

Guide to Interpreting Your CCP Review



Revised July 2025

If any questions remain after reviewing this Guide or if you have questions regarding your CCP Review, please email your query to 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 CCP Review and Evaluation process and the criteria Reviewers use to rate submissions, check out the **Review and Evaluation Policies and Procedures** (Individual Submission and Aggregate Submission) and the **CCP Review and Evaluation Rubric (the Rubric)** –accessible from the [CCP Review and Evaluation](#) page, under the Continuing Competence tab of the ACOT website.

1. CCP Review & Evaluation Processes

a. Reviewer Training

CCP Submission Reviewers are members of ACOT's Competence Committee and registered members in good standing. They have been recruited and vetted for the purpose of conducting reviews and evaluations of registrants' CCP submissions.

Upon signing an Oath of Confidentiality, all Reviewers receive comprehensive training including in formative evaluation prior to and midway through the review and evaluation process each year to ensure consistent feedback and objective ratings are provided to registrants. Reviewers are also encouraged to consult with assigned Reviewer Consultants throughout the process for clarification or support on how to objectively rate a CCP submission using the Rubric and Guiding Principles.

Reviewers are provided with an opportunity to recuse themselves from reviewing submissions of registrants who are family, close friends, those they have a personal or financial relationship with, colleagues whom they work with, supervise or report to, or any other situation which may be a real or perceived conflict of interest.

b. Randomization and Assignment of CCP Submissions for Review

Each year, ten percent of registrants active on the General Register are identified via random selection for review and evaluation of their CCP submitted at Renewal. 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 learning from the previous year's feedback has been consolidated and incorporated. Registrants whose CCP submissions are deemed **Acceptable** will not be included in the following year's pool for randomization.

2. What Registrants See

a. Accessing and Viewing Your CCP Submission Feedback

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

The screenshot shows the user's home dashboard. The left sidebar contains navigation options: Home, My registration, My documents, My groups, My learning, My reviews (highlighted with a green circle), My profile, and Courses. The main content area is divided into four sections: My Invoices (0 invoice(s)), My Exams (table with 2 rows), Active Permit (General info for Registrant # 000), and My Audit (Continuing Competence - In Progress (2025/2026) with a 'View' button highlighted in a green circle).

Exam	Date	Status	
SoP/CoE Module 2024/2025	17-Feb-2025	Passed	>
CAOT National Exam	01-Sep-2017	Passed	>

Registrant #	Effective	Expires
000	01-Mar-2025	28-Feb-2026

Status	Last updated
Sent for review	04-Mar-2025

If you click on either the My reviews tab or the View button under My Audit, you will see this:

The screenshot shows the 'My reviews' page. The left sidebar has 'My reviews' highlighted with a green circle. The main content area shows an 'Audit' section for 'Continuing Competence - In Progress (2025/2026)' with a 'View' button highlighted in a green circle.

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Validation > Entry > Continuing Competence - In Progress (2025/2026)

CCP REVIEW & EVALUATION

Your Continuing Competence Program (CCP) submission 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, or You're Getting There*) - CCP captures your engagement in reflective practice and commitment to ongoing learning- You described how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Consider the feedback provided by the Reviewer throughout your submission and incorporate, if directed, into future CCP submissions. Your name will not be put back into the pool for randomization next year.

B. Conditional CCP does not adequately capture your engagement in reflective practice and commitment to ongoing learning- You are missing reflective content on how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. Incorporate the Reviewer feedback into future CCPs and refer to the various CCP Resources for guidance on meeting ACOT's expectations. Your upcoming CCP will be reviewed to verify that ACOT's expectations are being met.

C. Not acceptable CCP does not capture your engagement in reflective practice and commitment to ongoing learning- Your CCP submission does not describe how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. This must be remedied. Please contact the ACOT office (info@acot.ca) within two weeks of this notification (include in the subject line: CCP R & E Coaching Conversation) to discuss the next steps and receive guidance on how to meet the expectations for an acceptable submission.

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 and Evaluation has been finalized by ACOT staff, you will no longer see the My Audit section on your dashboard nor the My reviews tab in the vertical menu bar (as per the screenshot).

