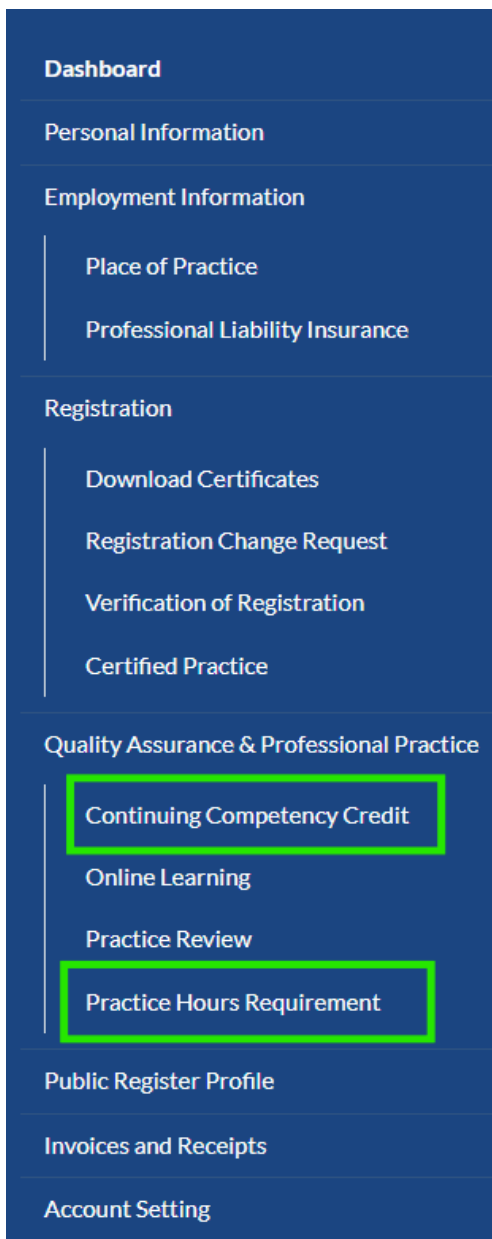


AUD, HIP & SLP Registrant Portal:

How to Download or Save Historical Quality Assurance CCC and Practice Hour reports

1. To download and save Continuing Competency Credit (CCC) or Practice Hours Requirement (PHR) reports, log into your Registrant Portal.
2. Once logged into your portal, on the left-hand side, you will find your Dashboard. Under the **Quality Assurance & Professional Practice** section of your Dashboard, you will find your **Continuing Competency Credits** and **Practice Hours Requirements** sections.



3. To view, save and/or print your quality assurance records, select **Continuing Competency Credits** or **Practice Hours Requirements**.

Example: After clicking on **Continuing Competency Credits**, it will take you to the CCC page:

Continuing Competency Credit

Full, Conditional, and Non-practising registrants with 1 registration (reserved title) are required to obtain and report a minimum of 45 Continuing Competency Credits (CCCs) within a 3-year cycle. CCCs will not be carried over from one cycle to the next. Registrants with more than 1 Full registration (reserved title) are required to obtain and report additional 5 practice hours for each additional Full registration.

Please see the [CCCs webpage](#) for further information.

January 1, 2025 - December 31, 2027

January 1, 2022 - December 31, 2024

Example: After clicking on **Practice Hours Requirement**, it will take you to the Practice Hours Requirement page:

Practice Hours Requirement

Full registrants are required to obtain and report a minimum of 750 practice hours in their profession (or primary profession, in the case of those with multiple registrations) within a 3-year cycle. Hours will not be carried over from one cycle to the next.

While Non-practising registrants are not required to report practice hours while they hold that registration status, when they apply to convert back to Full registration, they will be required to provide proof of completion of practice hours as if they had been a Full registrant during the period of time since they became a Non-practising registrant.

Hours obtained while practising as a Conditional registrant are considered valid practice hours. Conditional registrants are not required to report practice hours while they hold Conditional registration status. Practice hours accumulated while Conditional may be applied to the minimum 750 practice hours if those practice hours were accumulated as a Conditional registrant within the same 3-year cycle the registrant became a Full registrant. Hours obtained while a Conditional registrant will not be carried over from one cycle to the next.

Please see the [practice hours webpage](#) for further information.

July 1, 2020 - December 31, 2021

January 1, 2025 - December 31, 2027

January 1, 2022 - December 31, 2024

4. Select the QA cycle you wish to view.

Continuing Competency Credit

Full, Conditional, and Non-practising registrants with 1 registration (reserved title) are required to obtain and report a minimum of 45 Continuing Competency Credits (CCCs) within a 3-year cycle. CCCs will not be carried over from one cycle to the next. Registrants with more than 1 Full registration (reserved title) are required to obtain and report additional 5 practice hours for each additional Full registration.

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January 1, 2025 - December 31, 2027

January 1, 2022 - December 31, 2024

Practice Hours Requirement

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Please see the [practice hours webpage](#) for further information.

July 1, 2020 - December 31, 2021

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January 1, 2022 - December 31, 2024

5. If you select a QA cycle for **Continuing Competency Credits**, you will see a table with the List of CCCs reported, including the CCC category, Applies to Certified Practice, Details of the CCC activity, and number of Credits and Dates completed.

