

## **Dietetic Continuing Competence Program Q&A**

### **Updated April 24, 2024**

#### **Q1: How often is the CCP due? What is the CCP reporting period?**

A: The CCP for all full registrants is annual. CCP reports can be sent in from March 1 to March 31 yearly. Reporting periods are from April 1 to March 31 of the following year. For example, the 2025 CCP reporting period is April 1, 2024 to March 31, 2025, and the 2025 CCP report is due during the March 1 to March 31, 2025 renewal.

#### **Q2: I have prepared my CCP. When can I send it to the College?**

Completed CCP reports will only be accepted from March 1-31 to correspond with registration renewal. However, you can access, add to, and revise your CCP at any time. Here, you can add Learning Activities in the Professional Portfolio. For more information about your Professional Portfolio, see Q3 and 4. All education opportunities used for Learning Activities must be in a one-year window from April 1-March 31.

At any time, in your online profile, you can also access the Self-Assessment, which helps you identify which Standards of Practice you wish to report on. And finally, you can access the Professional Development Report, where you create and revise [SMART goals](#), report on the Learning Activities in your portfolio that helped you to achieve your goals, and comment on the outcome of achieving your goal, in your practice.

#### **Q3: Are you a new Full registrant who just passed the CDRE? Or a new full registrant? You also need to send in a CCP! What should I include in my portfolio?**

You are encouraged to access the [Step by Step CCP process video](#).

If you were a dietetics student this past year before you became a full registrant, you are permitted to look back into your practicum to select learning opportunities that helped you achieve your goals. Your reporting period will be up to March 31.

If you are a new full registrant, perhaps via labour mobility, your report can reflect any goals and learning opportunities you have undertaken between the time you became registered as a Full Registrant and March 31<sup>st</sup>.

In both cases, College staff will not expect you to fulfill a full-years' worth of continuing education as you are a new Full registrant with the College and will have the opportunity to complete a full year report in subsequent years.

Sample learning reports are in Q11 below. Here, you can have a look at examples of SMART goals that align with the Standards of Practice, which you can tailor to your shorter timeline. You can also see examples of learning activities and wording of learning outcomes and goal achievement.

You are encouraged to [log into your online account](#) and have a look at the reporting process. Start with the Self-Assessment, in which you will select 3 Standards and Indicators that align with your chosen goals. You may add to or edit this document at any time. The window to send your completed CCP is March 1-31, prior to filling out your online registration renewal forms.

You should start a portfolio in which you collect learning activities. The portfolio is mandatory and its role is described in more detail in Q4. Some relevant learning activities can include on-the-job training, mentorship, formal or informal learning such as lunch and learn meetings with colleagues.

A **Professional portfolio** may include, but is not limited to:

- A current resume or CV,
- Job description(s) or brief summary(ies) of responsibilities of position(s) held,
- Professional performance assessment(s) from employer(s), colleague(s), client(s), mentor(s), etc.,
- Letters of thanks or support from students, colleagues, clients or clients' families,
- Letters of reference,
- Resources developed,
- Policies and procedures to standardize practice,
- Announcements of or handouts from presentations to colleagues about conferences attended,
- Copies of published journal or professional newsletter articles,
- Evidence of professional volunteer service (e.g. Board, committee or working group participation),
- Evidence of awards, certificates, diplomas and degrees conferred,
- Formal education transcripts for baccalaureate and post baccalaureate studies,
- Evidence of completion of dietetic practicum and/or professional certificate programs,
- Journaling, scrapbook or other,
- Documentation outlining search for or pursuit of areas of interest to explore,
- Completed Professional Development Reports,
- Professional discussion with colleagues on best practice, anecdotal experience etc.,
- Other documents of personal relevance.

**Q4: How do I send in my Professional Portfolio? If I use the SkilSure portfolio, why can't I access it after I've submitted my CCP?**

**Registrants are NOT required to send in a yearly portfolio.**

**However, maintenance of a professional portfolio *is* mandatory and can be in any format. Use of the online SkilSure platform's Professional Portfolio is NOT mandatory.** There is no need to

send your portfolio unless it is requested and there are only a few circumstances in which this would occur. These include, but may not be limited to:

1. Per the Quality Assurance Program Framework, if you are selected for an audit and experience two missed attempts to successfully send your Professional Development Report (PDR), the Quality Assurance Committee may request that you send your portfolio for review.
2. If you are reinstating within three years of being off the register, policy Continuing Competence Requirement for Reinstatement Within Three (3) Years may require that you include your portfolio if you resigned without participating to the Continuing Competence Program: *“Former registrants not participating in the CCP who are applying for reinstatement must: ...complete the Professional Portfolio and Self-assessment relative to the Standards of Practice...[and send] all CCP documents to [the College] for review and approval.”*

You can maintain your portfolio in any format you like. If you are requested to send it to the College for either of the above reasons, or any other reason, you can use the SkilSure online Professional Portfolio and add items to it once requested or email it. In this circumstance, you would be given a timeline for providing your portfolio.

