch and learn sessions, readings or webinars on a similar topic), into one Learning Record. Or, if you are in the habit of keeping a running log of learning activities in a separate document outside of the CCP platform, consider attaching a summary document (see Learning Record example 3 on page 16).

Examples of the details a Learning Record might contain can be found on the following four pages.

Example 1:

LEARNING ACTIVITY RECORD

- Click the add button below to record your activities for this registration year
- Only list activities which have been completed in this registration year

Add
Click here to add a new Learning Record

* Activity

Teaching/mentoring students, peers, other colleagues

* Description

Co-supervised Level 3 student in Sep/Oct of this year

* Date completed

2020-10-30

* Duration (hours)

80

* Related standard of practice or code of ethics indicator

13.5

Indicator

assisting colleagues/students to achieve and maintain competence

* Summary of learning and impact on practice

As mentioned in my initial reflection, I have been feeling a bit disconnected from the theoretical basis of what OTs do and why we do it. Having a student allowed me to refresh my knowledge in a way that re-reading a textbook or article never could have. Also, I think it was good for the student to realize the time spent learning about OT models, frameworks etc. in school is important and relevant to daily practice in addition to learning and practicing specific clinical skills. I will continue to view the clinical work that I am doing each day through the theoretical lens of OT.


Click to upload a supporting document

In this example, the registrant provides a general description of the activity of student supervision, the last day of the student's placement (could be a date beyond that if the OT needed to do any post-placement follow-up with the fieldwork coordinator), an estimate of the time spent co-supervising the student, and a summary of the supervisory experience.

Uploading supporting documentation is optional as the Learning Record acts as a portfolio document on its own, but examples of what could be uploaded include a scanned pdf copy of the thank-you note received from the university and/or the student (name redacted) or a copy of the student's feedback on the preceptorship experience (co-supervisor's/student's name redacted).

NOTE: Only PDF or image documents can be uploaded. Convert Word or Excel documents or scan paper records to PDF prior to trying to upload.

Example 2:



* Activity

Review of materials (reading articles, journals, text books, podcasts, etc.)

* Description

Review of updated CCP resources on ACOT website

* Date completed

2020-10-30

* Duration (hours)

4

* Related standard of practice or code of ethics indicator


1.2

Indicator

Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

* Summary of learning and impact on practice


As a school-based OT, I am required to set goals that span Oct-Jun which is unfortunately out-of-sync with the ACOT registration year. One of the goals I set for myself in February is no longer applicable so I referred to the CCP Step-by-Step Guide for direction on how to modify my goals mid-year so that it aligns better with my performance agreement with my employer. While reviewing this guide and the various CCP resources prepared by ACOT, I was reminded that the CCP is actually a requirement of the Health Professions Act and Occupational Therapists Profession Regulation. It's good that the Code of Ethics indicators are now included as part of the self-assessment as I can now select the "reviewing practice and engaging in professional development" (indicator 13.1) to document all of the professional development activities I've undertaken to achieve the goals I've set for the school year.

 Click to upload a supporting document

In this example, the registrant provides a general/overarching description of the activity, the date the review of the documents was completed, an estimate of the amount of time spent, and a summary of what was learned. As the documents reviewed are available on the ACOT website, they do not need to be uploaded.

TIP: If the registrant reviewed materials/articles accessed from other websites, the URLs could be included in the summary of learning section rather than uploading the materials as supporting documents.

Example 3:



*** Activity**

Participation in learning sessions (conferences, workshops, in-services, webinars, etc.)

*** Description**

Monthly lunch and learn sessions/in-services attended throughout the year

*** Date completed**

2020-02-28

*** Duration (hours)**

20

*** Related standard of practice or code of ethics indicator**


13.1

Indicator

reviewing practice and engaging in professional development

*** Summary of learning and impact on practice**

See attached list of the various sessions I attended this year along with a summary of key learnings/takeaways for each one. This list was prepared to track and report on the continuous learning activities undertaken as part of my annual performance review for my employer.



