



<b>Procedure Title:</b> <b>Continuing Competency Credit (CCC) Reporting Procedures and Eligible Categories</b>	<b>Date Approved:</b> March 2010	<b>Date Revised:</b> February 2016 November 2016
---	-------------------------------------	--

<b>REFERENCE DOCUMENTS</b> <ul style="list-style-type: none"> <li>• QA Policy QA-02 - Continuing Competency Credit Reporting Requirements</li> <li>• On-Line Reporting System (CSHHPBC Website under Registrant's only)</li> </ul>
--

<b>PROCEDURE</b>
------------------

<b>Reporting of Credits</b>	<ul style="list-style-type: none"> <li>• Registrants are required to report 45 continuing competency credits from January 1st to December 31st three years later.</li> <li>• Credits cannot 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 On-Line Reporting System.</li> </ul>
<b>Retention of Records</b>	<ul style="list-style-type: none"> <li>• <b>Do not submit proof of attendance or completion of CCCs to the college unless by request.</b></li> <li>• Records should be maintained for a minimum of 6 years in the event of a College audit.</li> </ul>
<b>Submission of Recording Form</b>	<ul style="list-style-type: none"> <li>• <b>Report CCCs on-line through the 'Registrants' Only' section of the college website <a href="http://www.cshhpbcc.org">www.cshhpbcc.org</a> for Jan 1, 2016 to Dec 31<sup>st</sup>, 2018.</b></li> <li>• Registration renewal will not be processed in the final year of the cycle unless CCC requirements are met.</li> </ul>
<b>Audits</b>	<ul style="list-style-type: none"> <li>• Annual random audits (or at the end of the three-year cycle) may be conducted by the College.</li> </ul>



Continuing Competency Credit Category Description	Allowable Credits/Year
<b>ACTIVITIES SPECIFIC TO Speech-Language Pathology, Audiology, Hearing Instrument Dispensing</b>	
<p><b>A1 Conferences, conventions, presentations, 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.</p>	No maximum
<p><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.</p>	5 maximum/year
<p><b>A3 CSHHPBC</b> developed or adopted online learning modules: each hour (or portion thereof) for module completion will be counted as 1 CCC (if a module takes 45 minutes to complete it will be counted as 1 CCC)  <b>NOTE: For the mandatory Jurisprudence module, credits will be automatically added on completion of the module. All others must be added by the registrant.</b></p>	No maximum
<p><b>A4 Conferences, conventions, presentations, workshops, lectures, rounds, seminars, on line courses, teleconferences/telerounds that pertain to one or more of CSHHPBC standards of practice</b>            (e.g. on topics such as records management, supervisory skills, and inter-professional practice).  <b>NOTE: if a CSHHPBC learning module pertains to a standard of practice, it should be included in A3.</b></p>	No maximum
<p><b>B University/college course in SLP/AUD/HID</b>            Each course given or taken for audit or credit, will count for 15 CCCs.</p>	No maximum
<p><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.</p>	5 maximum/year



Continuing Competency Credit Category Description	Allowable Credits/Year
<b>ACTIVITIES SPECIFIC TO Speech-Language Pathology, Audiology, Hearing Instrument Dispensing</b>	
<p><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.</p>	5 maximum/year
<p><b>E1 Supervision of practicum students in SLP/AUD/HID and Communication Health Assistants (CHAs)</b>            University, college or practicum student supervision in SLP, AUD or HID including professional and CHA student practicum placements. 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.</p>	12 maximum/year
<p><b>E2 Supervision of Communication Health Assistant(s)</b>            Supervision of employed CHAs accountable to the registrant claiming the credits. Supervision for one year equals 6 CCCs and pro-rated for ½ year. The number of SP does not increase the credit limit.</p>	6 maximum/year
<p><b>E3 Supervision of Conditional Active Registrant(s)</b>            Supervision/mentoring of conditional active registrant(s) with a formal learning plan or registration conditions for a period of not less than 3 months. Supervision of three month period is equal to two CCCs for a total of no more than 8 credits in one year.</p>	8 maximum/year
<p><b>E4 Supervision of a registrant's Advanced Competency Certification Program of Study</b>            Supervision of one month equals one CCC to a total of no more than 6 credits in one year. This may be for one or more AC areas and may apply to the supervision of more than one AC applicant.</p>	6 maximum/year
<p><b>E5 Formal Mentorship Arrangement to support a new or returning registrant or a registrant in need of remedial support</b>            Mentorship for a three month period is equal to two CCCs for a total of no more than 6 credits in one year.</p>	6 maximum/year



Continuing Competency Credit Category Description	Allowable Credits/Year
<b>ACTIVITIES SPECIFIC TO Speech-Language Pathology, Audiology, Hearing Instrument Dispensing</b>	
<p><b>F1 Professional Publications in SLP/AUD/HID</b>            CCCs 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. Registrants who are peer editing and/or reviewing professional publications may also claim credits. 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>            CCCs 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



Continuing Competency Credit Category Description	Allowable Credits/Year
<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>            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, Counselling, Linguistics, Computers, Child Development</p>	<p>15 maximum for 3 year cycle             (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>            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, Geriatrics, Neurology, Oncology etc.)</p>	<p>15 maximum in year completed</p>
<p><b>M. Presentations given in topics with an indirect relationship to SLP,AUD or HID</b>            A presentation given on an indirect topic at a conference, convention, workshop, seminar or lecture, for the first time, equals 4 CCCs.</p>	<p>8 maximum in 3 year cycle</p>
<p><b>N. Special projects in an area with an indirect relationship to SLP/AUD/HID</b>            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>	<p>10 maximum in year of completion</p>
<p><b>O. Professional publications in topics indirectly related to SLP,AUD or HID</b>            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>	<p>8 maximum per 3 year cycle</p>