



<b>Policy Title:</b>  <b>Continuing Competency Program Requirements</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: CPBC Continuing Competency Program Requirements for Psychologists <input type="checkbox"/> N/A
	<b>Applies to: Psychology</b>
	<b>Date Effective:</b> 2024-06-28
	<b>Last Update:</b> Select date
<b>Contact:</b> Name of Policy Owner	

## Policy Statement:

For Registrants of the Designated Health Profession of Psychology (“Registrants”), the Quality Assurance program is the Continuing Competency Program.

Continuing Competency Program requirements are set out in Appendix A. Registrants must fulfill the requirements of each of the categories of activities every year, as described in Appendix B.

Registrants are required to attest, during registration renewal, that they have completed all Continuing Competency Program requirements for the year ending. If a Registrant has not fully met the requirements, the Registration Committee may consider granting registration in the class of Temporary (Supervised), provided the Registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan.

Continuing Competency Program requirements for Registrants in the registration class of Non-Practising who are returning to practice are outlined in Appendix C.

Reductions in Continuing Competency Program requirements for new Registrants who register partway through the registration year are outlined in Appendix D.

### 1. Policy Rationale and Purpose:

This policy promotes high practice standards amongst Registrants by ensuring they continue to engage in the acquisition of new knowledge relevant to their practice of psychology.

### 2. Policy Scope:

This policy applies to all Registrants of the Designated Health Profession of Psychology *except* those in the registration class of Non-Practising (out of province, on leave, retired, etc.).



### 3. Legal Authority:

- *Health Professions Act*
- CHCPBC Bylaws, Schedule 23

### 4. Key Partnerships:

N/A

### 5. Definitions:

N/A

### 6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

### 7. Resources/References:

- Log Sheet
- Sample Log Sheet
- Continuing Competency Program FAQs

<b>Reviewed by the Board on:</b>		Select date	<input checked="" type="checkbox"/> N/A
<b>Reviewed by the Registrar/Deputy Registrar on:</b>		Select date	<input type="checkbox"/> N/A
<b>Date Approved</b> Select date	<b>Approved By</b> <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Name of Committee</i> ) OR Name <i>Full Name</i> Title <i>Title</i>		
<b>Date Effective</b> Select date	<b>Revision history</b>	<b>Last Updated:</b>	Select date
<b>Next Review</b> Select date		<b>Previous Update:</b>	Select date
<b>Drafted by:</b>		Name <i>Name</i>	Title <i>Title</i>



# Appendices

## Appendix A

### General Requirements of the Continuing Competency Program

Compliance with Continuing Competency Requirements is required for annual renewal and reinstatement of registration with the College.

The general objective of the program is to promote high practice standards amongst Registrants, consistent with Section 16(2)(e) of the *Health Professions Act*, 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:

1. Is the activity relevant to enhancing the competency of the Registrant to practice psychology?
2. Can the Registrant articulate what they have learned of relevance to improving competence in a way that is clear and convincing to a group of their peers?

The closer the activities engaged in by the Registrant are to the modal activities for each section, the more likely it is that 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 their submission.

Requirements fall into seven categories (A–G), and Registrants must meet the requirements in *all* categories to be considered in compliance with the Continuing Competency Program.

### Quality Assurance (QA) Committee Policy Requirements

1. Up to 10 per cent of Registrants are randomly selected for the Continuing Competency Program audit each year. All eligible Registrants are included in the selection pool; thus, it is possible for a Registrant to be selected for audit in consecutive years. A Registrant may only be selected twice in any four-year period, however. Any Registrant that meets this threshold will be removed from the selection pool.

Cooperation with the audit is mandatory.

2. Registrants must be in compliance with all seven categories of Continuing



Competency Program activities, as described in Appendix B. Additional hours in one category cannot be used to compensate for fewer hours in another category.

3. Activities completed in fulfillment of requirements imposed by the Inquiry Committee or Registration Committee are considered remedial and *cannot* be used towards regular annual Continuing Competency Program requirements.
4. Providing supervision and/or putting on a workshop, course or presentation, where the intent is to provide information or guidance to others, *cannot* be used towards 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 in Appendix B.
5. Listserve activities may not be included in any category.
6. Continuing Competency Program activities must be evidence-based and demonstrably effective in enhancing a Registrant's practice of psychology within the scope of practice specified in the *Psychologists Regulation* under the *Health Professions Act*.
7. Banking of Continuing Competency Program hours is permitted in Category A only, as described in Appendix B.
8. Continuing Competency Program logs (and supporting documentation) must be kept for a minimum of two years.



