



## Professional Enhancement Program (PEP)

Access the [PEP Portal](#).

(If you have forgotten your password, go to the [Portal login page](#) and click “Forgot your password?”.)

**The deadline for the Self Assessment is July 31. The deadline for the Professional Development (PD) Plan or PD Plan Review is October 31, before you renew your registration, which also has an October 31 deadline.**

To be compliant with the PEP, all registrants are required to log into the Portal, set up their profile and complete the components by the indicated deadline.

### Overview – The Professional Enhancement Program

The Professional Enhancement Program (PEP) is based upon a set of competencies – the Career Span Competencies – which are inherent to the CSC Approach. The Career-Span Competencies align with the [CHCPBC Standards of Practice](#); in fact, through a survey that took place in 2016 when the Standards of Practice were being developed, registrants validated the Career-Span Competencies as very important in optometric practice.

**Benefits of the Professional  
Enhancement Program  
to registrants –**

Enables each registrant to better  
manage their on-going, career-  
long, professional development  
&  
rise above minimum standards to  
become “*the best you can be*”.

The PEP is different from traditional quality assurance programming – it is not focused on counting education units, technical skills alone, and the College over-seeing what registrants are doing in relation to their professional development.

The intent of the PEP is to:

- Recognize that each registrant has their own, unique career path.
- Place the responsibility of managing career and professional development firmly in the registrant’s own hands.
- Engage registrants in meaningful professional development activities that are directly linked to workplace performance.
- Bring attention to the important “soft” (non-technical) skills.
- Enable registrants to engage in career-long reflective practice.

## Program components

The Professional Enhancement Program (PEP) consists of 3 components:

### 1. Self-Assessment – year 1

Registrants will undertake a self-assessment that involves rating their own performance relative to in-depth indicators derived from the Career Span Competencies. Self-assessment is fundamental to the PEP and is a required activity. In addition, the PEP Portal provides a mechanism for registrants to obtain feedback on their performance from registrant-selected patients. Patient feedback will supplement a self assessment, providing registrants with a more comprehensive understanding of their competence. Obtaining patient feedback is optional.



### 2. My Professional Development (PD) Plan – year 1

Registrants will create a professional development (PD) plan that supports both performance enhancement and their individual career trajectory. This involves identifying PD goal(s) based on results of self-assessment and linked to selected Career-Span Competencies, as well as PD activities that will be undertaken to achieve these goal(s).

### 3. My Professional Development (PD) Plan Review – year 2

Toward the end of a PEP Cycle, registrants will be prompted to review their PD activities and the level of their goal completion. In addition, they will be prompted to reflect on how they anticipate their workplace performance being impacted by the PD activities.

Completion of the PD Plan Review component is required before moving into the next PEP Cycle

The conceptual framework behind the Professional Enhancement Program is the Career-Span Competence (CSC) Approach. To learn more:

View the short (2-minute) CSC Approach Introductory video by [logging in to the PEP Portal](#).

## PEP Cycles

The program components are completed sequentially over a 2-year period (“a PEP Cycle”):

- In Year 1 (of each cycle) – registrants are required to complete a **self assessment** and create a **PD plan**.
- In Year 2 (of each cycle) – registrants are required to undertake their self-identified PD activities and complete the PD plan review.

Cycles repeat over subsequent years.

## Compliance

As a mandatory component of quality assurance, the College requires compliance with the Professional Enhancement Program. Compliance is based on completing program components on an annual basis by the specified deadlines.

Inclusion of the PEP within quality assurance does not change the current continuing education requirements, standards and competence audits, and participation in Peer Circles. All registrants must remain current with and practice in accordance with the minimum standards contained in the College’s [Bylaws](#) and [Standards](#).

## Confidentiality

The information that a registrant uploads into the PEP Portal, across all 3 program components, is confidential. Each registrant will have their own PEP profile and account, and the information registrants upload will be available only to them.

## The PEP Portal

The PEP Portal is designed to provide a “one-stop” location for a registrant to plan and monitor their professional development across their career-span.

The [PEP Portal](#) is an online access point to the Professional Enhancement Program, developed specifically for its delivery. In addition to housing the 3 program components, the Portal maintains a registrant’s records across all PEP Cycles, career-long. It also provides resource information and other support functions.