



COLLEGE OF DIETITIANS  
OF ALBERTA

Subject: CDA Message re. CCP Self-Assessment modifications

Sent: February 2, 2023

To All Regulated Members:

The College of Dietitians of Alberta is sending this message to all registrants on the General Register with regards to the Continuing Competence Program (CCP) Self-Assessment requirement as identified in previous communications. Some registrants will receive a second email regarding their specific situation.

It was brought to our attention mid-January that the original functionality of the CCP Self-Assessment, as outlined in our resources available on the College website, was not working as intended. The College notified all registrants January 20, 2023, that the CCP Self-Assessment was temporarily closed.

The College has been working with the software company of the Registrant Portal and we have been able to find a solution that takes into consideration the feedback we received from regulated members regarding the inability to modify 2022/2023 Learning Plan Standards and Indicators.

The College will re-open the CCP Self-Assessment within the Registrant Portal with the minor technical changes, and the following functionality will be in place for you as a user:

- **OPTIONAL: Completion of CCP Self-Assessment prior to March 1, 2023.**
  - When completed *prior to renewal*, the completed Self-Assessment will be applicable to the **2022/2023** Learning Plans (current year) ONLY.
  - This will allow you to modify the Standard and Indicator attached to the 2022/2023 Learning Plans.
  - If you choose not to complete the CCP Self-Assessment, you may still change your Standard and Indicator for your 2022/2023 Learning Plans by stating what the new Standard/Indicator is within the Learning Goal text box.

**It is not a requirement to complete the CCP Self-Assessment online prior to March 1, 2023, to change or update 2022/2023 Learning Plans.**

A completed online CCP Self-Assessment for 2022/2023 does not replace the requirement of all regulated members to retain their 2022/2023 CCP Workbooks, which would have contained your completed Self-Assessment at the beginning of the registration year.

**Effective March 1, 2023, once the upcoming year's Learning Plan has been created within Renewal, click on the link in Tab 3 to go to the CCP Self-Assessment, where you will complete, submit, and select Standards and Indicators for the 2023/2024 Learning Plan.**

The College has updated the resources available on our website and added a note to the webinar, noting the discrepancies between the information covered in the webinar and the revised functionality. The College hopes that this will assist regulated members with navigating through the online CCP processes.

The College sincerely apologizes for any inconvenience this may have caused. All of the above will be taken into consideration when reviewing Learning Plans as part of the CCP Review/Audit process in 2023.

Should you have any questions regarding CCP, please reach out to Shannon Eklund at [ppc@collegeofdietitians.ab.ca](mailto:ppc@collegeofdietitians.ab.ca) or at 780-448-0059.

Sincerely,

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