## Appendix B

### Continuing Competency Program Requirements – Categories A to G

Category	Formal Description	QA Committee Policy Requirements
<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.</p> <p><b>Modal Activities:</b> Annual and special meetings of the CHCPBC; annual meetings of professional associations of psychology; learning opportunities such as conferences, courses and workshops that are sponsored by learning institutes.</p> <p>Typical characteristics include:</p> <ul style="list-style-type: none"> <li>• The event is planned in advance.</li> <li>• Speakers have professional credentials in mental health, health or industrial/organizational behaviour.</li> <li>• Printed documentation is provided.</li> <li>• A registration fee is typically charged.</li> </ul> <p><b>Documentation:</b> Log sheet should include sponsors, full names of conferences, workshops, and courses, and the dates and duration of attendance. Additional documentation is to be submitted to the Quality</p>	<ol style="list-style-type: none"> <li>1. In-person conferences, courses and workshops are considered direct participatory formal programs.</li> <li>2. Sponsors and the full names of conferences, courses and workshops must be identified on the log sheet.</li> <li>3. CPA/APA-approved online courses and workshops can be claimed for Category A.</li> <li>4. Online presentations, workshops or courses that have been sponsored, developed and/or endorsed by the College may be claimed for Category A.</li> <li>5. Other online learning opportunities that align with the modal activities and typical characteristics outlined in the policy may be claimed for Category A.</li> <li>6. Any 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, cannot 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> </ol>



Category	Formal Description	QA Committee Policy Requirements
	Assurance Committee on request.	9. Up to 12 hours in Category A may be banked and applied to the year immediately following. Hours cannot be carried over beyond the next year. Hours eligible for banking are those that have been accumulated in excess of the 12 hours required for the program in Category A. Registrants are responsible for tracking any banked hours.
<b>B. Self-Study</b>  <b>11 hours required</b>	<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, the Bylaws, practice support checklists, the Chronicle 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><b>Documentation:</b> Log sheet should include the titles of the specific journals and other materials and the dates on which they were 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. Non-CPA/APA online courses are eligible for inclusion in Category B. Review of a manuscript for a peer-reviewed journal or preparation for a presentation, course or workshop given by the Registrant can be included in Category B if the Registrant learned something new and practice enhancing.</li> <li>3. Listserve discussion groups, association newsletters and other non-peer-reviewed online content are not acceptable to fulfill the Category B requirement.</li> <li>4. Materials read must be within the framework of the definition of psychology as provided in the <i>Psychologists Regulation</i>.</li> </ol>
<b>C. Structured Interactive Activities</b>	<b>Intent:</b> For Registrants to interact with a reasonably consistent group of	<ol style="list-style-type: none"> <li>1. Structured interactive activities are activities in which the Registrant has directly interacted with             </li> </ol>



Category	Formal Description	QA Committee Policy Requirements
<p><b>12 hours required</b></p>	<p>colleagues in recognized health-care 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 Activities:</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 not acceptable.</p> <p><b>Documentation:</b> Log sheet should include the professions of the discussion participants, the topics discussed, the nature of case consultations, and any other information that will assist the QA Committee in determining acceptability of the activity for purposes of Category C.</p>	<p>regulated/licensed colleagues (e.g., study/training groups and case conferences/peer consultations).</p> <ol style="list-style-type: none"> <li>2. The professions of the individuals participating must be provided on the log sheet.</li> <li>3. There are no requirements for structured activities to be in-person (e.g., they could occur by telephone or video conferencing).</li> <li>4. Listserve discussion groups are not acceptable to fulfill the Category C requirement.</li> <li>5. Supervision, presentations or workshops provided by the Registrant, where the intent is to provide information or guidance to others, cannot be used to fulfill the Category C requirement.</li> <li>6. Staff meetings where the focus is on administrative issues are not acceptable to fulfill the Category C requirement.</li> <li>7. To meet the requirements of this category, activities need to be completed with other health-care practitioners regulated under the <i>Health Professions Act</i>, the <i>Social Workers Act</i> or equivalent legislation in another jurisdiction. At least one other participant in a group activity must be regulated as specified.</li> <li>8. The registered health-care practitioner colleague(s) cannot be part of the Registrant's family.</li> </ol>
<p><b>D. Ethics</b></p>	<p><b>Intent:</b> For Registrants to ensure that they are</p>	<ol style="list-style-type: none"> <li>1. The required five hours can be obtained via direct participatory</li> </ol>



Category	Formal Description	QA Committee Policy Requirements
<p><b>5 hours required</b></p>	<p>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 Activities:</b> Review of practice support checklists and the Code of Conduct; ethical problem-solving with a colleague.</p> <p><b>Documentation:</b> Log sheet should clearly indicate which activities are being classified in Category D, including — as relevant — information pertaining to topics, participants and dates, and any other information that will assist the QA Committee in determining acceptability of the activity for purposes of Category D.</p>	<p>formal programs, self-study and/or structured interactive activities. It is acceptable to meet this requirement entirely through self-study.</p> <p>2. No reductions are granted for the five hours of Ethics required for the Continuing Competency Program annually.</p>
<p><b>E. Self-Care and Self-Monitoring</b></p> <p><b>Completion of Self-Assessment at least once per year</b></p>	<p><b>Intent:</b> For Registrants to ensure that they are taking time to fulfill their requirements under the Code of Conduct 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</p>	<p>1. 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>2. 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, childcare or elder care can tax time and energy resources, aging may be accompanied by physical</p>





