

CCP Component	Criteria for acceptable (bolded), conditional and unacceptable content to include in a CCP submission	✓
Indicator Selection (via Self-Assessment)	A. The one to three Standard of Practice (SoP) /Code of Ethics (CoE) Indicator(s) selected indicate thoughtful consideration of how SoP/CoE are applicable to registrant's practice area/setting regardless of role (i.e., clinical, non-clinical or non-traditional)	
	B. Generic/overarching indicator(s) selected when registrant is not: a new graduate, returning from leave of absence or new to the province (e.g., "1.1 Be registered with ACOT in accordance with provincial regulatory legislation")	
	<u>Reviewer Feedback:</u>	
Learning Plan		
- Initial Reflection	A. Reason for why Indicator(s) was selected as an area(s) of focus and how it will maintain or enhance practice is specifically stated and aligns with Indicator selected	
	B. Reason for why Indicator(s) was selected as an area(s) of focus and how it will maintain or enhance practice is generally stated	
	C. Reason for why Indicator(s) selected as an area(s) of focus and how it will maintain or enhance practice is not stated/relevant <u>OR</u> Placeholder content (e.g., random characters such as "XXXX")	
	<u>Reviewer Feedback:</u>	
- Goal Statement(s)	A. Learning goal(s) clearly stated (e.g. – specific/tangible, achievable/realistic and measurable) <u>OR</u> indicates what the registrant is working towards and how and when they would demonstrate goal achievement	
	B. Learning goal(s) not specific or measurable	
	C. Learning goal(s) not relevant <u>OR</u> Placeholder content	
	<u>Reviewer Feedback:</u>	

¹ The intent of this rubric is twofold 1. for registrants to use as a guide for what to include in their CCP Submission; 2. for CCP Submission Reviewers to objectively rate and offer feedback on the acceptability of a CCP Submission.

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C o m p e t e n c e	- Learning Activity Records Number of Learning Activity Records attached within Learning Plan (maximum 12):	Goal-related	
		Non-goal related	
	A. Learning Activity Record(s) completed includes a reflection on the learning and how the activity(ies) has impacted practice		
	B. Learning Activity Record(s) only lists activity(ies) completed; does not indicate how the activity(ies) has impacted practice		
	C. Learning Activity Record(s) incomplete (e.g., reflection on learning and how it has impacted practice is not stated/related) <u>OR</u> Placeholder content <u>Reviewer Feedback:</u>		
P o r t f o l i o	If supporting documents are uploaded (Note: not always required as Learning Activity Record itself can act as a portfolio document)		
	A. Documents uploaded are not required as content in Learning Activity Record(s) is adequate <u>OR</u> documents offer additional information/evidence to support content in a Learning Activity Record* (e.g., Supporting documents include <i>key takeaways along with</i> either a list of webinars/learning sessions attended, or articles reviewed, or examples of materials prepared, or presented, or sample forms created, or <u>redacted</u> clinical case/chart notes, or program development plans/proposals, or briefing notes, or other documents that show the general quality of work; etc.) *Note: it is not necessary to upload supporting documents. Reviewers are most interested in the written reflection in the Learning Activity Record.		
	B. Documents uploaded include list of learning activities but do not offer additional information/key take aways or evidence to support Learning Activity Record content.		
	C. Documents uploaded are not relevant to the learning goal(s) identified in the Learning plan and Learning Activity Record content is an inadequate substitute.		
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-Goal Status Reflection	<p>A. Appropriate selection of goal status option(s). Reflection in text box(es) ties together initial reflection, goal statement and content from the Learning Activity Records and indicates how registrant's practice has been maintained or enhanced. Acceptable criteria for each goal status option include:</p>	
	<p><u>Completed</u>: Reflection includes why completing these activities was important for professional development, how the learnings have been applied and/or how professional development has been maintained or enhanced.</p>	
	<p><u>Discontinued</u>: Content includes summary of learning activities completed up to the point of discontinuation (if any) AND describes why goal has been discontinued</p>	
	<p><u>Ongoing</u>: Reflection includes why completing these activities was important for professional development, how the learnings have been applied and/or how professional development has been maintained or enhanced AND indicates which activities will be undertaken in the next registration year to achieve goal completion</p>	
	<p>B. Improper selection of goal status options as reflected in text box/reflective content. Conditional criteria for each status option include:</p>	
	<p><u>Completed</u>: Content offers either no description on why completing these activities was important, OR how practice has been maintained or evolved.</p>	
	<p><u>Discontinued</u>: Content offers either no summary of learning activities completed up to point of goal discontinuation OR no description of why goal has been discontinued</p>	
	<p><u>Ongoing</u>: Content offers either no description on why completing these activities was important, OR how practice has been maintained or evolved OR does not indicate activities to be undertaken in the next registration year to achieve goal completion</p>	
	<p>C. Duplicate Content from Learning Activity Records OR does not relate to content in the goal statement or Learning Activity Record(s) OR Placeholder content used in any of the status option text boxes</p>	
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Overall Reviewer Feedback:

Overall rating of the CCP Submission*	✓	Action Required by Registrant	Notes to Registrant
A. <u>Acceptable</u> The CCP Submission reviewed meets or exceeds ACOT's expectations for an acceptable submission.		If the reviewer has provided feedback for improvement in any of the sections, incorporate that feedback into next year's submission.	Your name will not be put back into the pool for randomization for 5 years unless requested or required.
B. <u>Conditional</u> – Revisions to be incorporated into next year's submission: The CCP Submission reviewed has minor content missing and does not meet ACOT's expectations for an acceptable submission.		Incorporate reviewer feedback into next year's submission.	Your CCP Submission will be reviewed again next year to verify that feedback has been incorporated. Refer to the various CCP Resources for guidance on how to complete your submission to an acceptable standard.
C. <u>Not Acceptable</u> – Revisions to be incorporated into this year's submission: The CCP Submission reviewed has major content missing and does not meet ACOT's expectations for an acceptable submission.		Contact ACOT office to set up a Coaching Conversation. Submission requires immediate incorporation of reviewer feedback.	You have 30 days to contact the ACOT office for a Coaching Conversation and to incorporate the required amendments into this year's submission. Your CCP Submission will be reviewed again next year to verify that feedback has been incorporated. Refer to the various CCP Resources for guidance on how to complete your submission to an acceptable standard.

*The overall rating of a submission (Acceptable; Conditional; or Not Acceptable), is based on a Reviewer's overall impression of the quality of the submission even if there are variances in the ratings of the individual sections.

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