

# CCP Review and Evaluation

Guide to Interpreting Your CCP Learning Plan Review



Prepared September 2021

If any questions remain after reviewing this Guide or if you have questions regarding your CCP Learning Plan Review, please email your query to [info@acot.ca](mailto:info@acot.ca).

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## INTRODUCTION

This Guide has been developed to support ACOT registrants in interpreting the feedback provided by Continuing Competence Program (CCP) submission Reviewers. For more information on the background and purpose of ACOT's CCP refer to the **Practice FAQs: The CCP** accessed from the [CCP Resources](#) page of the ACOT website. For more information on the CCP Review and Evaluation process and the criteria Reviewers use to rate submissions, check out the **Review and Evaluation Policies and Procedures** (both individual and program-level), the **CCP Review and Evaluation Rubric** and the **Review and Evaluation FAQs** – all are accessible from the [CCP Review and Evaluation](#) page of the ACOT website.

### 1. CCP Review & Evaluation Processes

#### a. Reviewer Training

CCP Submission Reviewers are either members of ACOT's Competence Committee or registered members in good standing who have been recruited and vetted for the purpose of conducting reviews and evaluations of registrant CCP submissions. All Reviewers receive training prior to the initiation of the review and evaluation process each year to ensure consistency in feedback and ratings provided.

#### b. Randomization and Assignment of CCP Submissions for Review

Each year, at least ten percent of registrants active on the General or Provisional Register will be identified via random selection for review and evaluation of their CCP submission from the previous - registration year. Registrants whose CCP submissions are rated as **Conditional** or **Not Acceptable** in one year will have their CCP submissions reviewed again the following year to ensure the feedback from the previous year has been incorporated. Registrants whose CCP submissions are deemed **Acceptable** will not be included in the pool for randomization for the following five years unless requested or required.

## 2. What Registrants See

### a. Accessing and Viewing Your CCP Learning Plan Feedback

If you login before your CCP Submission review is finalized, you will see the My Audit section on the home page.

The screenshot shows the ACOT home page. The left sidebar contains navigation options: Home, My registration, My documents, My groups, My learning, My audits (circled in green), and My profile. The main content area features an 'Active Permit' section with 'General' information (Effective: 01-Mar-2021, Expires: 28-Feb-2022) and a 'My Audit' section for 'Continuing Competence - In Progress (2021/2022)' with a 'View' button (circled in green). To the right, there are sections for 'Announcements (0)', 'My Invoices' (0 invoice(s)), and 'My self assessments' (a table with columns for Date, Status, and a right arrow button).

If you click on either the View button or My audits tab you will see this:

The screenshot shows the 'CCP REVIEW & EVALUATION' page. The left sidebar has 'My audits' highlighted in blue. The main content area has a breadcrumb trail: Validation > Entry > Continuing Competence - In Progress (2021/2022). Below this is a blue header 'CCP REVIEW & EVALUATION'. The text reads: 'Your Continuing Competence Learning Plan has been reviewed. Refer to the Overall Feedback section for directions on what, if anything, you need to do next. For example, if your submission has been deemed: A. **Acceptable** (Well done, Good work, You're getting there), consider the feedback provided by the Reviewer throughout your submission and incorporate if directed into future Learning Plan submissions. B. **Conditional** (Not enough evidence of your commitment to reflective practice and continuous learning), incorporate the feedback provided by the Reviewer throughout your submission into next year's Learning Plan. You will be selected for review again to verify that the feedback has been incorporated. C. **Not acceptable** (Evidence of your commitment to reflective practice and continuous learning is missing from your submission), the Learning Plan submission which was reviewed will be returned to you for correction within 30 days. Refer to Continuing Competence Program (CCP) Review and Evaluation Rubric for the criteria your CCP submission is rated against and the various CCP Resources for guidance on how to complete your submission to an acceptable standard.'

Once the Review of your CCP submission has been finalized by ACOT staff, you will no longer see the My Audit section or tab (as per the screenshot on the following page).

Alberta College of Occupational Therapists

Home

My registration

My documents

My groups

My learning

My profile

Powered by Alinity

Active Permit

General

Effective: 01-Mar-2021

Expires: 28-Feb-2022

Permit | Tax receipt

Announcements (0)

No announcements

My Invoices

Include paid

0 invoice(s)

My self assessments

Date	Status
2021/2022	Submitted
2020/2021	Submitted
2019/2020	Submitted
2018/2019	Submitted
2017/2018	Submitted

Instead, you will access your reviewed CCP submission from the My documents tab.

