

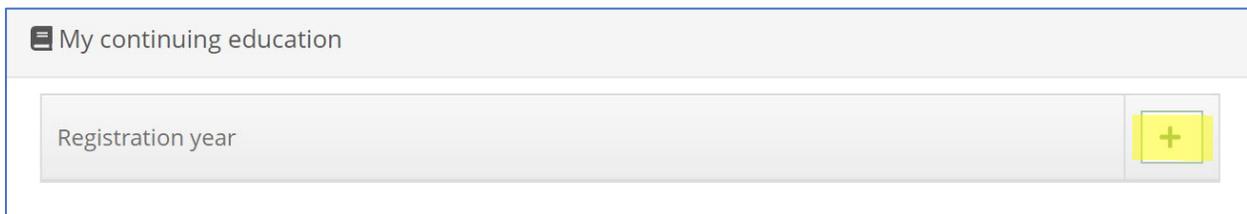
Continuing Competence

The “Continuing Competence” page is the fifth page on the navigation bar. On this page you will find the form to add your CC activities for the current member year.

Entering CE Credits

To add Continuing Competence activities to your records you will first need to select the member year you want to add the activities to.

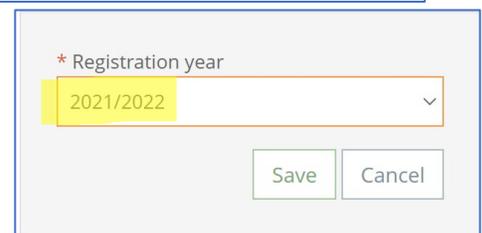
1. On the Continuing Competence page, select the plus sign beside “Registration year”. If credits have already been added to that year the plus sign will turn into an arrow and you will not need to complete the next step



My continuing education

Registration year +

2. A drop-down menu will appear to select the registration year. Be sure you are selecting the current registration year and click “Save”



* Registration year

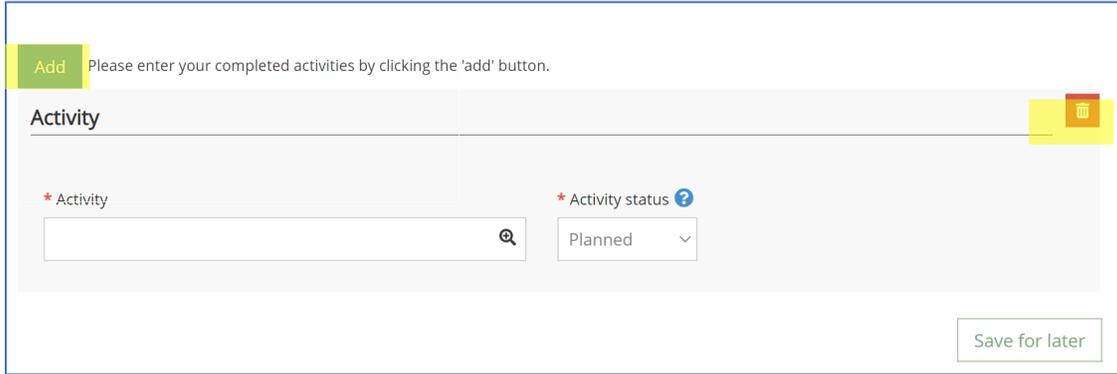
2021/2022

Save Cancel

3. You will be redirected to a form that will outline the Continuing Competence requirements you must meet. This will be broken down as shown below by the minimum Continuing Education (CE) credits, Self-Direct (SD) credits and any mandatory training for the member year selected. As credits are added to your profile, this chart will recalculate and update with the credits earned in each category. When all requirements have been met, a “YES” will appear at the bottom of the page with “Requirement met” *Please note, there is no mandatory training for the 2021/2022 renewal year. If there is, it will appear underneath the CE credits. You can also pull a report in this section to view all approved CE activities or view information on what constitutes an SD activity*

