



Continuing Competency Program Audit Map

✔ Throughout the year keep your portfolio up to date!



Prepare

Review Continuing Competency Program requirements.

Complete self assessment of personal factors (New & Required as of 2024).

Review your learning plan and portfolio. Reflect on the past year.

Reflect on your practice. Identify how your learning plan was implemented. Evaluate your learning and the outcomes.



Complete

Locate your unique ID on the audit e-mail. Click on the link to start the audit in Survey Monkey.

Respond to the audit questions.

Describe your reflection and how your learning impacted your practice. Be clear and detailed.

Submit the audit by the 30-day deadline identified in the email.



Review

Audits submitted by 30-day deadline: Review by Auditors

Criteria Met

Criteria Not Met

Criteria Met

Criteria Not Met



Outcome

Audit Complete.

Refer to the Continuing Competency Committee (CCC)
1. Required to submit learning plan & reflective practice paper.
2. Not eligible for renewal until remedial action and further review.

Late or no audit submission: Referred to CCC. Required to submit learning plan & reflective practice paper.

Audit Complete.

Audit Not Complete. A complete audit is a requirement of renewal.