Category	Formal Description	QA Committee Policy Requirements
	<p>withdraw from professional activities as appropriate.</p> <p><b>Modal Activities:</b> Creating an inventory of personal characteristics, circumstances and stressors, and considering the impact of these on professional practice; creating or modifying a self-care plan and activities as needed; increasing frequency of self-monitoring and peer consultation as appropriate.</p> <p><b>Documentation:</b> An attestation that self-assessment has been completed will be required at renewal.</p>	<p>and/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>3. A Registrant may wish to consult with their professional executor or another trusted colleague as part of completing their self-assessment review.</p>
<p><b>F. Indigenous Cultural Safety</b></p> <p><b>5 hours required</b></p>	<p><b>Intent:</b> For Registrants to ensure that they are engaging in regular consideration of Indigenous Cultural Safety and Humility issues, and to document this by identifying which activities from Categories A, B or C focus on culturally safe practice in psychology.</p> <p><b>Modal Activities:</b> Participation in College workshops or other workshops on Indigenous issues, taking the San'yas Indigenous Cultural Safety training, reviewing the Truth and Reconciliation Report and Turpel-Lafond's "In Plain Sight" report, reviewing the College's Indigenous Cultural Safety checklist with specific</p>	<p>1. The required five hours can be obtained via direct participatory formal programs, self-study and/or structured interactive activities.</p> <p>2. An activity that qualifies for Category D may also qualify for Category F, dependent on content.</p>



Category	Formal Description	QA Committee Policy Requirements
	<p>consideration for one’s practice, independent reading, consultation with peers regarding relevant clinical issues, relevant practice-enhancing consultation with an Indigenous Elder.</p> <p><b>Documentation:</b> Log sheet should clearly indicate which activities are being classified in Category F, including relevant information pertaining to topics, participants and dates, and any other information that will assist the QA Committee in determining acceptability of the activity for purposes of Category F.</p>	
<p><b>G. Annual Practice Review Questionnaire and Practice Quiz</b></p> <p><b>Completion of online questionnaire and quiz once per year.</b></p>	<p><b>Intent:</b> For Registrants to reflect on their own known risks to competence, as well as known protective and supportive factors that have been identified in the emerging scientific literature; for Registrants to think through topics such as changes to legislation that affect practice, emerging areas of clinical practice, and other aspects of practice that have resulted in either complaints to the College or contact with Practice Support.</p> <p>The questionnaire and quiz are intended to be educational for Registrants and will also inform the development of additional</p>	<ol style="list-style-type: none"> <li>1. Time spent on one’s own reviewing the resources included with the quiz is eligible for inclusion in Category B.</li> <li>2. Time spent discussing the quiz and reviewing and discussing the associated resources as a group is eligible for inclusion in Category C.</li> </ol>



Category	Formal Description	QA Committee Policy Requirements
	<p>College practice support resources to address the continuing professional development needs of psychologists.</p> <p><b>Documentation:</b> Attestation that the questionnaire and quiz have been completed will be required at renewal. The College will track, by registration number, which psychologists have completed the questionnaire and quiz requirement so that compliance may be verified should a Registrant be selected for the CCP audit.</p>	



## Appendix C

### **CCP Requirements for Non-Practising Registrants Returning to Practice**

Registrants in the registration class of Non-Practising who are seeking reinstatement to active practice must be able to attest that they have completed all Continuing Competency Program requirements for any calendar year ending between the date of their last 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.

Where a Non-Practising Registrant has not fully met the Continuing Competency Program requirements prior to reinstatement, the Registration Committee may consider reinstating the Registrant to active practice in the registration class of Temporary (Supervised), provided the Registrant undertakes to complete any outstanding requirements and agrees to practice under supervision and in accordance with an approved plan. The College recommends that a Non-Practising Registrant carefully plan their return to active practice by ensuring that they've fulfilled their Continuing Competency Program activities for the year(s) of inactive practice prior to the date on which they wish to return.



## Appendix D

### Reductions Based on Date of Initial Registration

A Registrant who is not registered for the entirety of the registration year may be granted a reduction in the amount of Continuing Competency Program work they are required to do in that year based on the date of their initial registration. Reductions are granted with regard to total hours, not for a particular category. No reductions will be granted for amounts other than those listed below. The maximum reduction that may be granted is 86% (i.e., 100% minus five hours of Ethics, or 14%). There are no reductions granted for the five hours of Ethics required, which must be completed in all cases.

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

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