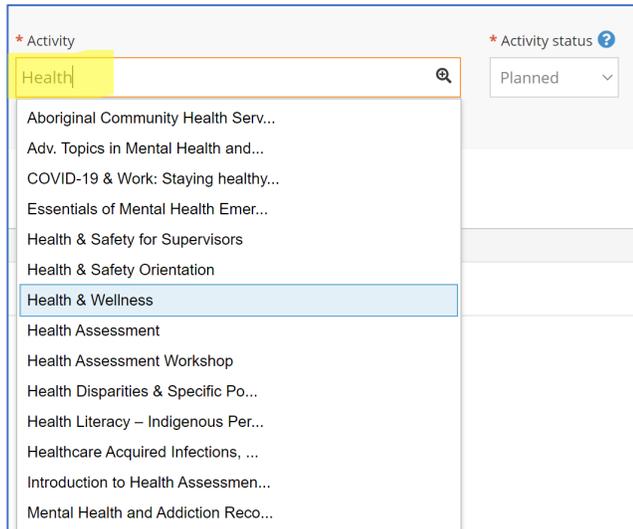
REQUIREMENTS AND CREDITS		
<p>A minimum of 60.00 credits are required during this CC cycle. Of those, a minimum of 30.00 credits must be in the continuing education (CE) category. The remainder can be earned from either category, CE or SD. To view a report of approved CE courses/activities click here. For information on what constitutes a Self-Directed activity click here.</p> <p>Your credit requirement and what you have met to date are listed below.</p>		
Continuing Education (CE)	Requirement 30.00	Earned Credits 0
Self-Directed (SD)	Requirement 0.00	Earned Credits 0
Total	Requirement 60.00	Earned Credits 0
Requirement met		NO

- To add an activity to your profile, beneath the requirement chart select the “Add” button and a search field will appear. Note, if you clicked “add” by mistake or do not want to submit a profile change, you can click the red trashcan to close the information field.



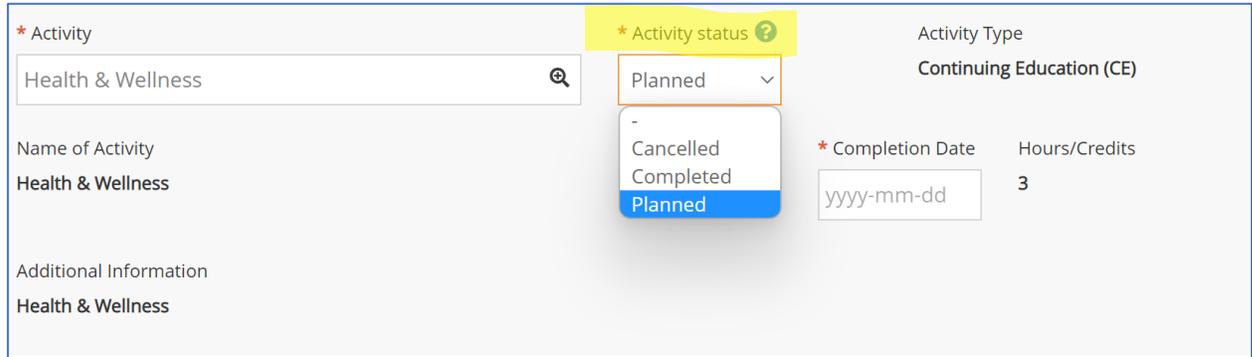
The screenshot shows a user interface for adding an activity. At the top left, there is a green 'Add' button. To its right, a message reads: 'Please enter your completed activities by clicking the 'add' button.' Below this is a form titled 'Activity'. The form contains two main input fields: '* Activity' with a search icon and '* Activity status' with a dropdown menu currently set to 'Planned'. A red trashcan icon is located in the top right corner of the form area. At the bottom right of the form, there is a 'Save for later' button.

- Start to type in the name of the activity that you have completed. It is best to use a key word(s) from the title of the course. For example, if you completed a course that had the word “Health” in the name, you can type that into the search field and every CE activity that has Health in the name will appear. Find the activity you have completed and select it. Course names may be shortened but the full name of the course and the Provider will appear below so you can confirm you have selected the correct activity. It may take a few moments for the information to be pulled so please be patient.