Click to upload a supporting document

In this example, the registrant indicates that continuous learning activities have been undertaken as part of professional development goals developed for their employer performance agreement. As long as the supporting document includes a summary of and reflection on the learnings for the sessions in addition to the time spent participating in the activities, no additional written content is required in the Learning Record.

***TIP:** If your employer performance agreement includes a reflection on overall learning from the professional development activities undertaken to achieve your workplace goals – feel free to copy and paste what you wrote for your employer into the “completed” goal completion status year-end reflection text box.*

***TIP:** See the [Answers to Frequently Asked Questions About: The CCP](#) document accessed from the [CCP Resources](#) page for more details on how to align the CCP with employer-mandated performance agreement requirements/schedules.*

Example 4:



* Activity

Participation in learning sessions (conferences, workshops, in-services, webinars, etc.)

* Description

Naloxone Administration training

* Date completed * Duration (hours)


2020-10-01 7

* Related standard of practice or code of ethics indicator

Not applicable

* Summary of learning and impact on practice

It was required as part of my employment that I participate in a training session on how to administer Naloxone injections (the community based program I work with provides services to high risk clients). I wasn't sure whether this was permissible as part of OT practice so I called ACOT. The person I spoke with at ACOT confirmed that since Naloxone was removed from the Prescription Drug list for emergency use outside of hospital settings I can both distribute and administer it as long as I feel competent to do so and it is in alignment with my employer's policies and procedures. In addition to the training session, I took time to review the ACOT Practice Statement on Naloxone as well as my employer's guidance documents which indicated I can administer Naloxone when I am the only person available. I also discussed with the OT Addiction and Mental Health Community of Practice and my interdisciplinary team. I now feel more confident.

 Click to upload a supporting document

This fourth example is of a significant employer-mandated learning activity undertaken that is outside of the goals the registrant has chosen to focus on for the year but reflects a newly acquired competence. The registrant provides a general description of the activity, indicates when the tasks relating to the training activity were completed, estimates the amount of time in training/review of relevant materials/discussing with colleagues, and includes an overview of the learning experience.

It is optional to upload supporting documentation as the Learning Record acts as a portfolio document on its own, but if the registrant received a certificate of the formal training offered by the employer, this could be included as evidence.

TIP: *Want to know whether your CCP submission would be acceptable if reviewed/audited? Check out the [CCP Submission Rubric](#) on the [CCP Resources](#) page for the criteria CCP*

Reviewers will be using once the CCP Review and Evaluation process (formerly known as audits) resumes in 2021-2022.

iv. [Learning Plan - Goal completion status](#)

There is now a “Goal completion status” section in the Learning Plan. This additional functionality was created to more accurately track legitimate reasons that goals may not have complete content (e.g. goal no longer relevant for new employer, mid-year leave of absence, goal completion out of sync with employer performance agreement schedule, etc.).

There are now three options to choose from, each will trigger a different text box/action required when selected.

*** Goal completion status**

Completed

Ongoing

Discontinued

TIP: *Although the goal completion status section is typically completed during registration renewal, you can report on goal completion status at any time during the registration year if you complete or discontinue your goals mid-year.*

- When you choose Completed, the “Year End Reflection” text box appears with direction/details on what to include in the reflection.

*** Goal completion status**

Completed

Year End Reflection

*** Please reflect on how these learning activities have changed or benefitted your practice. A reflection may include, but is not limited to, the following:**

- how you are applying what you have learned from the various activities in your practice
- why completing these activities was important for your professional development and/or how it has evolved your practice

(Note: to be completed after the activities for the area of focus are completed or at the end of the registration year at the time of registration renewal) (Limit 3000 characters)

As noted in the Learning Records for this goal, review of the various ACOT documents (Standards, Code of Ethics, COVID guideline) and the sexual abuse and sexual misconduct modules has made me more aware of the responsibilities I have to my clients, beyond just providing quality, evidence-based, competent OT services. When I first graduated, I was so focused on learning what to do and establishing my competence clinically, that my ethical responsibilities to my clients weren't always front of mind. I am reminded of the power differential inherent in the therapist-client relationship - as much as I believe that I deliver OT services fairly and equally, the differential exists. Going forward, I am going to be more cognizant of this and be more aware of any biases that I bring to the client-therapist relationship.