You are required to obtain a total of 0 credits.

You have reported 13 credits.

You need 0 remaining credits.

List of Continuing Competency Credits 3

This table lists all of the credits that you have recorded to date for the current cycle:

Audiologist (AUD)

CCC Category	Applies to Certified Practice	Applies to Reserved Title	Details	Credits	Date completed
A2 - Manufacturers' product training workshops (all professions)	N/A	Audiologist (AUD)	Worksafe BC conference	10	2025-09-25
Total Audiologist (AUD)				10	

6. If you select a QA cycle for **Practice Hours Requirement**, you will see the total number of practice hours reported for the selected QA cycle.

Practice Hours Requirement

Full registrants are required to obtain and report a minimum of 750 practice hours in their profession (or primary profession, in the case of those with multiple registrations) within a 3-year cycle. Hours will not be carried over from one cycle to the next.

While Non-practising registrants are not required to report practice hours while they hold that registration status, when they apply to convert back to Full registration, they will be required to provide proof of completion of practice hours as if they had been a Full registrant during the period of time since they became a Non-practising registrant.

Hours obtained while practising as a Conditional registrant are considered valid practice hours. Conditional registrants are not required to report practice hours while they hold Conditional registration status. Practice hours accumulated while Conditional may be applied to the minimum 750 practice hours if those practice hours were accumulated as a Conditional registrant within the same 3-year cycle the registrant became a Full registrant. Hours obtained while a Conditional registrant will not be carried over from one cycle to the next.

Please see the [practice hours webpage](#) for further information.

July 1, 2020 - December 31, 2021

January 1, 2025 - December 31, 2027

January 1, 2022 - December 31, 2024

You are required to obtain a total of 360 hours.

You have reported 660 hours.

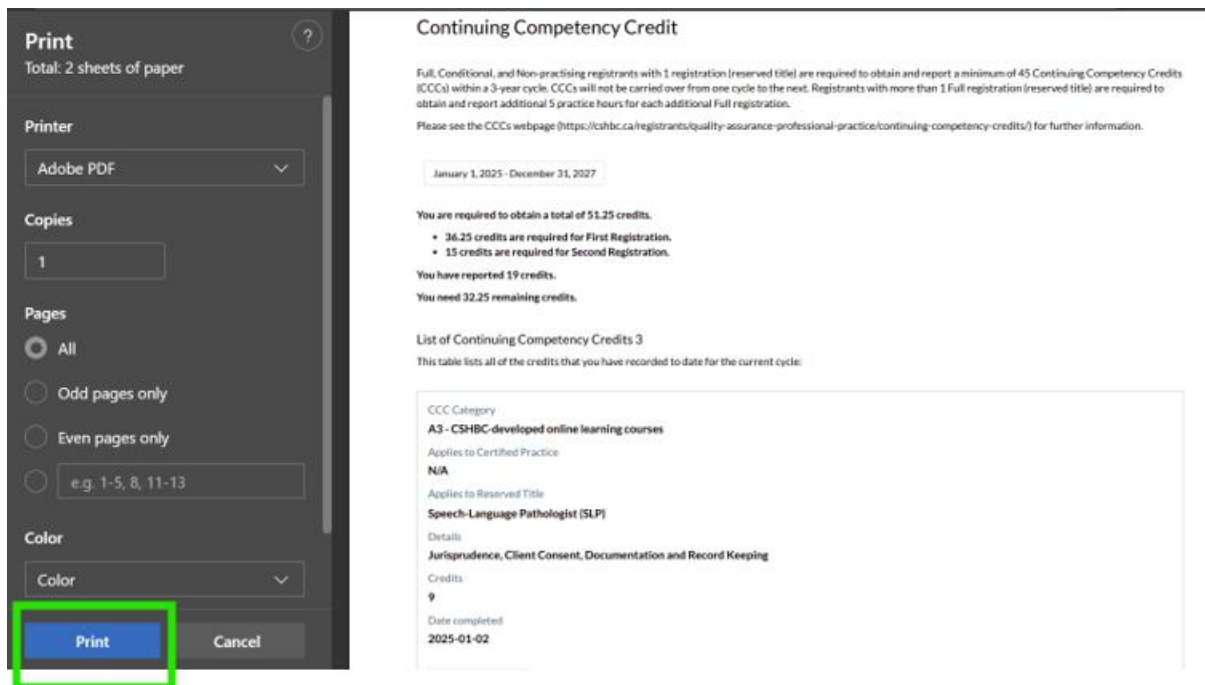
You need 0 remaining hours.

List of Practice Hours Requirement

This table lists all of the hours that you have reported to date for the selected cycle

7. To save your **Continuing Competency Credit** and/or **Practice Hours Requirement** report for the selected QA cycle, right click or use the short cut Ctrl+P.

8. Select Print.



9. You will be prompted to save a pdf copy of the selected **Continuing Competency Credit** and/or **Practice Hours Requirement** report.

10. Once a pdf copy of your selected **Continuing Competency Credit** and/or **Practice Hours Requirement** report has been saved, you have the option to print these reports.