

CPBC Continuing Competency Program Requirements

(In effect January 1, 2018)

I. General Requirements	
	QAC Policy
<p>1. Compliance with Continuing Competency Requirements is <u>required</u> for annual renewal and reinstatement of registration with the College, as per the College Bylaws.</p> <p>2. The general objective of the program is to promote high practice standards amongst registrants, consistent with s.16(2)(e) of the <i>Health Professions Act</i> (HPA), by ensuring registrants continue to engage in the acquisition of new knowledge relevant to their practice of psychology. Relevant questions for considering whether a specific activity meets the objectives of the Continuing Competency Program include:</p> <p>(a) Is the specified activity relevant to enhancing the competency of the registrant to practice psychology?</p> <p>(b) Can the registrant articulate what he or she has learned of relevance to improving competence in a way that is clear and convincing to a group of his or her peers?</p> <p>3. The closer the activities engaged in by the registrant are to the modal activities for each section, the more likely they will be rated as meeting the criteria and the less likely that additional information will be required by the Quality Assurance Committee to determine acceptability of the submission.</p> <p>4. Requirements fall under 5 categories (A, B, C, D and E), as detailed below, and registrants must meet the requirements in <u>all</u> categories to be considered in compliance with the Continuing Competency Program.</p>	<p>1. Consistent with the Bylaws, the QAC conducts an annual random audit of registrant compliance with the Continuing Competency Program. All eligible registrants are included each year in the selection pool for the random audit (5-10%). Thus, it is possible for registrants to be selected in consecutive years. Cooperation with the audit is mandatory. Registrants are not to be selected more than 2 times within a 4 year period. Individuals meeting that threshold are therefore removed from the pool from which the 5-10% of registrants are drawn.</p> <p>2. Registrants must be in compliance with all 4 of the program categories of activities, as described in this document. Additional hours in one category cannot be used to compensate for fewer hours in another category.</p> <p>3. Activities completed to fulfill requirements imposed by the Inquiry Committee or the Registration Committee are considered remedial and <u>cannot</u> be used towards regular annual Continuing Competency Program requirements.</p> <p>4. Providing supervision and/or providing a workshop, course, or presentation, where the intent is to provide information or guidance to others, <u>cannot</u> be used towards the Continuing Competency Program requirements. However, some preparation time (i.e., that which entailed the acquisition of new knowledge relevant to one's practice) may be included under self-study (Category B) as noted below.</p> <p>5. Listserve activities may not be included in any category.</p> <p>6. Continuing competency activities must be evidence-based and be demonstrably effective in enhancing the registrant's practice of psychology within the scope of practice specified in the <i>Psychologists Regulation</i> under the <i>Health Professions Act</i>.</p> <p>7. Banking of Continuing Competency hours is permitted in Category A only, as described below.</p> <p>8. Continuing Competency Logs (and supporting documentation) must be kept for a minimum of two years.</p>