- If a goal is identified as being Discontinued, you will be asked to provide an explanation.

Examples of reasons for a goal being discontinued would be if a goal is no longer relevant due to a new position/assignment (such as redeployment), a new employer or you are going on a leave of absence (e.g. maternity, paternity, medical leave) and goal completion is not possible.

* Goal completion status

Discontinued

* Describe why is your goal is discontinued

As I was redeployed to assist with the pandemic response (first, staff screening and then COVID testing since June), this goal is no longer appropriate. I have included my learnings in my redeployment activities in a new goal (tied to indicator 13.2 - provide services only in areas of competence).

- The intent of the Ongoing goal completion option is to support registrants whose employer-mandated performance agreement schedule does not align with the ACOT registration year (e.g. those that work in school-based practice where goals are set Oct-June rather than Mar-Feb). In this case, a registrant would complete Learning Records for activities completed to the point of renewal **and would indicate what activities still need to be completed to achieve/complete the goal in the next registration year.**

* Goal completion status

Ongoing

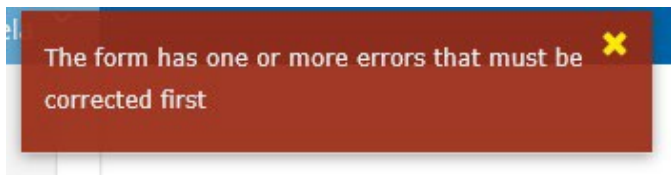
* Please indicate which activities you anticipate undertaking to achieve/complete this goal in the next registration year.

NOTE: If you choose the ongoing option, you are expected to select the same Standards of Practice or Code of Ethics indicator in your self-assessment for the upcoming registration year.

TIP: Cut and paste the initial reflection and goal statement content from the Learning Plan from the current year into the Learning Plan you are required to initiate for the next registration year.

Once one of the goal completion status options has been selected and an explanation or reflection provided, click the **Save for later** button. During renewal you will see a Submit or

Next button, if you click on that and any of the required sections of the Learning Plan (the red asterisk items*) are incomplete, the following pop-up notice will appear:



TIP: Need to edit your Self-Assessment or Learning Plan for the current year even after you pressed "Submit"? You can still edit your Self-Assessment or Learning Plan for the current year right up until you submit your registration renewal prior to the end of February each year.

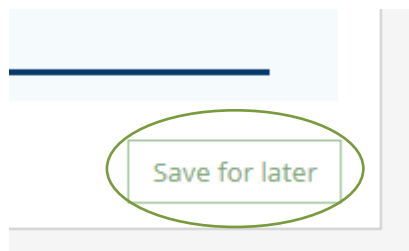
d. Session timeouts and saving content

NOTE: To avoid losing any content you must remember to click the **Save for Later** button at the end of the Learning Plan page and be careful not to leave the Learning Plan page to view any other pages within the platform until you have saved your work. Anything you have worked on in the Learning Plan will be lost unless you have pressed the "Save for Later" button before leaving the page.

2020/2021 CONTINUING COMPETENCE PROGRAM

- **Your session may time out but your progress will be saved as long as you click the "Submit" or "Save for later" button**
- Provide complete and accurate information
- Mandatory fields are marked with a red asterisk *
- You may use the "Save for later" button if you do not want to submit a completed form yet
- [Click here](#) for ACOT's latest CCP guide

LEARNING PLAN






TIP: You can open a new tab in your browser - just don't click on another tab or page in the CCP








and your work will still be saved even after the 30-minute timeout as long as the **Save for Later** button has been clicked; you will be cued to log-in again though.

e. Changing goals mid-year

To change goals, first, re-open the Self-Assessment from the Home  screen and select an area of focus that aligns with your new goal. Click on the arrow  for the current registration year and you will be taken back to the Self-Assessment where you can modify your areas of focus even if it has already been saved and submitted.