Note: when you have submitted your CCP, your current CCP, as well as your SkilSure portfolio (if you use this platform), will be closed to you. You can access the following year’s CCP, your current year submission, and the portfolio functionality in SkilSure on April 1 or 2.

**Q5: Is it possible to develop two goals for one indicator? For example, am I able to develop two learning goals that pertain to the indicator "Determine practice situations beyond personal level of competence and consult, refer or obtain further knowledge and skills"?**

In the ‘Self Assessment Relative to Standards of Practice’ section on this page: *“Registrants must identify and address a minimum of **3 different standards/indicators** of practice of 17 available.”* This is written to mean that while you can select three different standards, it is also fine to select the same standard for two or more goals, **as long as you’ve selected different indicators.**

**If you select the same Standard/Indicator combination for two goals, the College staff will only count it as one goal.** Having two goals under the **same Standard and Indicator** is purely for your self-improvement and self-motivation. To satisfy College requirements, **three goals must reflect a combination of three different Standard/Indicator combinations.**

If you do select the same Standard/Indicator for two different PDRs, please note that when you select a particular indicator, one space will open up for you to report your Goal and one space will open up for your Learning Activities. Because you are planning to state two Goals, and two sets of Learning Activities, you will simply need to ensure that you are numbering your Goals (e.g., 1,2) and then appropriately numbering your Learning Activities (e.g., 1a, 1b etc., 2a, 2b etc.) so they correspond to the intended goal.

**Q6: Can I simply send in my CCP on March 1 and then proceed to registration renewal? Is anyone at the College reviewing my Professional Development Report?**

You can send your annual CCP anytime between March 1 and March 31, but remember that you may not renew your registration unless you have first sent your CCP. **If you are among the 10% audited, you must pass your audit before renewing your registration.** You are encouraged to send your CCP early in March such that there is sufficient time for you to make revisions in the event that your report is selected for audit.

If your CCP is sent in after midnight on March 31, you will have to renew late and pay a late fee penalty.

Every year, 10% of CCPs are audited. Audits are completed between March 1 and 31.

The auditors are looking for:

- A minimum of 3 Standard/Indicator combinations as selected in the Self-Assessment, resulting in a minimum of 3 learning reports, and collectively form the Professional Development Report (PDR).
- Each learning report includes a SMART learning goal that is based on the Standard/Indicator chosen in the Self-Assessment
- If a registrant is registered with Restricted Activities A and or C (EN related), one of their goals must be EN-related. If a registrant is registered with Restricted Activity B (PN related), one of their goals must be PN-related.
- A minimum of two learning activities per goal. An auditor is looking for relevance of each learning activity to its goal, that the activities are taking place within the reporting period, and that they are described in enough detail. For example, “Lit review” is not sufficient; an auditor would request a list of examples of journal articles that were read/reviewed.
- The learning outcome should be described in sufficient detail such that it is clear that the registrant reflected on their learning and how it impacted their practice of the Standard/Indicator.

It is not uncommon for one or more of the above criteria to be lacking sufficient information. In this case, the auditor would provide a detailed summary of the audit, including the area(s) that need to be improved upon. In the majority of the audits, minor changes on behalf of the registrant, followed by a resubmission of the CCP, results in passing the second attempt.

If you are selected for an audit, you will receive a detailed letter explaining the audit results and any required follow up action such that you can resend. Once you have passed the audit, you may proceed to registration renewal.

The Quality Assurance Program Framework is a preventive process (educational and non-punitive) that allows dietitians to keep practicing while they provide information to the QA Committee about their practice and/or address aspects of practice that were found to need additional learning to meet the Dietetic Standards of Practice. Random selection of audits follows a process of elimination annually, to ensure every registrant is audited over a period of 10 years.

For more information, you can watch the [CCP and Restricted Activity Webinar](#), which will provide useful information even if you aren't registered with Restricted Activities.

**Q7: How can I provide proof of competence and demonstrate that my practice is in line with current dietetic practice guidelines, if an employer asks?**

You can let your employer know that you are registered in good standing with the CHCPBC, which demonstrates active participation in and meeting of requirements of the Dietitian-specific Continuing Competence Program. Your employer can check your status on the [Public Register](#).

You can also consider using your Self-assessment and Professional Development Report to show an employer how the services provided by the dietitian meet the [Standards of Practice](#). The employer may be satisfied by reviewing learning goals and activities as they relate to the job description and maintaining competence in dietetic practice.