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Home

My Invoices Include paid

Date	Total	Due	
0 invoice(s)			

My Exams

Exam	Date	Status	
SoP/CoE Module 2024/2025	17-Feb-2025	Passed	>
CAOT National Exam	01-Sep-2017	Passed	>

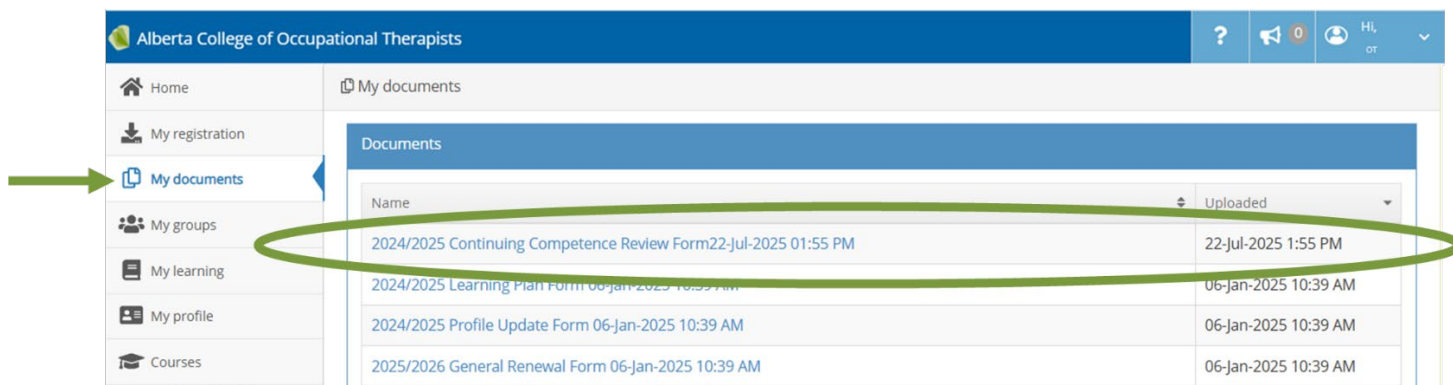
Active Permit

General

Registrant # 000 Effective 01-Mar-2025 Expires 28-Feb-2026

Permit Tax receipt

You will access your reviewed CCP submission from the My documents tab. Click on the document that indicates **2024/2025 Continuing Competence Review Form**.



b. Introduction to the Review Form Layout

You will notice that the Reviewer feedback and comments are superimposed on the finalized version of your CCP submission (PDF). You can view the original version of your CCP submission from the My learning tab (Select 2024/2025).

The Review Form follows a consistent format, starting with an overview of the overall ratings: Acceptable, Conditional, Not Acceptable, as indicated in the screenshot below.

CCP REVIEW & EVALUATION

Your Continuing Competence Program (CCP) submission 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, or You're Getting There) - CCP captures your engagement in reflective practice and commitment to ongoing learning. You described how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Consider the feedback provided by the Reviewer throughout your submission and incorporate, if directed, into future CCP submissions. Your name will not be put back into the pool for randomization next year.

B. Conditional CCP does not adequately capture your engagement in reflective practice and commitment to ongoing learning. You are missing reflective content on how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. Incorporate the Reviewer feedback into future CCPs and refer to the various CCP Resources for guidance on meeting ACOT's expectations. Your upcoming CCP will be reviewed to verify that ACOT's expectations are being met.

C. Not acceptable CCP does not capture your engagement in reflective practice and commitment to ongoing learning. Your CCP submission does not describe how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. This must be remedied. Please contact the ACOT office (info@acot.ca) within two weeks of this notification (include in the subject line: CCP R & E Coaching Conversation) to discuss the next steps and receive guidance on how to meet the expectations for an acceptable submission.

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.

The remainder of the Review Form follows this order:

- » Goal Statement, (GS),
- » Initial Reflection, (IR),
- » Domain (D)

- » Goal Status and Reflection, (GSR),
- » Standards of Practice/ Code of Ethics (SoP/CoE),

Other Learning Records

- » Learning Activity Record(s) and Reflection, (LAR),
- » Supporting Document (only rated if one has been uploaded to a learning activity record), (SD)

Overall Feedback

- » Acceptable- Exceeds, Meets, Almost There
- » Conditional
- » Not Acceptable

NOTE: The Goal Status Reflection (GSR) section comes before the Learning Activity Records/Supporting Documents

Reviewers are required to offer feedback on every component—and more than once, depending on how many Learning Activity Records (LAR) were added (one is required, but up to 6 are permitted). For rating consistency, a picklist of standard feedback has been created for Reviewers to select from for each component of the CCP. See [Appendix A](#) for the standardized feedback options Reviewers select from for each section.

