



## **Program for Continuing Competency Checklist**

This checklist relates to the electronic documentation tools now imbedded into the registration software.

Log in to the registrant portal.

In the left-hand menu, choose Program of Continuing Competency.

You will see three tabs:

- Current Plan (this tab is not active as you do not have a plan yet)
- Create Learning Plan
- Previous Plans (this tab is not active as you do not have any previous plans)

Click on “Create Learning Plan”.

**Page 1** – Introduction – Please answer the questions (required fields).

Click “Save and Continue”

**Page 2 etc.** – Self-Assessment – Please:

1. Note the rating scale –
  - 1 - I rarely meet the expectation of this indicator. This is a priority area of development for me.
  - 2 - I sometimes meet the expectation of this indicator.
  - 3 - I consistently meet the expectation of this indicator.
  - 4 - N/A - This does not pertain to my current practice indicator.
2. Reflect on the questions in the 7 areas as they pertain to your current practice and select the appropriate response from the Rating Scale.
3. Note on the right side those areas that might be a priority area and the focus for continuing competency goals.
4. Ensure you have identified two (and only two) areas for focus by checking the small box to the right of the reflection question – they become the foundation for your learning goals.

**NOTE: DO NOT** submit the Self-Assessment form until you are sure it is complete, and two areas of focus are designated. **Once submitted you will not be able to modify the self-assessment and change the areas of focus.**

5. Once reviewed and you are satisfied with the self-reflection, and the areas you wish to focus on, submit the document.



6. Update Learning Plan – you will see the two areas for focus (indicators). You must:

Describe your Learning Goal for each indicator – remember the principles of SMART goals (see handbook) so your goals are specific enough to be able to realistically address them from now until March 31.

Add a minimum of two projected learning activities for each goal including the date you are attending events/accessing resources to address the learning goal. You can add more objectives any time during the year if new opportunities arise, or an objective you have chosen has not addressed the learning goal in a way you feel is adequate.

NOTE: you will be asked to choose from 3 different activity types:

- **Formal:** an organized course/program provided by a credible learning institution or organization. A certificate of completion (credential) may be issued for attendance and completion of material. (ex. ASSIST program)
- **Informal:** a credible learning activity that does not provide credentials but addresses learning goals. (ex. Webinar, podcast)
- **Self-Study:** an activity engaged on your own or with others that does not provide credentials. (ex. Textbook, periodical, research study)

Fill in the “target date” for the objective – this can be the date of the event, or the date you are aiming to complete the objective.

The completion date (this is the date you complete the activity) does not have to be filled in at this time. When you complete and/or attend the objective activity, log back in and fill in the “completion date”.

Once a completion date has been entered, you will be required to provide:

- Learning activity details – Include more specific details about what, where, how, when you did in this activity. (ex. Name, author, publisher, pages of the textbook or periodical you studied)
- Impact on practice – a reflection on how this learning has impacted your practice.
- Documentation – brochure, certificate of completion, picture of periodical, etc.

Once you have completed this section, save your submission.

You can log in and edit/delete/add to your learning objectives at any time.

At the time of Registration renewal (February-March) you will be required to have completed the learning objectives you have designated and submit them. You will also be required to have engaged the self-reflection document and designate two new goals and objectives for the new PCC cycle (year).