**Q8: Why are Continuing Education (CE) credits not a requirement for dietitians in BC? Who enforces that the CCP learning plans are met, and what sort of repercussions are there for RDs if they do not complete these Professional Learning Reports (PDR)?**

The CCP is mandated within the [College bylaws](#). In 2007, the College initiated a CCP that is self-reflective as opposed to credit-based. The Board and the QA Committee determined that a credit-based system did not provide any information about an RD's maintenance/ enhancement of their Standards of Practice. For example, an RD could attend several workshops, but not learn anything new. Research shows that collecting continuing education credits is not a guarantee that one is learning, maintaining currency in practice and/or improving practice. The self-reflective CCP enables registrants to individualize their learning and record learning progress from one reporting cycle to another and evaluate the contribution of their new knowledge & skills to their particular practice of dietetics. A dietitian's Professional Development Report (PDR) must be specific.

A PDR will include a minimum of three different learning reports. Each learning report must relate to a specific standard and indicator of practice. It must include learning activities that are related to the standard/ indicator of practice. The learning report must show how these contribute to maintenance/ enhancement of an RD's knowledge & skills as they relate to the practice of that standard/ indicator. This information can be found in the [Continuing Competence Program](#) section of the website, including the Self-assessment and Professional Development Report Guidelines. The CCP is not a punitive program. If an RD does not meet the QA Committee's Assessment Criteria for CCP in the [Self-Assessment Relative to Standards of Practice](#), the matter would be referred for review to the QA Committee. The Committee may ask the RD to complete remediation - courses, on-the-job training, etc. - and then re-assess the RD to ensure they meet the Standards of Practice. The Committee may also initiate, in an "own motion complaint", any safety concerns about an RD practice to the Inquiry Committee. Once a matter is referred to the Inquiry Committee, the complaint resolution process is followed (may be punitive). If CCP requirements are not met, registration cannot be renewed. The CCP is also a requirement for RDs who leave the register and plan to reinstate later.

**Q9: I am going on, or have been on leave, for the better part of my reporting year. Or, I am almost retired and not working much. What is expected of me?**

Have you been or do you intend to renew as a Full registrant during this year?

If so, you must complete a CCP, as this is a requirement for all Full registrants. Your goals can be small, achievable goals, indicating what you did to retain knowledge, or gain knowledge while you have been or are planning to be off. Consider any learning you do. These activities may be largely informal and this is completely valid. The purpose of the CCP is to critically reflect on learning needs and opportunities, which is one of the most important indicators of success in promoting competence.

If you are renewing as Non-practicing or resigning with the intention of reinstating within 3 years, you do not need to complete a CCP. You will need to submit a CCP plan when you plan to reinstate.

**Q10: I often collect a combination of in-person Learning Activities, as well as virtual and informal Learning Activities. Is this acceptable?**

The College recognizes multiple ways to take part in learning opportunities. In-person conferences, meetings, courses and programs are not always available to every health professional in the province. There are many other ways in which to access continuing education. These can include, but may not be limited to:

- Self-directed or distance learning programs
- Research projects with or without article publication
- Literature searches
- Professional reading, relevant films, audio or video recordings, webinars
- Study, journal, or virtual discussion groups
- Case studies
- Mentorship/coaching/shadowing with other professionals

These activities must be kept in a Professional Portfolio, which can be via the SkilSure site or any other manner of collection you choose.

**Q11: Where can I see sample Learning Reports? I am also interested in seeing the Step-by-Step CCP video. I find them helpful in preparing my CCP.**

[Sample Learning Reports](#)

[Sample Cultural Safety and Humility Learning Reports Q6 of CSH Q&A](#)

[Sample Equity, Diversity, and Inclusion Learning Reports Q6 of EDI Q&A](#)

[Step-by-Step CCP video](#)

**Q12: I am registered with CHCPBC and as a dietitian in another province. I have to report continuing education in both provinces. Can you speak specifically to my requirements for both colleges?**

The College does not compare CCP processes, nor do we compare registrant's CCP submissions between colleges. Your goals may be very similar in your other jurisdiction as they are with CHCPBC and that is reasonable, as long as you are complying with the requirements for each College's CCP process. The CCP process is meant to promote ongoing learning and competence.

by way of critical reflection of skill/ability and gaps in knowledge. CHCPBC's dietitian-specific CCP process is set out to encourage this type of reflection and is unable to speak to the layout of CCPs in other jurisdictions.

See Q13 for reporting period information for your CCP submission.

If you have questions about the process for CCP, please reach out to staff.

**Q13: I am having a hard time determining whether the CCP is forward-looking or retrospective. Can you explain?**

The wording in all CCP documents, including within the SkilSure program, is forward-looking. **A reporting period is April 1 to March 31 of the following year. When you renew your registration each year, say April 1, 2024, your next CCP (2025 CCP) is due March 1-March 31, 2025. The reporting period of the 2025 CCP is April 1, 2024-March 31, 2025. In this way, the CCP is forward looking.**

This is done with the intent that you complete the Self-Assessment Relative to Standards of Practice at or near the beginning of a new reporting period (for example, April). You would then develop Learning Goals and collect Learning Activities (in your portfolio) that can be included in your CCP as Learning Activities you undertook to satisfy your Learning Goal. Nearer to the end of your reporting cycle (for example, February or March of the following year), you complete your Learning Outcome, which states how achieving your goal has benefited your practice of dietetics. In this way, it is a yearlong process that starts with a forward-looking timeline.