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

c. Where to Find Reviewer Feedback

For each of the CCP components you will see the component title and prompts, followed by what you have submitted, followed by the Reviewer Feedback.

In the example below, the Reviewer selected a standard rating/response (from the picklist) that best aligns to the content included in the Learning Activity Reflection (LAR). Note that in the example, the Reviewer selected the Acceptable reflection picklist option. The corresponding Tooltip populates the Reviewer Form.

Component:

Learning Activity Reflection (LAR)



What you wrote



Reviewer Feedback



OTHER LEARNING RECORDS

Description: Participated in monthly CoP sessions

Date Completed: 2024-12-31

Learning Activity Reflection

- This reflection may target one learning activity or a bundle of activities you **completed** that contributed to your competence. **Describe** one key takeaway (knowledge, skill, or attitude) you obtained. Reflect on this learning. Did it enhance your understanding? Did it support gaps in your competencies? **Describe** a scenario where you applied (or could have applied) this one key takeaway to your practice. What was the outcome (or the anticipated outcome)?
- **An acceptable learning activity reflection describes one key takeaway and the impact this key takeaway had on your competence. It also describes a scenario where this learning was applied (or could have been applied) to your practice and the outcome (or anticipated outcome).**

I attended my first U/E Rehabilitation Community of Practice group. This group supported my gaps in understanding the basics. I learnt that Virtual Reality is an assistive health technology that is used to recover motor or sensory skills lost due to accident or illness, through a virtual interactive environment. I learned that there are several different types of technologies that are available and that some therapists have been using their personal VR tools. The range of VR included fully immersive technology to non-immersive.

The group informed me that the first step in my journey is to observe a colleague using VR in their therapy session. I observed a colleague using immersive VR with use of a head mounted display and hand-held devices. During observation, OT reported that this immersive VR provides greater enjoyment for the client and a stronger sense of illusion, and their client agreed. However, the most profound learning during my observation was related to safety. The OT reported that the risk of injury, re-injury and flaring up of current symptoms while using VR is high. Therefore, it is important to complete the introductory safety tutorial and create a safe boundary with the client before using any application. This helps the client to relieve their worry for injuring themselves. The client reported that the OT frequently reminds them to slow down a produce purposeful movements so they don't reinjure themselves. I will continue to read up on VR and attend the CoP sessions because I need to better understand how to mitigate risks.

Learning Activity Reflection

Reviewer feedback on Learning Activity Reflection

Feedback

Your Learning Activity Reflection clearly describes on key takeaway, a scenario where this learning was applied (or could have been applied) to your practice, and the outcome (or anticipated outcome).

At the end of the Review Form, Reviewers are directed to provide their **Overall Feedback**. This includes an overall rating of all the content you have included in your CCP submission as well as overall feedback from the Reviewer.

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Program (CCP) Submission

Reviewers rate your submission using one of the five standardized Overall Feedback/Rating options listed below. In your form you will see the corresponding Tooltip content.

Overall Feedback Picklist Options	Tooltip
Exceeds Expectations	Well done! Your CCP exceeds ACOT's expectations. It fulsomely captures your engagement in reflective practice and commitment to ongoing learning. You described how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Keep up the good work. Consider offering yourself as a mentor to your colleagues (if applicable/appropriate). Your name will not be put back into the pool for randomization next year.
Meets Expectations	Good work. Your CCP meets ACOT's expectations and captures your engagement in reflective practice and commitment to ongoing learning. You described how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Your name will not be put back into the pool for randomization next year.
Almost There	You're getting there. Your CCP adequately captures your engagement in reflective practice and commitment to ongoing learning. Incorporate the Reviewer feedback into future CCPs to fulsomely describe how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Your name will not be put back into the pool for randomization next year.
Minor content missing	Your CCP does not adequately capture your engagement in reflective practice and commitment to ongoing learning. You are missing reflective content on how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. Incorporate the Reviewer feedback into future CCPs and refer to the various CCP Resources for guidance on meeting ACOT's expectations. Your upcoming CCP will be reviewed to verify that ACOT's expectations are being met.
Major content missing	Your CCP does not capture your engagement in reflective practice and commitment to ongoing learning. Your CCP submission does not describe how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. This must be remedied. Please contact the ACOT office (info@acot.ca) within two weeks of this notification (include in the subject line: CCP R&E Coaching Conversation) to discuss next steps and receive guidance on how to meet the expectations for an acceptable submission.
Other	See Reviewer comment below

NOTE: The Overall Feedback options align with the Overall Ratings of: **Acceptable**, **Conditional** and **Not Acceptable**. These are described on page 7 of the CCP Review & Evaluation Rubric.

