



COLLEGE OF DIETITIANS
OF ALBERTA

FAQ from the CCP Webinar (November 2017)

During the live presentation of the College's webinar on the changes to the Continuing Competence Program for 2018, the College received a number of great questions from members. We have included the questions and the College's responses below. We encourage all members to review this FAQ, the CCP webinar ([available here](#)) as well as the information found on the College website under [For Dietitians – Registration Renewal](#) for more information.

Q Should we set aside extra time this coming year to work through this new process?

A You may not require any additional time for working through the online renewal process but the College encourages you to set aside some additional time in advance of renewal to work through the new CCP Workbook (to determine your upcoming year's learning plans). The new CCP Workbook will be available in January 2018 so before March, you should have finalized your CCP for 2017/2018 (including writing your reflections) as well as working through the new CCP Workbook for developing your 2018/2019 learning plans.

Q I always find it difficult to pick my competencies. Can I pick the same competency from year to year?

A It is the responsibility of each member to complete the self-assessment to determine which performance indicators they will develop learning plans on throughout the registration year. You determine the indicator, and choose activities that will help you meet your learning goals and enhance your practice.

If you choose to use an indicator two years in a row, the learning goal, learning activities and what you learned should be different each year. You may build on a particular topic, but setting a specific learning goal should lead to a different focus each year.

Q What is the rationale for not having access to reflections after submission? Could it not be saved in a read-only format like previous goals?

A The online CCP process, as tied to renewal, is a tool to facilitate CCP submission to the College; it is not intended as a CCP storage or management tool. It is the responsibility of all members to retain documentation that supports and verifies the online submission. The College encourages members to use the CCP Workbook for the purpose of collecting CCP information (goals, activities, location of verification, benefit to practice and reflection on learning). We have also made it clear in the online submission process that you must keep a copy of your reflection for your records.

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Q In the new process will we be able to update or write our reflections earlier in the year such as when we complete a learning goal instead of waiting until March?

A You may write your reflections at any time of the year, once you have completed your activities. The College encourages members to use the CCP Workbook when developing and completing CCP learning plans/outcomes, including when writing reflections. During registration renewal in March, you are required to submit your CCP learning plans from the past year; using the reflection you have written when the plan was completed, you can transcribe and/or cut and paste it from your hard copy or electronic copy into the online reflection space.

Q For my first year completing CCP, will there still be a reflection component to complete?

A Each year at registration renewal time, members are required to complete their CCP learning plans and reflections from the prior year and submit the upcoming year's CCP learning plans. Depending on when you were approved to the General Register, you may be required to submit CCP learning plans for the year. Please refer to the [FAQ on Renewal and CCP page](#) (#5) for more information.

In March 2018, you will be required to confirm your CCP learning plan information is correct and add a reflection for each 2017/2018 learning goal. You will also be required to submit your CCP learning plans for the upcoming year (2018/2019). The reflections for 2018/2019 learning goals will be completed in March 2019.

Q How much time is reasonable to spend on learning activities? How do I know I have done enough learning activities?

A You have completed a sufficient number of learning activities when you feel you have met your learning goal, and when you feel more competent in your practice or that your practice has been enhanced. For many of us, we could continue our learning journey on certain topics indefinitely. However, if you have set a specific learning goal, once you feel confident that you can write your reflection, and that you can comment on how your professional practice has been impacted by your learning, you may choose to complete the learning cycle on that topic for the year. It is up to you to determine the activities you will complete (type, number) in order to achieve your learning goal and competence. Quality is more important than quantity.

Q What sort of verification are you looking for in terms of our learning activities? What is proper verification?

A Proper verification of activities requires you to retain documentation demonstrating completion of the activity along with showing how it relates to your learning goal. For example, if you completed a literature review, retaining notes (including citations of articles read, your notes and date(s) of review) taken during the review would serve as verification of the activity. It is your responsibility to document each activity completed and retain

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documentation that proves completion, should it be requested by the College. Along with retaining activity verification, you are required to list all activities and the date the activities were completed. Please refer to the [Continuing Competence Program](#) section under Registration Renewal on the College website for more information on verification documentation.

Q Can we have our learning material in another language that is not English?

A All documentation submitted to the College must be in English. If you complete learning activities in another language, you are required to have notarized translations of the verification documentation. An English summary of the completed activity must also accompany learning activity documentation; the continuing competence committee reviews all documentation associated with learning activities.

Q Will there still be a chance to change goals once they are entered?

A For the upcoming year, you will be able to access and change the performance indicators you based your learning goals on, within the online profile. Once you have reflected and submitted your CCP as part of renewal, you will no longer have the ability to change the information.

Q Because we are supposed to have our competencies completed before March to allow the reflection, can we submit for competencies completed in March the following year?

A If you complete an activity in February/March, you may use it in the upcoming year's CCP as long as it is not the only activity you complete. Likewise, you can also use it as part of the current year, again so long as it is not your only activity, and so long as it reinforces other learning obtained from activities completed prior to March of that year.

Q Could you remind me how long I should keep my archives / workbooks?

A You are required to keep CCP documentation for a minimum of three years.

Q What is the random selection process for audits?

A Each year, 1/3 of members are selected randomly for review. From the review group, 10% are randomly selected for audit. The College database randomly selects the review and audit - the College staff does not direct reviews and/or audits unless the outcome from the previous CCP review/audit requires it.

Because the question has come up before, the review process is also anonymous, in that the Continuing Competence Committee and Director of Professional Practice do not see names associated with reflections reviewed.

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Likewise, the random selection of audited members is anonymous. The Continuing Competence Committee will have access to names once they receive the audit submissions to review, and committee members must declare any conflicts of interest related to their review of audited members.

Q Please send a copy of the slides.

A The link to the webinar and a copy of the slides has been posted on the College website under [For Dietitians - Member Resources](#).