

CCP Component	Criteria for a CCP Submission:	✓
Goal Statement	A. Goal clearly states the individual competence (knowledge, skills, attitudes, or judgements) the registrant wants to develop/ enhance within their practice and is time-limited within the registration year.	
	B. Some content is unclear or missing. The Goal Statement does not adequately address the required components: (1) the individual competence the registrant wants to develop/ enhance within their practice, or the goal focuses on routine, job-related duties and tasks that the registrant is expected to perform to fulfill their role (such as maintaining or renewing professional practice permit on time, obtaining or maintaining employment, maintaining general certifications e.g. WHIMIS), learning employer-mandated system training (e.g. Smart Keys for Connect Care), attending regular staff meetings, documenting within the expected employer timeframe, etc.) OR (2) the goal is not time-limited within the registration year.	
	C. The content is vague or unclear, and the required components are not addressed. The Goal Statement does not describe (1) the individual competence the registrant wants to develop/ enhance within their practice, or the goal focuses on routine, job-related duties and tasks the registrant is expected to perform to fulfill their role (see above), AND (2) the timeframe for achievement in the registration year is not included.	
Initial Reflection	A. Initial Reflection clearly describes the registrant's occupational therapy practice, describes why the goal is professionally meaningful to them and their developing competence, and describes a concrete plan for how the registrant plans to achieve their goal.	
	B. Some reflective content is unclear or missing. The Initial Reflection does not adequately address the required components: (1) the registrant's occupational therapy practice, (2) why the goal is professionally meaningful to them and their developing competence, or (3) provide a concrete plan for how the registrant will achieve their goal.	
	C. Reflective content is vague or unclear, and the required components are not addressed. Initial Reflection does not clearly and thoroughly address all three required components (1) the registrant's occupational therapy practice, (2) why the goal is professionally meaningful to them and their developing competence (3) provides a concrete plan for how the registrant will achieve their goal.	

¹ The intent of the CCP Rubric is twofold 1. Registrants will use the CCP Rubric as a guide that outlines clear expectations of what to include in their CCP

2. Reviewers will use the CCP Rubric to objectively rate and offer feedback on the acceptability of a CCP submission.

Continuing Competence Program (CCP) Review and Evaluation Rubric¹

CCP Component	Criteria for a CCP Submission:		
Domain	A. The Domain selected by the registrant best aligns with the goal statement, initial reflection and the remaining content and direction of the CCP		
	B. Another Domain would have aligned better to the goal statement, initial reflection and the remaining content of the CCP.		
	C. The Domain the registrant selected does not align with the focus and direction of their learning, as reflected in their goal statement, initial reflection and the remaining content of their CCP.		
Learning Activity Reflection	A. The Learning Activity Reflection clearly describes one thing the registrant learned from the activity, an example where this learning was applied (or could have been applied) to the registrant's practice, and the outcome of implementing the learning (or anticipated outcome).		
	B. Some reflective content is unclear or missing. The Learning Activity Reflection does not adequately address the required components: (1) the one thing that the registrant learned, (2) an example where this learning was applied (or could have been applied) to the registrant's practice, or (3) the outcome (or anticipated outcome) of implementing the learning.		
	C. Reflective content is vague or unclear, and the required components are not addressed. The Learning Activity Reflection does not clearly and thoroughly address all three required components (1) one thing the registrant learned, (2) an example where the learning was applied (or could have been applied) to the registrant's practice, and (3) the outcome (or anticipated outcome) of implementing the learning.		

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Goal Status: <input type="checkbox"/> Completed <input type="checkbox"/> Ongoing	
Goal Status Reflection	A Completed: The registrant's Goal Status Reflection clearly describes how completing their goal over the registration year enhanced their competence and provision of OT services and describes an example that illustrates this.
	Ongoing: The registrant's Goal Status Reflection clearly describes how working toward their goal over the registration year has enhanced their competence and provision of OT services, and includes an example that illustrates this, and identifies the actions they need to complete in the upcoming registration year to achieve this goal.
	B Completed: Some reflective content is unclear or missing. The registrant's Goal Status Reflection does not adequately address the required components: (1) how completing their goal over the registration year enhanced their professional competence and provision of OT services, or (2) provide an example that illustrates this.
	Ongoing: Some reflective content is unclear or missing. The registrant's Goal Status Reflection does not adequately address one or more of the following: how working toward their goal over the registration year has enhanced their competence and provision of OT services, an example that illustrates this, and/or the actions needed in the upcoming registration year to achieve this goal.
	C Completed: Reflective content is vague, unclear or missing completely. The registrant's Goal Status Reflection does not describe how completing their goal over the registration year enhanced their competence and provision of OT services and does not describe an example that illustrates this.
	Ongoing: Reflective content is vague, unclear or missing completely. The registrant's Goal Status Reflection does not describe how working toward their goal over the registration year has enhanced their competence and provision of OT services, include an example that illustrates this, and identify the actions they need to complete in the upcoming registration year to achieve this goal.
<u>Reviewer Feedback:</u>	

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Continuing Competence Program (CCP) Review and Evaluation Rubric¹

CCP Component	Criteria for a CCP Submission: A. Acceptable (bolded) B. Conditional - minor content missing C. Not Acceptable - major content missing	✓
Competency	A. The Competency selected by the registrant clearly aligns with the content in their CCP.	
	B. Another Competency would have aligned better based on the content in the CCP.	
	C. The Competency the registrant selected does not align with the content in their CCP.	
SoP / CoE Alignment	A. The 2 Standards of Practice and 1 Code of Ethics the registrant has identified clearly aligns with their CCP.	
	B. There are other Standards of Practice/Codes of Ethics that would align better to the registrant's CCP.	
	C. The 2 Standards of Practice and 1 Code of Ethics selected do not align with the registrant's CCP.	

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Continuing Competence Program (CCP) Review and Evaluation Rubric¹

Overall rating of the CCP Submission*	✓	Action Required by Registrant
<p>Acceptable CCP submission meets ACOT's requirements established by Council and published in the Continuing Competence Program Manual.</p> <p>Three levels of Acceptable identified in feedback:</p> <ul style="list-style-type: none"> • Exceeds • Meets • Almost There 		<ul style="list-style-type: none"> • If Exceeds: consider offering yourself as a mentor to your colleagues (if applicable/appropriate). • If the reviewer has provided feedback for improvement in any of the sections, incorporate that feedback into next year's submission. <p>Registrant's name will not be put back into the pool for randomization next year.</p>
<p>Conditional CCP submission does not adequately meet ACOT's requirements established by Council and published in the Continuing Competence Program Manual.</p>		<ul style="list-style-type: none"> • Incorporate feedback for improvement the Reviewer has offered into next year's submission. • Refer to the various CCP Resources for guidance on how to complete an acceptable CCP submission and meet ACOT's expectations. <p>Upcoming CCP submission will be reviewed to verify that ACOT's expectations are being met.</p>
<p>Not Acceptable CCP submission does not meet ACOT's requirements established by Council and published in the Continuing Competence Program Manual.</p> <p>This must be remedied.</p>		<ul style="list-style-type: none"> • Contact the ACOT office (info@acot.ca) within two weeks of notification. • ACOT to discuss the next steps and provide guidance on how to meet the expectations for an acceptable submission. <p>Upcoming CCP submission will be reviewed to verify that ACOT's expectations are being met.</p>

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