



COLLEGE OF
ALBERTA DENTURISTS

Policy number	GP-08
Policy name	Continuing competence program
Approved	March 15, 2019
Last Reviewed	November 22, 2024
Scheduled review	Q1 2026

POLICY

Section 50(1) of the *Health Professions Act* (HPA) provides that all College Councils must establish, by regulation, a Continuing Competence Program (CCP). The program

- (a) must provide for regulated members to maintain competence and to enhance the provision of professional services, and
- (b) may, , provide for practice visits of the regulated members.

CCP RULES

Pursuant to the HPA, the College establishes rules governing the CCP as interpretation of the legislation. All regulated members on the general register are required to participate in the CCP on a sequential five-year program cycle. Program participation is subject to the following rules:

1. All regulated members are required to complete a minimum of 100 hours of continuing education in each five-year CCP cycle. This cycle commences January 1 following the date of initial registration as a regulated member on the general register.
2. All regulated members are required to complete a minimum of 10 hours of continuing education per registration year.
3. All regulated members are required to complete mandatory learning, as stipulated by Council or the Registrar.
4. All regulated members must record their continuing education on the College website through the member portal.
5. To be considered for the CCP, a denturist's continuing education contains scientific or clinical content related to the practice of denturism and may be, but is not limited to, one of the following:
 - a. program of full-time study
 - b. attendance at or participation in conventions or conferences
 - c. self-study or distance education courses
 - d. preparation of publications
 - e. participation on professional committees

Commented [DR1]: This deletion aligns with the Standards of Practice

6. Those individuals who resign from the College, and subsequently reinstate, will be required to participate in the CCP for the months in which they held a full practice permit. In the case where a member is registered for fewer than 12 months in a registration year, the member will be required to complete a pro-rated number of hours of continuing education based on the number of months of full registration within the registration year. In turn their CCP cycle end date will be extended to accommodate the time for which they were not a regulated member and ensure that they meet the legislated requirements.

Months practiced in registration year prior to resignation	Required CCP hours in that time	Months remaining in registration year upon reinstatement	Required CCP hours in that time
0 – 3	0	0 – 3	0
4 – 6	4	4 – 6	4
7 – 9	6	7 – 9	6
10 – 12	10	10 – 12	10

7. All CCP activities shall fall within the current registration year for consideration of registration renewal. An extension of time or registration conditions may be considered at the discretion of the Registrar.
8. Failure to complete a minimum of 10 hours of continuing education within a registration year may result in suspension or cancellation of the individual's practice permit and/or result in additional requirements or registration conditions being assessed by the Registrar or the Registration Committee.
9. Failure to complete the required 100 hours of continuing education in the member's five-year CCP cycle may result in suspension or cancellation of the individual's practice permit and/or result in additional requirements or registration conditions being assessed by the Registrar or the Registration Committee.
10. No hours may be carried forward from one CCP cycle to another.
11. Regulated members must either provide proof of activity completion (i.e., certificate) or a self-reflection for an activity to be considered valid.
12. Members must retain their CCP records for five registration years past the end of their last CCP cycle.
13. Regulated members who are selected for validation of their CCP must submit their CCP records in the timeframe communicated by the Registrar. Failure to do so may result in suspension or cancellation of the regulated member's practice permit and/or result in additional requirements, registration conditions and/or fees/levies as assessed by the Registrar or the Registration Committee.



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14. Regulated members who are selected for validation of their CCP, and who submitted their CCP records and received an unsatisfactory validation result, must cooperate with the Registrar, or delegated individual, to remediate their CCP records in the timeframe communicated by the Registrar. Failure to do so may result in suspension or cancellation of the regulated member's practice permit and/or result in additional requirements, registration conditions and/or fees/levies as assessed by the Registrar or the Registration Committee.
15. Council may amend and approve these CCP Rules as appropriate.

VALIDATION






All regulated members have the professional responsibility to ensure that they are compliant with the requirements of being a regulated health professional; this includes ensuring that they have completed all CCP requirements within the timeframe allotted. At registration renewal, regulated members on the general register are required to declare that they are in compliance with the CCP requirements particular to their CCP cycle.

Quantitative Validation

In validation of this declaration, the College will have access to the data in members' records to ensure that all members have met the minimum 10-hour requirement for continuing education in a registration year as well as the minimum 100 hour of continuing education requirement within the members' CCP cycles. The College will follow up with members who do not meet the requirements as stated in the Rules. This may have impact on their practice permit.

Qualitative Validation

For the College to employ due diligence, the College will adjudicate an audit of the CCP of regulated members on the general register. The qualitative validation will adhere to the following:

-  This will be conducted on an annual basis
-  Selection may be via a random sample or directed selection
 - Directed selection is as the direction of the Registrar, Complaints Director or Hearing Tribunal with due cause
-  Up to 20% of the membership may be chosen in any registration year
-  All members will be eligible in every registration year
-  The process will be conducted by the Registration or Competence Committee

Should a member not be successful in the qualitative validation, a remedial approach will be undertaken with the member to ensure compliance. Should the member not be cooperative with the College with its assistance in the member meeting their statutory obligations, there may be impact on the member's practice permit.

DEFINITIONS

none

APPENDICES

none

REFERENCES

Government of Alberta. (2002). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf.

DOCUMENT HISTORY

Date	Action	Rationale
15/03/19	Initial approval	Required to ensure clarity
09/04/21	Review and revision	Update to meet current process
15/09/23	Review an update	As scheduled and required
22/11/24	Review and Updated	To align with SOP