II. The Continuing Competency Program – Categories A, B, C, D and E

Category	Formal Description	QAC Policy
<p>A. Direct Participatory, Formal Programs</p> <p>12 hours required</p>	<p>Intent: For registrants to learn new information regarding the practice of psychology. To accommodate those registrants who live in rural areas, the hours may also be obtained through CPA/APA approved on-line courses.</p> <p>Modal Activities: Annual and special meetings of the College, annual meetings of professional associations of psychology, or learning opportunities such as conference, courses, and workshops that are sponsored by learning institutes. Typical characteristics include: the event is planned in advance; speakers have professional credentials in mental health, health, or industrial/ organizational behaviour; printed documentation is provided; a registration fee is typically charged.</p> <p>Documentation: Log sheet details outlining sponsors, full names of conferences, workshops, and courses, and the dates and duration of attendance. Additional documentation is to be submitted to the Quality Assurance Committee on request.</p>	<ol style="list-style-type: none"> 1. In-person courses and CPA/APA sponsored/approved on-line courses are both considered direct participatory formal programs. 2. Sponsors and the full names of conferences, courses, and workshops must be identified on the log sheet. 3. CPA/APA approval is <u>not</u> required for formal conferences, workshops, or courses attended in person. 4. CPA/APA approval <u>is</u> required to claim on-line courses in Category A. An alternate professional accrediting body in the registrant’s area of specialization may be a satisfactory substitute in place of CPA/APA approval. 5. Online courses or workshops that have been sponsored, developed and/or endorsed by the College may be claimed for Category A. 6. The activity must be within the framework of the definition of psychology as provided in the <i>Psychologists Regulation</i>. 7. Presentations, courses, or workshops provided by the registrant, where the intent is to provide information or guidance to others, <u>cannot</u> be used by the registrant to fulfill the requirements of Category A. 8. Hours documented need to reflect the actual time spent attending educational activities. 9. Up to 12 hours in Category A only may be banked for the immediately following year only. Hours eligible for banking are those that have been accumulated in excess of the 12 hours required for the program in Category A.
<p>B. Self-Study</p> <p>11 hours required</p>	<p>Intent: For registrants to keep current with regulatory, academic, and professional literature, and to reflect on how this information affects their practice of psychology.</p> <p>Modal Activities: Reading the <i>Code of Conduct</i>, Bylaws, practice support checklists, the <i>Chronicle</i> and other publications of the College, peer reviewed professional journals, and other academic publications. Reviewing one’s practice of psychology with knowledge of the above documents to identify any areas in need of improvement.</p> <p>Documentation: Log sheet details outlining the titles of the specific journals and other materials, and the dates read. Simply stating “read journals” will not be sufficient.</p>	<ol style="list-style-type: none"> 1. Details regarding specific journals and other materials read are required on the log sheet. 2. Non-CPA/APA on-line courses are eligible for inclusion in Category B. 3. Reviewing a manuscript for a peer reviewed journal and preparation for presentations, courses, or workshops given by the registrant can be included in Category B if the registrant learned something new and practice enhancing. 4. Listserve discussion groups, association newsletters and other non-peer reviewed online content are <u>not</u> acceptable to fulfill the Category B requirement. 5. Materials read must be within the framework of the definition of psychology as provided in the <i>Psychologists Regulation</i>.