Home

My registration

My documents

My groups

My learning

My profile

Powered by Alinity

Documents

Name	Uploaded
2021/2022 Continuing Competence Audit Form 17-Aug-2021 04:49 PM	17-Aug-2021 4:49 PM
2020/2021 Learning Plan Form 25-Feb-2021 01:19 PM	25-Feb-2021 1:19 PM
CCP activity document	25-Feb-2021 12:29 PM
2020/2021 Profile Update Form 18-Feb-2021 02:50 PM	18-Feb-2021 2:50 PM
Learning Plan Form	18-Feb-2021 2:50 PM
2021/2022 General (Default) Renewal Form	18-Feb-2021 2:50 PM
Self Assessment 08-Feb-2021 02:00 PM	08-Feb-2021 2:00 PM
2020/2021 Profile Update Form 08-Feb-2021 08:14 AM	08-Feb-2021 8:14 AM

## b. Introduction to the Review Form layout

You will notice that the Reviewer feedback and comments are superimposed on your finalized (pdf'd) version of your CCP Learning Plan; you can view the *original version of your Learning Plan* from just below the reviewed version (you can also access and view your historical Learning Plans from the My learning tab)

The Review Form follows the same order as the Learning Plan (although the Goal Status section comes before the Learning Records/Supporting Documents for each Area of Focus/Goal):

- » Initial Reflection,
- » Learning Goal,

- » Goal Status,
- » Learning Record,
- » Supporting Document (only rated if one has been uploaded to a learning record).

Reviewers are required to offer feedback on every section– and more than once depending on how many areas of focus are selected to set goals for (max. 3) and how many Learning Records are added (max. 12).

For rating consistency, a picklist of standard feedback has been created for Reviewers to select from for each section of the Learning Plan. See [Appendix A](#) for the standardized feedback options Reviewers are able to select for each section.

**NOTE:** *For efficiency and inter-Reviewer consistency, Reviewers are directed to use the feedback options from the list of feedback options whenever possible. They are to use the custom comment option when the feedback options do not capture the feedback they wish to provide.*

### c. Where to find Reviewer Feedback

For each of the Learning Plan sections you will see what you have written along with Reviewer feedback:

**1: MAINTAIN PROFESSIONAL ACCOUNTABILITY**

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**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.**

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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)

**The mandatory modules on maintaining appropriate boundaries will be available for all registrants to take this year.**

← What you have written

**Initial Reflection**

*Reviewer feedback on indicator selection and area of focus reflection*

← The section the Reviewer is providing feedback on

**Feedback**

**Indicator selected aligns well with explanation of/reflection on why it was selected**

← Reviewer feedback based on what you have written

In this example, the Reviewer selected from the list of standard responses for the Initial Reflection section.

At the very end of the Review Form, Reviewers are directed to provide their overall feedback on all of the content you have included in your CCP Learning Plan.

**OVERALL FEEDBACK**

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**Overall Feedback**

*Reviewer's overall feedback on your Continuing Competence Learning Plan Submission*

Reviewers will rate your submission using one of the five standardized options listed below:

Overall Feedback Options	
ACCEPTABLE	Well done! Your Learning Plan submission exceeds ACOT's expectations and fulsomely captures your commitment to reflective practice and continuous learning. Keep up the good work and consider offering yourself as a mentor to your colleagues (if applicable/appropriate). Your name will not be put back into the pool for randomization for five years unless requested or required.
	Good work. Your Learning Plan submission meets ACOT's expectations and adequately captures your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.
	You're getting there. Incorporate the feedback offered into future Learning Plan submissions so that they adequately capture your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.
CONDITIONAL	Your Learning Plan does not include enough evidence of your commitment to reflective practice and continuous learning. Incorporate the feedback offered into next year's Learning Plan 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.
NOT ACCEPTABLE	Your Learning Plan does not include evidence of your commitment to reflective practice and continuous learning. This must be remedied within 30 calendar days of notification from ACOT. Please contact the ACOT office ( <a href="mailto:info@acot.ca">info@acot.ca</a> ) as soon as possible to discuss next steps and receive guidance on how to meet the requirements for an acceptable submission.

**NOTE:** The Overall Feedback options align with the Overall Ratings of **Acceptable**, **Conditional** and **Not Acceptable** described on page 4 of the [CCP Review & Evaluation Rubric](#).

Reviewer feedback will show up on your reviewed CCP submission like this.

OVERALL FEEDBACK

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**Overall Feedback**

*Reviewer's overall feedback on your Continuing Competence Learning Plan Submission*

Feedback

**Good work. Your Learning Plan submission meets ACOT's expectations and adequately captures your commitment to reflective practice and continuous learning. Your name will not be put back into the pool for randomization for five years unless requested or required.**

Provision of additional Reviewer comments in the Overall Feedback section is not required but Reviewers may choose to summarize their impression of your submission or offer pointers on additional content to include in future submissions so that your CCP more fully captures the activities you are undertaking to maintain/improve your competence in the practice of OT such as in the examples of Conditional and Not Acceptable submissions on the following page:

## Conditional

### OVERALL FEEDBACK

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#### Overall Feedback

*Reviewer's overall feedback on your Continuing Competence Learning Plan Submission*

#### Feedback

**Your Learning Plan does not include enough evidence of your commitment to reflective practice and continuous learning. Incorporate the feedback offered into next year's Learning Plan 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.**

