



<b>Procedure Title:</b>	<b>Date Approved:</b>	<b>Date Revised:</b>
<b>Quality Assurance: Continuing Competency Program Reporting</b>	March 2010	September 2010

<b>MATERIALS REQUIRED</b>	
<ul style="list-style-type: none"> <li>• QA Policy QA-02 - Continuing Competencies</li> <li>• Continuing Competency Program reporting form and summary sheet</li> </ul>	
<b>PROCEDURE</b>	
<b>Reporting of Credits</b>	<ul style="list-style-type: none"> <li>• A total of 45 CCCs over 3 years is the minimum required to maintain registration including those needed for Advanced Competency Certificates. (Apr. 1<sup>st</sup> to Mar. 31<sup>st</sup>, 3 years later).</li> <li>• Credits can not be carried over to another reporting cycle.</li> </ul>
<b>Credit Categories</b>	<ul style="list-style-type: none"> <li>• There are no limits on the number of CCCs that can be counted in some areas.</li> <li>• For categories with maximum numbers, please record CCCs earned or the maximum, whichever is less on the Continuing Competency Credit Recording form.</li> <li>• Registrants should record their general credits as well as any pertaining to advanced certifications on the Summary Sheet.</li> </ul>
<b>Retention of Records</b>	<ul style="list-style-type: none"> <li>• Do not submit proof of attendance or completion with the form.</li> <li>• Records should be maintained in the event of a College audit for a minimum of 6 years.</li> </ul>
<b>Submission of Recording Form</b>	<ul style="list-style-type: none"> <li>• The CCC reporting form must be sent to the College by mail, fax or email attachment, by March 31st, 2013.</li> </ul>
<b>Audits</b>	<ul style="list-style-type: none"> <li>• Annual random audits may be conducted by the College.</li> </ul>
<b>Submission</b>	<ul style="list-style-type: none"> <li>• Electronically: <a href="mailto:registrar@cshhpbcc.org">registrar@cshhpbcc.org</a> ; Fax: 604-568-1566 Mail: #410 – 999 West Broadway, Vancouver , BC V5Z 1K5.</li> </ul>

Name: \_\_\_\_\_ Registration # \_\_\_\_\_ Reporting Year \_\_\_\_\_

CCC Category Description	# Credits Allowed/Year	# Credits Earned	Date(s) Attended or Completed
<b>ACTIVITIES SPECIFIC TO Speech-Language Pathology, Audiology, Hearing Instrument Dispensing</b>			
<b>A1 Conferences, conventions, workshops, lectures, rounds, seminars, on line courses, teleconferences/telerounds in SLP, AUD and/or HID</b> Each hour of attendance for education content (e.g. not a business meeting) will equal 1 CCC. Teleconferences, telerounds and on-line courses, must be arranged by a professional association, health or education agency, society, college or university. Also applies to general manufacturer sponsored seminars/workshops on general topics.	No maximum		
<b>A2 Manufacturers' Product Training Workshops in SLP, AUD and/or HID</b> Each hours of attendance for product or equipment training will be counted as 1 CCC.	5 maximum/year		
<b>B University/college course in SLP/AUD/HID</b> Each course given or taken for audit or credit, will count for 15 CCCs.	No maximum		
<b>C Study/interest group in SLP/AUD/HID</b> A study/interest group has an educational component, meets regularly, and its ultimate goal is better service for the client. Meeting dates must be maintained as part of the record. One meeting of a study/interest group or one hour electronic-interest group equals 1 CCC.	5 maximum/year		
<b>D Self-study in SLP/AUD/HID</b> Self-study is a self-initiated program of education that may be multi-media and is not designated for course work. The list of articles or books studied, tapes viewed/audited or site/peer/manufacturers' visits should be maintained. One hour of study equals 1 CCC.	5 maximum/year		
CCC Category Description	# Credits Allowed/Year	# Credits Earned	Date(s) Attended or Completed
<b>ACTIVITIES SPECIFIC TO Speech-Language Pathology, Audiology, Hearing Instrument Dispensing</b>			
<b>E Supervision/Mentoring Students in SLP/AUD/HID</b> University, college or practicum student supervision in SLP, AUD or HID. One hour of supervision equals 1 CCC to a maximum of 8 per year for one student and an additional 4 CCCs/yr for a second or more students in the same year.	12 maximum/year		

