

## QUALITY ASSURANCE COMMITTEE – CONTINUING COMPETENCY PROGRAM REQUIREMENTS

Updated March 2012

I. General Requirements	QAC Policy
<p>1. Compliance with Continuing Competency Requirements is <u>required</u> for annual renewal 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 <b>s.16(2)(e)</b> 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> <ul style="list-style-type: none"><li>(a) Is the specified activity relevant to enhancing the competency of the registrant to practice psychology?</li><li>(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?</li></ul> <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 4 categories (A, B, C, and D), 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. Thus, it is possible for registrants to be selected in consecutive years. Cooperation with the audit is mandatory. Participation if chosen for a second consecutive year is mandatory. Those chosen for a third time within any five-year period have the option of declining to participate in the audit in the third year they are chosen.</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>5. Continuing competency activities should be sufficiently evidence-based so as to be seen by a majority of registrants to enhance 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>6. Banking of Continuing Competency hours is permitted in Category A only, as described below.</p>

See next 2 pages for specific category requirements.

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<b>II. The Continuing Competency Program – Categories A, B, C, and D</b>		
<b>Category</b>	<b>Formal Description</b>	<b>QAC Policy</b>
<p><b>A. Direct Participatory, Formal Programs</b></p> <p><b>12 hours required</b></p>	<p><b>Intent:</b> 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><b>Modal Activities:</b> 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><b>Documentation:</b> 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"> <li>1. The QAC considers a CPA/APA approved correspondence course to be equivalent to a CPA/APA approved on-line course.</li> <li>2. In-person courses and CPA/APA sponsored/approved on-line courses are both considered direct participatory formal programs.</li> <li>3. Sponsors and the full names of conferences, courses, and workshops need to be identified on the log sheet.</li> <li>4. CPA/APA approval is <u>not</u> required for formal conferences, workshops, or courses attended in person.</li> <li>5. CPA/APA approval <u>is</u> required to claim on-line or correspondence 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.</li> <li>6. The activity must be within the framework of the definition of psychology as provided in the <i>Psychologists Regulation</i>.</li> <li>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.</li> <li>8. Hours documented need to reflect the actual time spent attending educational activities.</li> <li>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.</li> </ol>
<p><b>B. Self-Study</b></p> <p><b>11 hours required</b></p>	<p><b>Intent:</b> 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><b>Modal Activities:</b> Reading the Code of Conduct, Bylaws, practice advisories, other publications of the College, professional journals, and other relevant publications. Reviewing one’s practice of psychology with knowledge of the above documents to identify any areas in need of improvement.</p> <p><b>Documentation:</b> 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"> <li>1. Details regarding specific journals and other materials read are required on the log sheet.</li> <li>2. Online research is acceptable if articles are obtained or read on-line.</li> <li>3. Non-CPA/APA on-line and correspondence courses are eligible for inclusion in Category B.</li> <li>4. 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.</li> <li>5. Listserve discussion groups are <u>not</u> acceptable to fulfill the Category B requirement.</li> <li>6. Materials read must be within the framework of the definition of psychology as provided in the <i>Psychologists Regulation</i>.</li> </ol>

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<b>II. The Continuing Competency Program – Categories A, B, C, and D, Cont.</b>		
<b>Category</b>	<b>Formal Description</b>	<b>QAC Policy</b>
<p><b>C. Structured Interactive Activities</b>  <b>12 hours required</b></p>	<p><b>Intent:</b> 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><b>Modal Activity:</b> 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><b>Documentation:</b> 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"> <li>1. Structured interactive activities are activities in which the registrant has directly interacted with regulated/licensed colleagues (e.g.s, study/training groups, and case conferences/peer consultations). The professions of the individuals participating must be provided on the log sheet.</li> <li>2. There are no requirements for structured activities to be in-person (e.g., they could occur by telephone).</li> <li>3. Listserve discussion groups are <u>not</u> acceptable to fulfill the Category C requirement.</li> <li>4. 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.</li> <li>5. Staff meetings where the focus is on administrative issues are <u>not</u> acceptable to fulfill the Category C requirement.</li> <li>6. To meet the requirements for this category, activities need to be completed with licensed mental health, health, or industrial/organizational practitioners.</li> </ol>
<p><b>D. Ethics</b>  <b>5 hours required</b></p>	<p><b>Intent:</b> 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><b>Modal Activity:</b> Review of practice advisories, the <i>Code of Conduct</i>, and ethical problem-solving.</p> <p><b>Documentation:</b> 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"> <li>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.</li> <li>2. Registrants <u>cannot</u> request a reduction in required ethics hours.</li> </ol>

See next page for exemptions and reductions.

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### III. Exemptions/Partial Reductions

#### For registrants in the Out of Province or Retired Categories

Full exemption will be granted for:

- (a) registrants in the Out of Province category for the entire year.
- (b) registrants in the Retired category for the entire year.
- (c) registrants who will retire at the next renewal. Please note that registrants who avail themselves of this exemption option will **not** meet Bylaw requirements for renewal.

#### For registrants on medical or parental leave during the course of 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 below.

The maximum reduction granted will be 86% (i.e., 100% minus 5 hours of ethics, or 14%).

Other reductions are only as listed below. The minimum requirement to be considered by the Committee is 50%. Registrants unable to meet the program requirement for three months or less are expected to be in compliance by the end of the year.

#### Specified Reductions

Registrants may be granted a reduction based on the date of initial registration during the year as follows:

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

Registrants may be granted a reduction as specified below for medical or parental leave. Registrants are required to submit a letter from their attending physician and documentation confirming the length of time they were not practicing at the time they are audited.

Amount of Leave	Associated reduction
4 - 6 months	50%
7 - 9 months	75%
10 - 12 months	86%