If you are starting your CCP process later in the year, for example, late December, January/February (and it is due March 1-31 yearly), you will have a retrospective approach to your CCP. Although this is not the intent of the CCP, it can be a valid way with which to approach your CCP. Essentially, you will have collected pertinent Learning Activities over the course of your reporting period (from April 1 yearly) and entered them into your portfolio. You can then review the learning you undertook, reflecting on the gaps in your knowledge at the outset of the reporting period, the steps you took to fill those gaps, and reflect on your Learning Outcome (how your learning impacted your practice). Over the course of the reporting period, you may have been formulating your Learning Goals informally. It is important to complete the Self-assessment Relative to the Standards of Practice and then develop SMART Learning Goals to enter into your CCP, albeit retrospectively in this case. Your Learning Activities and Learning Outcome must reflect the Learning Goals you make for yourself.

Both ways of completing your CCP are valid as they foster reflection of your learning needs, learning opportunities and outcome. It is after all, this reflective process, in a motivated dietitian, that research has shown to be the important aspect in ongoing competence development and achievement.

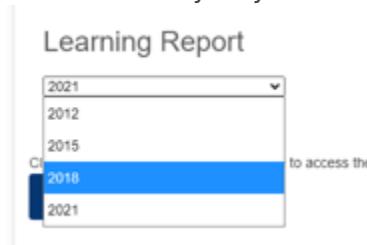
### Q14: How do I access previous years of CCP submissions?

CCP submissions are open March 1-31 yearly. After submission, access to the CCP is closed. On April 1, the new CCP year opens to you and you can also access previous years of CCP submissions.

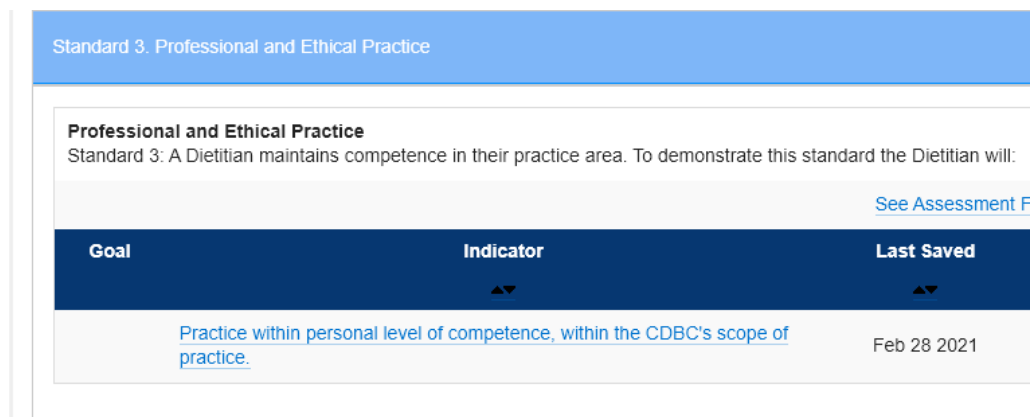
You may be interested to access these to remind yourself of your goals from previous years, OR because you want to carry over a goal from last year to this year.

Step 1: Log into SkilSure and select “Continuing Competence Program”, then select “Professional Development Report”. Select “**start reporting**”.

Step 2: A **drop down** menu will appear. Select the year you wish to view.



Step 3: If you want content from each specific learning report within the CCP, select the Report by **clicking on the dark blue Standard**. This will open the Standard, allowing you to view the Indicator you selected. **Click on the indicator**. From here, you can select the tab “Goal”, “Learning Activities”, “Outcome” that you wish to review.



Step 4: Choose the **print icon when accessing the information you want to pdf**. You can repeat Steps 1-4 for all your learning reports, and any content within each learning report.



## Learning Report 2021



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From here, you can transcribe your goals from one CCP to the next, if applicable.

**Q15: I have a personal situation that I anticipate will preclude me from meeting the renewal expectations this year. Can the College accommodate a change in deadline to the CCP or to renewal fees for an extenuating circumstance?**

The staff at the College recognize that circumstances beyond your control may affect your ability to complete the annual CCP. The Accommodation of Registration Renewal Fees Policy is available to provide clarity on, and inform registrants of, the process whereby they can request an extension for CCP and/or renewal payment without losing the ability to maintain registration in good standing. Please reach out to the College as early as possible if you find that this policy applies to you.