<p>C. Structured Interactive Activities</p> <p>12 hours required</p>	<p>Intent: For registrants to interact with a reasonably consistent group of colleagues in recognized healthcare disciplines on a regular basis for the purpose of learning, consolidating new knowledge, and incorporating new ideas and feedback from others into their practice of psychology.</p> <p>Modal Activity: Regularly scheduled or routine consultations with peers (i.e., colleagues who are licensed professionals in mental health, health, or industrial/organizational behaviour). For example, peer consultation and/or case conferences are acceptable, whereas staff meetings in which the focus is on administrative issues are <u>not</u> acceptable.</p> <p>Documentation: Log sheet details specifying the professions of the discussion participants, the topics discussed, the nature of case consultations, and any other information that will assist the QAC in determining acceptability of the activity for purposes of Category C.</p>	<ol style="list-style-type: none"> 1. Structured interactive activities are activities in which the registrant has directly interacted with regulated/licensed colleagues (e.g., study/training groups, and case conferences/peer consultations). 2. The professions of the individuals participating must be provided on the log sheet. 3. There are no requirements for structured activities to be in-person (e.g., they could occur by telephone or video conferencing). 4. Listserve discussion groups are <u>not</u> acceptable to fulfill the Category C requirement. 5. Supervision and presentations or workshops provided by the registrant, where the intent is to provide information or guidance to others, <u>cannot</u> be used to fulfill the Category C requirement. 6. Staff meetings where the focus is on administrative issues are <u>not</u> acceptable to fulfill the Category C requirement. 7. To meet the requirements for this category, activities need to be completed with other healthcare practitioners regulated under the <i>Health Professions Act</i>, the <i>Social Workers Act</i> or equivalent legislation in another jurisdiction. 8. The registered health practitioner colleague(s) <u>cannot</u> be a family member of the registrant.
<p>D. Ethics</p> <p>5 hours required</p>	<p>Intent: For registrants to ensure that they are engaging in regular consideration of ethical issues, and to document this by identifying which activities from Sections A, B, and/or C focus on ethical practice in psychology.</p> <p>Modal Activity: Review of practice support checklists, the <i>Code of Conduct</i>, and ethical problem-solving with a colleague.</p> <p>Documentation: Log sheet details clearly indicating which activities are being included in Category D, including as relevant information pertaining to topics, participants, dates, and any other information that will assist the QAC in determining acceptability of the activity for purposes of Category D.</p>	<ol style="list-style-type: none"> 1. The required 5 hours can be obtained via direct participatory, formal programs, self-study, and/or structured interactive activities. It is acceptable to meet this requirement entirely through self-study.
<p>E. Self-Care and Self-Monitoring</p> <p>Completion of Self-Assessment at least once per year</p>	<p>Intent: For registrants to ensure that they are taking time to fulfill their requirements under the <i>Code of Conduct</i> to review factors that may contribute to their stress load or in some other way affect their ability to perform professionally, to assess the impact of these factors on their competence and ability to meet professional obligations, and to engage in self-care sufficient to mitigate the negative impact of any factors identified or take steps to reduce or withdraw from professional activities as appropriate.</p> <p>Modal Activity: Create inventory of personal characteristics, circumstances, and stressors, and consider impact of these on professional practice. Create or modify self-care plan and</p>	<p>Registrants may elect to use a formal self-assessment tool, if available, or document for themselves their individual factors. There will be no requirement to submit any documentation created. The purpose is to enhance and facilitate self-assessment.</p> <p>Factors should clearly reflect one’s specific circumstances. For example, different life stages typically pose different stressors that may need to be considered. Someone starting in a new field may face financial stressors, child care or elder care can tax time and energy resources, aging may be accompanied by physical or cognitive decline, etc. Registrants are expected to consider how each of the personal factors they have identified may be having an impact on their professional activities and what action, if any, is required to address those impacts.</p>

	<p>activities as needed. Increase frequency of self-monitoring and peer consultation as appropriate.</p> <p>Documentation: Attestation that self-assessment has been completed will be required at renewal.</p>	<p>Registrants may wish to consult with their professional executor or another trusted colleague as part of completing their self-assessment review.</p>
--	--	--

III. Exemptions/Partial Reductions/Temporary (Supervised) Registration

For registrants in the class of Non-Practising registration:

All registrants in the non-practising class (out of province, on leave, retired, etc.) are exempt from the program requirements while they remain non-practising. However, at the point at which they seek reinstatement to active practice, they must be able to attest that they have completed all continuing competency program requirements for any calendar year ending between the date of their previous active registration and the date on which they are seeking to resume active practice. Out of Province registrants may meet the requirements by completing equivalent activities in their home jurisdiction.

In circumstances where a non-practising registrant has not fully met the continuing competency program requirements prior to reinstatement, the Registration Committee can consider reinstating the registrant to active practice as a Temporary (Supervised) registrant provided the registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan. The College strongly recommends that non-practising registrants carefully plan their return to active practice by ensuring that they've fulfilled their continuing competency activities for the year(s) of inactive practice prior to the date on which they wish to return.

For actively practicing registrants:

All registrants are required to attest that they have completed all continuing competency program requirements for the year ending, at the point of renewal. In circumstances where an actively practicing registrant has not fully met the continuing competency program requirements prior to renewal, the Registration Committee can consider granting them Temporary (Supervised) registration provided the registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan.

Reductions based on Date of Initial Registration

Date of Registration	Associated Reduction
April - June	50%
July - September	75%
October - December	86%

Registrants may be granted a reduction based on the date of initial registration during the year. Reductions are granted with regard to total hours and not for a particular category. No reductions will be granted for amounts other than those listed above. The maximum reduction granted will be 86% (i.e., 100% minus 5 hours of ethics, or 14%).

This is the only circumstance in which a reduction will be granted.