The Reviewer feedback for the Overall Rating will show up on your reviewed CCP submission like this.

Acceptable – Well Done, Good Work or You're Getting There

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Program (CCP) Submission

Feedback

Well done! Your CCP exceeds ACOT's expectations. It fulsomely captures your engagement in reflective practice and commitment to ongoing learning. You described how working towards your goal maintained your competence in practice and enhanced your provision of professional services. Keep up the good work. Consider offering yourself as a mentor to your colleagues (if applicable/appropriate). Your name will not be put back into the pool for randomization next year.

Conditional

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Program (CCP) Submission

Feedback

Your CCP does not adequately capture your engagement in reflective practice and commitment to ongoing learning. You are missing reflective content on how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. Incorporate the Reviewer feedback into future CCPs and refer to the various CCP Resources for guidance on meeting ACOT's expectations. Your upcoming CCP will be reviewed to verify that ACOT's expectations are being met.

Not Acceptable

OVERALL FEEDBACK

Overall Feedback

Reviewer's overall feedback on your Continuing Competence Program (CCP) Submission

Feedback

Your CCP does not capture your engagement in reflective practice and commitment to ongoing learning. Your CCP submission does not describe how working towards your goal maintained your competence in practice and enhanced the provision of your professional services. This must be remedied. Please contact the ACOT office (info@acot.ca) within two weeks of this notification to discuss the next steps and receive guidance on how to meet the expectations for an acceptable submission.

NOTE: Registrants with CCP submissions rated as Not Acceptable are expected to contact the ACOT office (info@acot.ca) immediately to arrange for a coaching conversation with an ACOT staff member. Please ensure that you include **CCP R&E Coaching Conversation** in the subject line of your email to ACOT.

Appendix A: Reviewer Feedback Options by CCP Component/Section

1. Goal Statement (GS)

Goal Statement Picklist Options	Tooltip
Acceptable goal	Your goal clearly states what you are working towards and is time limited.
Minor content missing	Some content missing. In future submissions, ensure your goal clearly states what you are working towards and is time limited.
Inadequate goal	What you are working towards, and the timeframe for achieving it is vague, or unclear, or missing completely.
Other	See Reviewer comment below

2. Initial Reflection (IR)

Initial Reflection Picklist Options	Tooltip
Acceptable reflection	Your Initial Reflection clearly describes why you created your goal and how you plan to achieve it in relation to your occupational therapy practice.
Minor content missing	Some reflective content is missing. In future submissions, reflect on why you have created your goal and how you plan to achieve your goal in relation to your OT practice.
Inadequate reflection	Your Initial Reflection is vague, or unclear, or missing completely. In future submissions, reflect on why your goal was created and how you plan to achieve it in relation to your OT practice.
Unrelated reflection	The Initial Reflection provided does not relate to the goal you identified.
Other	See Reviewer comment below.

3. Domain (D)

Domain Picklist Options	Tooltip
Acceptable Domain	The Domain you have identified clearly aligns with the competencies your goal will target.
Unrelated/Misaligned Domain	A different Domain would better align to the competencies your goal will target.
Other	See Reviewer comment below.

4. Learning Activity Reflection (LAR)

Learning Activity Reflection Picklist Options	Tooltip
Acceptable reflection	Your Learning Activity Reflection clearly describes one key takeaway, a scenario where this learning was applied (or could have been applied) to your practice, and the outcome (or anticipated outcome).
Minor content missing	Some reflective content is missing. In future submissions, describe one key takeaway, a scenario where the learning was applied (or could have been applied) to your practice, and the outcome (or anticipated outcome).
Inadequate reflection	Your Learning Activity Reflection is vague, or unclear, or missing completely. In future submissions, describe one key takeaway from a completed learning activity, a scenario where this learning was applied to your practice, and the outcome of implementing this learning.
Unrelated reflection	The Learning Activity Reflection is unrelated to your goal statement and/or learning activity identified.
Learning Activity Record NOT INCLUDED	You have not added a Learning Activity Record to your CCP submission. In future submissions, select ADD to include a new Learning Activity Record. Fill out the details of the record and include a learning activity reflection (one key takeaway, a scenario where this learning was applied to your practice, and the outcome of implementing this learning).
Other	See Reviewer comment below