 My self assessments

| Date | Status | |
|-----------|-----------|---|
| 2020/2021 | Submitted |  |
| 2019/2020 | Submitted |  |
| 2018/2019 | Submitted |  |
| 2017/2018 | Submitted |  |
| 2016/2017 | Submitted |  |

If you need to select a different area of focus you can click the **Edit** button. If the areas of focus are all correct and you just need to modify which ones you wish to develop goals for in your Learning Plan, select the **Goals** button.

1 of 8

Self Assessment

Instructions

Review and reflect on the indicators for the Standards of Practice and Code of Ethics listed below then select 1-3 of these indicators that you would like to work on in the upcoming year. These will become your areas of focus for growth. You will have a chance to develop a goal for each indicator/area of focus you select to work on, and to reflect on why you have selected the indicator(s)/area(s) of focus in the Action Plan section.

Standards of Practice and Code of Ethics Indicators

1: Maintain Professional Accountability

1.1

☐ Be registered with the Alberta College of Occupational Therapists in accordance with provincial regulatory legislation.

1.2

☒ Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

1.3

☐ Demonstrate continued competence as required by the Alberta College of Occupational Therapists.

Goals **Edit**

TIP: If you can't see the Edit button, try scrolling on the far-right side of your computer screen as it may be further down the page than your screen has capacity to show.

Review and reflect on the indicators for the Standards of Practice and Code of Ethics listed below then select 1-3 of these indicators that you would like to work on in the upcoming year. These will become your areas of focus for growth. You will have a chance to develop a goal for each indicator/area of focus you select to work on, and to reflect on why you have selected the indicator(s)/area(s) of focus in the Action Plan section.

Standards of Practice and Code of Ethics Indicators

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☒ Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice.

1.3
☐ Demonstrate continued competence as required by the Alberta College of Occupational Therapists.

1.4
☐ Be responsible for the occupational therapy services provided by oneself and demonstrate accountability for services provided by other personnel who are under the therapist's supervision.

TIP: If you can't see the Goals or Edit buttons when you click on your self-assessment to edit, scroll here.

Not here

NOTE: The process described here will only work if you have fewer than three goals selected in total after selecting a new area of focus to work on.

In the example below, Standard indicator 13.1 has been added and confirmed.

< Self Assessment > 03-Nov-2020 > Learning goals

Please confirm between 1 and 3 areas of focus that you will be developing goals for in your Action Plan.

| | |
|---|----|
| <input checked="" type="checkbox"/> 1.2 | 1 |
| Be knowledgeable of and adhere to all relevant public protection legislation, regulatory and professional legislation, bylaws, standards of practice, and code of ethics applicable to his/her/their occupational therapy practice. | |
| <input checked="" type="checkbox"/> 13.1 | 13 |
| reviewing practice and engaging in professional development | |
| <input checked="" type="checkbox"/> 13.5 | 13 |
| assisting colleagues/students to achieve and maintain competence | |

Save

If you wish for any progress recorded on your old goal to remain on record, do not unselect it when you are finalizing and confirming which areas of focus you are developing learning goals for.

To ensure the content for the old goal is not lost, select the "discontinued" option in the goal completion and provide an explanation for why the old goal is no longer relevant. For example:

* Goal completion status

Discontinued

* Describe why is your goal is discontinued

I have accepted a new position with a new employer and this goal is no longer relevant to what I am doing now.

***TIP:** If you already have three goals selected, the content of the old goal will be lost once you add in the new goal. In this case, you may wish to transfer the content of the old goal into a non-goal related Learning Record.*

Finally, you will write a reflection on why you have selected this new area of focus and specify the learning goal/learning activity(ies) that will help to achieve the new goal (as described in the “Learning Plan – Initial reflection” and “Learning Plan - Learning goals and activities” sections found on pages 10-11 of this guide).

For more information on completing your old and initiating your new Self-Assessment and Learning Plan during registration renewal refer to the **Step-by-Step Guide to the Registration Renewal Process**. This and several other resources developed to assist you in completing your CCP can be accessed from the [CCP Resources](#) page of the ACOT website.

If any questions remain after reviewing this guide, feel free to call 780.436.8381 or email to info@acot.ca. We are always willing to walk through the process with you.