The screenshot shows the search results for the word 'Health'. The search field contains 'Health' and a dropdown menu is open, displaying a list of activities. The activities listed are: Aboriginal Community Health Serv..., Adv. Topics in Mental Health and..., COVID-19 & Work: Staying healthy..., Essentials of Mental Health Emer..., Health & Safety for Supervisors, Health & Safety Orientation, Health & Wellness (highlighted), Health Assessment, Health Assessment Workshop, Health Disparities & Specific Po..., Health Literacy – Indigenous Per..., Healthcare Acquired Infections, ..., Introduction to Health Assessmen..., and Mental Health and Addiction Reco... The '* Activity status' dropdown menu is still set to 'Planned'.

6. After selecting the activity, select the status of the activity from the drop-down menu.

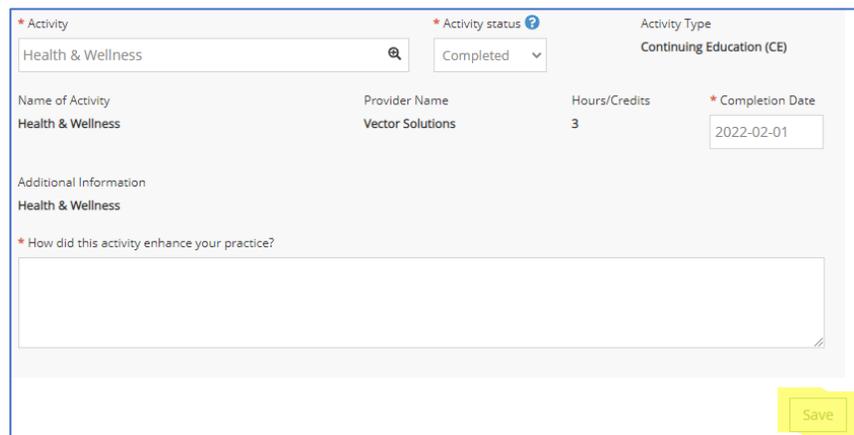


The screenshot shows a form for adding a continuing competence activity. The 'Activity' field contains 'Health & Wellness'. The 'Activity status' dropdown menu is open, showing options: 'Planned' (selected), 'Cancelled', 'Completed', and 'Planned' (highlighted in blue). Other fields include 'Activity Type' (Continuing Education (CE)), 'Completion Date' (placeholder: yyyy-mm-dd), and 'Hours/Credits' (3).

- a. Completed – is to be used when an activity has been successfully completed and is being entered for CC credit requirements. Be sure to include the completion date.
- b. Planned – can be used when planning your activities for the upcoming member year. You can do this to identify what courses/activities need to be completed to meet your credit requirements. Please remember to change the Activity Status to completed when you have finished the activity prior to submitting the form at the end of the member year.
- c. Cancelled – members will now be able to cancel activities that they do not want to claim for CC credits. This can be done when something is entered by mistake or if the course/activity was not completed. Members no longer need to call the College to have an activity removed. Please note, the activity will show in the list as cancelled but will not be removed. It will not count toward your credit total when listed as cancelled.

7. When you enter the completion date to an activity, a box will appear with a field to fill in how the activity enhanced your practice.

8. Once the CC activity fields have been completed to the best of your ability, select “Save”. This will update the CC credit requirement field and show how many credits have been earned toward your total requirement.



The screenshot shows the activity form with 'Activity status' set to 'Completed' and 'Completion Date' set to '2022-02-01'. The 'Hours/Credits' field is '3' and the 'Provider Name' is 'Vector Solutions'. A text area for 'How did this activity enhance your practice?' is visible. A yellow 'Save' button is highlighted at the bottom right.

Entering Self-Directed (SD) Credits

Entering Self-Directed credits follows the same format for entering CE credits, except when searching the activity field box below, you can type in either “Self” or “Other” and the “Self-Direct” option below will appear. From here, you can fill in the information of the activity taken and save the added activity.

* Activity	* Activity status 	Activity Type
<input type="text" value="Other (Self Directed)"/>	<input type="text" value="Planned"/>	Self-Directed (SD)
* Name of Activity	* Completion Date	* Hours
<input type="text"/>	<input type="text" value="yyyy-mm-dd"/>	<input type="text"/>

The changes to the CC submission procedure were developed to help members who were having challenges understanding the difference between a CE or a SD activity. Now, if the activity does not appear in the list, it is not an approved CE activity and is to be claimed as SD.