Name: \_\_\_\_\_ Registration # \_\_\_\_\_ Reporting Year \_\_\_\_\_

<p><b>F1 Professional publications in SLP/AUD/HID</b> CCC's are available for all authors in the initial publication of an SLP/AUD/HID article in a professional, peer reviewed publication. This does not include newsletters. One published article or one review equals 8 CCCs. Maximum 16 CCCs per year.</p>	16 maximum/year		
<p><b>F2 Publications in SLP/AUD/HID</b> CCC's are available for all authors in the initial, non-peer reviewed publications. This does not include newsletters or comment/editorial letters. One published article equals 5 CCCs. Maximum 10 CCCs per year.</p>	10 maximum/year		
<p><b>G Presentations given in SLP/AUD/HID</b> A presentation in SLP/AUD/HID given at a conference, convention, workshop, seminar or lecture, for the first time only; up to ½ day presentation equals 4 CCCs and full day presentation equals 8 CCCs. Presentation of the same or similar material for a second time equals 2 CCCs for ½ day and 4 CCCs for full day.</p>	12 maximum/year		
<p><b>H Special projects in SLP/AUD/HID</b> Special projects (e.g., research, writing a book, program/course) must have proof of completion and expand knowledge relevant to clinical practice. Each project will receive 10 CCCs in the year in which it was completed.</p>	10 maximum/ in year of completion		
<p><b>I Committee Work for SLP/AUD/HID</b> Participation on College, provincial or national boards, committees or projects regarding the professions. These are non-social in nature, require active participation and have a direct, major impact on one or more of the professions. The purpose of improving the quality of speech-language pathology, audiology or hearing instrument dispensing. 10 hours equals one CCC to a maximum of 10 CCCs/year.</p>	10 maximum/year		
<p><b>J. Peer Review/Study of Patient/Client cases:</b> Two or more professionals may review and study specific cases for the purposes of ensuring consistent outcomes and to assist all participants in their provision of clinical care. This review may be in person or by electronic means (eg video conferencing or review of digital images) and must be agreed to by all parties, stating the proposed objectives and outcomes of the reviews. 1 hour equals one CCC to a maximum of 5 CCCs/year.</p>	5 maximum/year		

Name: \_\_\_\_\_ Registration # \_\_\_\_\_ Reporting Year \_\_\_\_\_

CCC Category Description	# Credits Allowed/Year	# Credits Earned	Date(s) Attended or Completed
<b>ACTIVITIES ON TOPICS WITH AN INDIRECT RELATIONSHIP TO ONE OR MORE OF THE PROFESSIONS</b>	<b>MAXIMUM 15 total for 3 Year Cycle</b>		
<p><b>K. Conferences, conventions, seminars, lectures, rounds, workshops, teleconferences or online courses on a topic with an indirect relationship to SLP, AUD or HID.</b></p> <p>Each hour of attendance for education content (e.g., not a business meeting) will equal 1 CCC. Teleconferences must be arranged by a professional association, agency or university. Examples of related topics include but are not limited to: Psychology, Education, Neurology, Stress management, Supervision, Counselling, Linguistics, Computers, Business management, Leadership.</p>	<p>15 maximum for 3 year cycle</p> <p>(may be all in one year or across the 3 years)</p>		
<p><b>L. University/College courses given or taken on a topic with an indirect relationship to SLP, AUD or HID</b></p> <p>A single course, taken for audit or credit, will count for 15 CCCs in the year in which it is completed. This would fulfil the maximum number of CCCs in a related area for the 3-year period. (for example: Psychology, Neurology, Oncology etc.)</p>	15 maximum in year completed		
<p><b>M. Presentations in topics with an indirect relationship to SLP, AUD or HID</b></p> <p>A presentation on an indirect topic by any author at a conference, convention, workshop, seminar or lecture, for the first time, equals 4 CCCs.</p>	8 maximum in 3 year cycle		
<p><b>N. Special projects in an area with an indirect relationship to SLP/AUD/HID</b></p> <p>Special projects (e.g., research, writing a book, program/course) must have proof of completion and demonstrate relevance to clinical practice. Each project will receive 10 CCCs in the year in which it was completed.</p>	10 maximum in year of completion		
<p><b>O. Professional publications in topics indirectly related to SLP, AUD or HID</b></p> <p>CCCs for authors in the initial, peer reviewed publication of an article, on a topic indirectly related to SLP, AUD and/or HID. This does not include newsletters or comment/editorial letters. One published article equals 4 CCCs.</p>	8 maximum per 3 year cycle		
<b>TOTAL CCCS REPORTED FOR APR. 1, 20_____ TO MAR. 31, 20_____</b>			

I certify that the statements made by me on this form are complete and correct to the best of my knowledge and belief. I understand that a false statement may be cause for revocation or suspension of my registration.

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_