

CCP Component	Criteria for acceptable (bolded) and unacceptable content to include in a CCP submission	✓
Goal 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 regardless of whether they are in a clinical, non-clinical or non-traditional role	
	B. Generic/overarching indicator(s) selected (e.g. "1.1 Be registered with ACOT in accordance with provincial regulatory legislation") when registrant is not a new graduate, recently back from leave of absence or new to the Province	
	<u>Reviewer Feedback:</u>	
Learning Plan		
- Initial Reflection	A. Reason for why indicator(s) selected as an area(s) of focus specifically stated and aligns with indicator selected	
	B. Reason for why indicator(s) selected as an area(s) of focus generally stated	
	C. 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")	
	<u>Reviewer Feedback:</u>	
- Goal Statement(s)	A. Learning goal(s) clearly stated with some indication of what the registrant is working towards and how they would demonstrate goal achievement (e.g. – specific/tangible, achievable/realistic and measurable)	
	B. Learning goal(s) not specific or measurable	
	C. Learning goal(s) content not relevant or includes placeholder content only	
	<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.

C o m p e t e c e P o r t f o l i o	- Learning Records	Number of Learning Records attached within Learning Plan (maximum 12):	Goal-related		
			Non-goal related		
		A. Learning Record(s) completed for goal and/or non-goal related activities includes description of activity(ies) undertaken and a reflection on learning and how the activity(ies) has impacted practice			
		B. Learning Record(s) only lists activity(ies) completed; does not indicate how the activity(ies) has impacted practice			
		C. Learning Record(s) incomplete (e.g. summary and reflection on learning content is not related, or includes placeholder content only)			
		<u>Reviewer Feedback:</u>			
	- Supporting Documents (if applicable)	If supporting documents are uploaded (note: not always required as Learning Record itself can act as a portfolio document)			
		A. Documents uploaded are either not required as content in Learning Record(s) is adequate <u>or</u> offer additional information/evidence to support content in a Learning Record (e.g. a list of webinars/learning sessions attended, articles reviewed, etc. along with key takeaways from each; copies of materials prepared/presented; sample forms created; etc.)			
		In the case of non-goal related activities, any documents uploaded offer additional information to support content in a Learning Record such as redacted clinical case/chart notes, program development plans, briefing notes, or other documents that show the general quality of work.			
	B. Documents do not offer additional information/evidence to Learning Record content <u>or</u> are not relevant to the learning goal(s) identified in Learning Plan				
	In the case of non-goal related documents, documents uploaded are not relevant or do not show quality of work or were not developed/adapted by the registrant				
	C. No documents uploaded, and Learning Record content is an inadequate substitute				
	<u>Reviewer Feedback:</u>				

-Goal Completion Status	A.	Appropriate selection of goal completion status option(s) as reflected in text box/reflection content:	
		<u>Completed</u> : Content in text box(es) (year-end reflection) ties together reflection content from the Learning Records related to each goal and provides at least one example of how learning is being applied, how practice has evolved, etc. <u>or</u> indicates “refer to summary and reflection in Learning Record” if only one Learning Record was completed for a goal	
		<u>Discontinued</u> : Content in text box(es) ties together reflection content from Learning Records completed up until goal discontinuation (if applicable) <u>and/or</u> describes why goal has been discontinued	
		<u>Ongoing</u> : Content in text box(es) ties together content from Learning Records completed up to the point of renewal (<u>or</u> refers to Learning Record summary if only one Learning Record completed for a goal) <u>and</u> indicates which activities will be undertaken in the next registration year to achieve goal completion	
	B.	Improper selection of goal completion status options as reflected in text box/reflection content:	
		<u>Completed</u> : Content in text box(es) (year-end reflection) duplicates or does not relate to content in the Learning Record(s) related to each goal <u>and/or</u> no example(s) provided on how learning is being applied, how practice has evolved, etc.	
		<u>Discontinued</u> : Content in text box(es) offers no indication of why goal has been discontinued <u>and/or</u> no summary of learning activities completed up to point of goal discontinuation (if applicable)	
		<u>Ongoing</u> : Content in text box(es) offers no summary of learning completed up to the point of renewal <u>and/or</u> does not indicate activities to be undertaken in the next registration year to achieve goal completion	
	C.	Only placeholder content used in any of the text boxes	
		<u>Reviewer Feedback:</u>	

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Overall Reviewer Feedback:

Overall rating of the CCP Submission*	✓	Action Required by Registrant	Notes to Registrant
A. Acceptable: 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. Conditional Acceptance – 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. Not Acceptable – 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.		Your current CCP Submission is being sent back for immediate incorporation of reviewer feedback.	You have 30 days to complete the required amendments to this year's submission and 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 and reach out to the ACOT office to discuss next steps and supports available.

*The overall rating of a submission being A. Acceptable; B. Conditional Acceptance; or C. Not Acceptable, is based on a Reviewer's overall impression of the quality of the submission even if there are variances in individual section ratings.