#### Reviewer comment(s)

**Overall, more fulsome reflections of your takeaways from learning activities and explanations of how your practice was enhanced are required. Your goal statements also need to be more focused/specific and measurable. The Indicator reflections also needs to be more specific. What specifically about that Indicator, as it relates to your specific practice, made you select it as an area of growth? I was unable to understand your practice area from what you wrote in your CCP submission. Also, selecting the "ongoing" goal status requires that you include at least one example of how learning undertaken to the point of renewal has been applied to practice AND indicates which activities will be undertaken in the next registration year to achieve goal completion. Please see the CCP submission rubric and resource guide for more details.**

## Not Acceptable

### OVERALL FEEDBACK

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#### Overall Feedback

*Reviewer's overall feedback on your Continuing Competence Learning Plan Submission*

#### Feedback

**Your Learning Plan does not include evidence of your commitment to reflective practice and continuous learning. This must be remedied within 30 calendar days of notification from ACOT. Please contact the ACOT office ([Info@acot.ca](mailto:Info@acot.ca)) as soon as possible to discuss next steps and receive guidance on how to meet the requirements for an acceptable submission.**

#### Reviewer comment(s)

**Remember to include a learning goal and connect it to an indicator for each major area of learning activities. ACOT expects you to have one active learning goal each registration year. Remember to also include reflections of how the learning from learning activities is being applied to practice and how practice is enhanced. Reflections are expected in a Learning Record and overall goal summary.**

***NOTE:*** Registrants with CCP submissions rated as Not Acceptable are expected to contact the ACOT office immediately to arrange for a coaching conversation with an ACOT staff member.

If any questions remain after reviewing this Guide or if you have questions regarding your CCP Learning Plan Review, please email your query to [info@acot.ca](mailto:info@acot.ca).



## Appendix A: Reviewer Feedback Options by Learning Plan Component/Section

### 1. Initial Reflection

Initial Reflection Feedback Options
Indicator selected aligns well with explanation of/reflection on why it was selected
Explanation for/reflection on why indicator is selected could be clearer and/or more concise
Indicator selected/reflection provided does not relate to how competence will be enhanced
A different indicator would align better with your reflection/learning goal
Being registered with ACOT is a requirement to practice and is not an acceptable indicator to select for continuing competence. In future, review all 64 indicators thoroughly to find which ones align best with the learning outcomes you are wanting to achieve each year.
See Reviewer comment below

### 2. Learning Goal

Learning Goal Feedback Options
It is clear what learning goal/outcome you are aiming to achieve
In future submissions, aim to make your learning goal more specific and achievable within the current or following registration year
It is not clear what you are working towards or aiming to learn, enhance or change in your practice
A way of measuring attainment of your learning goal is missing
There is a disconnect between the goal written here and the activities documented in in the learning record(s) you have added to demonstrate achievement of this goal
See Reviewer comment below

### 3. Learning Record

Learning Record Feedback Options
Adequate description of activity(ies) completed and key learnings provided
Supporting document provides adequate detail of activity(ies) and learnings in lieu of written content in learning record
Key learnings from activity(ies) undertaken documented in goal status section instead.
Learnings/key takeaways from this(these) activity(ies) are missing completely, vague or unclear. It is expected that you include both a description of activity(ies) undertaken and key learnings from that/those activity(ies) (in either text box or supporting document)
It would be helpful for Reviewers to see evidence of what you describe in this learning record (e.g., copy of the resource/presentation referenced).
See Reviewer comment below

### 4. Supporting Document

Supporting Document Feedback Options
Document included offers information/evidence which expands upon/adds to content in the learning record
Supporting document is not related to the activity(ies) noted in the learning record
You don't have to include proof of course/workshop attendance (e.g., certificates) or slide decks from presentations attended; it's the key learnings from your participation in this/these activity(ies) that is important to reviewers
Please refrain from uploading copies of articles/manuals/books or other resources reviewed. Instead, list the title and URL of the article/manual/book in the text box of the learning record
See Reviewer comment below



**5. Goal Status**

i. Completed goal

**Completed Goal Feedback Options**

**Reflection expands on or ties together content from learning record(s) nicely**

**Reflection should expand upon, not duplicate, content in learning record(s)**

**Reflection offers insufficient details of how learning will be applied or how practice has/will be enhanced**

**See Reviewer comment below**

ii. Discontinued goal

**Discontinued Goal Feedback Options**

**Information regarding why goal no longer applicable provided**

**Explanation of why goal no longer applicable is expected**

**Select this option when a learning goal is no longer applicable; do not use this option as a way of avoiding adding learning records**

**See Reviewer comment below**

iii. Ongoing/In Progress goal

**Ongoing Goal Feedback Options**

**Reflection refers to activity(ies) completed to date (or points to learning record(s)); also describes activities planned for the next registration year to achieve goal completion**

**Content duplicates details already included in learning record(s) for this goal**

**Reflection does not list activity(ies) to be undertaken in the next registration year to achieve goal completion**

**Required summary content insufficient or missing entirely**

**See Reviewer comment below**