

Continuing Competency Activity Tracking Form (CCATF)

Cycle or Year: _____

Note: This form is only for **personal reference** and **record keeping**.

In a three-year period, a regulated member must complete 45 credit hours of continuing competency activities that meet approved requirements to develop or maintain competency in their practice.

The specific activities may include the following formats:

- a. Attendance at conferences, conventions, workshops, and lectures. This includes workshops that form part of in-services and training sessions by manufacturers for products used in professional practice.
- b. Lecturer for university and college courses. This includes courses at the undergraduate, graduate, or doctorate level. This includes credit or non-credit courses. A course may be counted only once; repeat presentations are not eligible.

The content of the activities may include:

- a. Content directly related to audiology or speech-language pathology.
- b. Content related to ethics.
- c. Content related to regulation and issues of jurisprudence.
- d. Content related to early childhood education, autism, literacy, psychology, neurology, geriatrics, oncology, stress management, counseling, computers, business management, best business practices, etc.
- e. Content related to applicable provincial and federal legislation (i.e., The Personal Health Information Act, The Human Rights Code, etc.).
- f. Content that serves to improve a member's ability to serve clients (i.e., foreign language classes that allow a member to communicate better with clients).
- g. Content related to supervisory work and leadership work should the member hold a supervisory or management role.

The following do not qualify as continuing competency activities:

- a. Work experience.
- b. Meetings related to a business or work.
- c. Refreshments and lunch breaks are not included when calculating hours of participation or study.

Note: CASLPM encourages all the members to update their Continuing Competency Activities (CCA's) in the Online Portal after the completion of each activity. You can print out a 'PDF document' (or save it as 'Print to PDF') from the 'My Document' section after CCA's submission every year for your own records from the online portal.

Description of the Continuing Competency Activities and Allowable Continuing Competency Credit (CCC) Hours

CONTENT DIRECTLY RELATED TO AUD/SLP CLINICAL PRACTICE (30 credit hours must be obtained from this category)		CONTENT WITH INDIRECT RELATIONSHIP TO AUD/SLP (Up to 15 credit hours may be obtained from this category)	
Continuing Competency Activities	Allowable CCC	Continuing Competency Activities	Allowable CCC
<p>Conferences, conventions, presentations, workshops, lectures, rounds, seminars, online courses, teleconferences/tele rounds in AUD/SLP Each hour of attendance in person or virtual for educational content (e.g., not a business meeting) will equal 1 CCC. Teleconferences, tele rounds, and online courses must be arranged by a professional association, health or education government/agency, college, or university. Also applies to general manufacturer sponsored seminars/workshops on general topics.</p>	<p>No maximum</p>	<p>Conferences, conventions, seminars, lectures, rounds, workshops, teleconferences, or online courses on a topic with an indirect relationship to AUD/SLP Each hour of attendance in person or virtual for educational 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, and Child Development (maybe all in one year or across the 3 years).</p>	<p>15 maximum/3-year cycle</p>
<p>Manufacturers' Product Training Workshops in AUD/SLP Each hour of attendance in person or virtual for product or equipment training will be counted as 1 CCC.</p>	<p>10 maximum/year</p>	<p>Not Applicable</p>	
<p>University/College course in AUD/SLP Each course given or taken for audit or credit will count for 15 CCCs.</p>	<p>No maximum</p>	<p>University/College courses given or taken on a topic with an indirect relationship to AUD/SLP A single course, taken for audit or credit, will count for 15 CCCs in the year in which it is completed. This would fulfill the maximum number of CCCs in a related area for the 3-year period. (e.g., Psychology, Geriatrics, Neurology, Oncology, etc.).</p>	<p>15 maximum/3-year cycle</p>
<p>Study/interest group in AUD/SLP A study/interest group has an educational component, meets regularly, and its goal is to 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>	<p>5 maximum/year</p>	<p>Not Applicable</p>	

<p>Self-study in AUD/SLP Self-study is a self-initiated program of education that may be obtained from multimedia sources and is not designated for coursework. The list of articles or books studied, webinars/audited, or site/peer/manufacturers' visits should be maintained. One hour of study equals 1 CCC.</p>	<p>5 maximum/year</p>	<p>Not Applicable</p>	
<p>Special Projects in AUD/SLP 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>	<p>10 maximum/in the year completed</p>	<p>Special projects in an area with an indirect relationship to AUD/SLP 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 is completed (e.g., Psychology, Geriatrics, Neurology, Oncology, etc.).</p>	<p>10 maximum/3-year cycle</p>
<p>Supervision of practicum students in AUD/SLP University, college, or practicum student supervision in AUD/SLP. One hour of supervision equals 1 CCC to a maximum of 8 per year for one student and an additional 4 CCCs/year for a second or more students in the same year.</p>	<p>8 maximum/year for 1 student 12 maximum/year for 2 or more students</p>	<p>Not Applicable</p>	
<p>Supervision of Provisional Member(s) Supervision/mentoring of provisional member(s) with a formal learning plan or registration conditions for a period of not less than 3 months. Supervision of a 3-month period is equal to 2 CCCs for a total of no more than 8 credits in one year.</p>	<p>8 maximum/year</p>	<p>Not Applicable</p>	
<p>Formal Mentorship Arrangement to support a new member who has practiced in another jurisdiction, a returning member, a member in need of remedial support, or an advanced competency member. Mentorship for a 3-month period is equal to 2 CCCs for a total of no more than 6 credits in one year.</p>	<p>6 maximum/year</p>	<p>Not Applicable</p>	
<p>Professional Publications (Peer-Reviewed) in AUD/SLP CCCs are available for all authors in the initial publication of an article in a professional, peer-reviewed publication. This does not include newsletters. Members 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>	<p>16 maximum/year</p>	<p>Professional publications in topics indirectly related to AUD/SLP CCCs for authors in the initial, peer-reviewed publication of an article, on a topic indirectly related to AUD/ /SLP. This does not include newsletters or comment/editorial letters. One published article equals 4 CCCs.</p>	<p>8 maximum/3-year cycle</p>

<p>Publications (Non-Peer reviewed) in AUD/SLP 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.</p>	<p>10 maximum/year</p>	<p>Not Applicable</p>	
<p>Presentations given in AUD SLP A presentation in AUD/SLP 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 the full day.</p>	<p>12 maximum/year</p>	<p>Presentations given on topics with an indirect relationship to AUD/SLP One 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/3-year cycle</p>
<p>Committee Work for AUD/SLP Participation in 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 is to improve the quality of speech-language pathology, audiology, or hearing instrument dispensing. 10 hours equals one CCC to a maximum of 10 CCCs/year.</p>	<p>10 maximum/year</p>	<p>Not Applicable</p>	
<p>Peer Review/Study of Patient/Client Cases Two or more professionals may review and study specific cases to ensure consistent outcomes and to assist all participants in their provision of clinical care without affecting patient/client privacy. This review may be in person or by electronic means (e.g., video conferencing or review of digital images) and must be agreed to by all parties, stating the proposed objectives and outcomes of the reviews. One hour equals one CCC to a maximum of 5 CCCs/year.</p>	<p>5 maximum/year</p>	<p>Not Applicable</p>	

TITLE	NAME	ACTIVITY DESCRIPTION	DATE	HOURS