5. Supporting Document (SD)

Supporting Document Picklist	Tooltip
Appropriate supporting document	Supporting Document included expands upon content in the learning activity reflection.
Not Required supporting document	Supporting Documents are not required. Do not include proof of course/workshop attendance (e.g., certificates)/ slide decks from presentations attended/copies of articles, manuals, books, ACOT resources/ or other resources reviewed. IF you choose to upload a supporting document, ensure that it expands upon the content in your learning activity reflection (e.g. provide a list of the title(s) and/or URL(s)of the article(s)/manual(s)/book(s) or resource(s) you've referenced in your reflection).
Unrelated supporting document	Supporting document is not related to your goal and/or learning activity reflection.
Other	See Reviewer comment below

6. Goal Status Reflection (GSR)

i. Completed goal

Completed Goal Picklist Options	Tooltip
Acceptable reflection (Com)	Your Goal Status Reflection clearly describes how completing your goal over the registration year enhanced your competence and provision of OT services and describes a scenario that references at least one Indicator of Competency.
Minor content missing (Com)	Some reflective content is missing. In future submissions, for a Completed Goal, ensure your reflection includes all components (i.e. how completing your goal over the registration year enhanced your competence and provision of OT services and a scenario that references at least one Indicator of Competency).
Inadequate reflection (Com)	Your Goal Status Reflection is vague, or unclear, or missing completely. In future submissions for a Completed Goal, reflect on how completing your goal over the registration year enhanced your competence and provision of OT services and describe a scenario that references at least one Indicator of Competency.
Unrelated reflection (Com)	Your Goal Status Reflection is not related to your goal statement and/or the learning activity(ies) completed.
Duplicate reflection (Com)	The Goal Status Reflection should not duplicate the content in the Learning Activity Reflection. Your reflection should describe how completing your goal over the registration year enhanced your competence and provision of OT services and describe a scenario that references at least one Indicator of Competency.
Other	See Reviewer comment below
System Error ONG & COM GSR	Ongoing Goal Status Selected. See Ongoing feedback above.

ii. Ongoing goal

Ongoing Goal Picklist Options	Tooltip
Acceptable reflection (Ong)	Your Goal Status Reflection clearly describes how working towards your goal over the registration year is enhancing your competence and provision of OT services, describes a scenario that references at least one Indicator of Competency and states the actions you need to complete in the upcoming registration year to achieve this goal.
Minor content missing (Ong)	Some reflective content is missing. In future submissions, ensure your reflection includes all components (i.e. describe how working towards your goal over the registration year is enhancing your competence and provision of OT services, describe a scenario that references at least one Indicator of Competency and state the actions you need to complete in the upcoming registration year to achieve this goal).
Inadequate reflection (Ong)	Your Goal Status Reflection is vague, or unclear, or missing completely. In future submissions for an Ongoing Goal, reflect on how working towards your goal over the registration year enhanced your competence and provision of OT services, describe a scenario that references at least one Indicator of Competency, and state the actions you need to complete in the upcoming registration year to achieve this goal.
Improper use of status option (Ong)	You have indicated this is an Ongoing Goal. Based on your Goal Statement, the Learning Activity Reflection(s) and the Goal Status Reflection, "Ongoing" is not an accurate goal status. "Completed" Goal Status would be more applicable.
Unrelated reflection (Ong)	Your Goal Status Reflection is not related to your Goal Statement and/or the learning activity(ies) completed.
Duplicate reflection (Ong)	Your Goal Status Reflection should expand upon, not duplicate the content in the Learning Activity Reflection. Your reflection should describe how working towards your goal over the registration year enhanced your competence and provision of OT services, describe a scenario that references at least one Indicator of Competency, and state the actions you need to complete in the upcoming registration year to achieve this goal.
Other	See Reviewer comment below

7. **SoP/CoE Alignment** (SoP/CoE)

SoP/CoE Alignment Picklist Options	Tooltip
Acceptable SoP/CoE	The Standard(s) of Practice/Code(s) of Ethics you have identified clearly aligns with your goal.
Unrelated/Misaligned SoP/CoE	There are other Standards of Practice/Codes of Ethics that would align better to your goal.
Too Many SoP/CoE	In future submissions, be selective in identifying which Standard of Practice/Code of Ethics were addressed by working towards your goal.
Other	See Reviewer comment below.