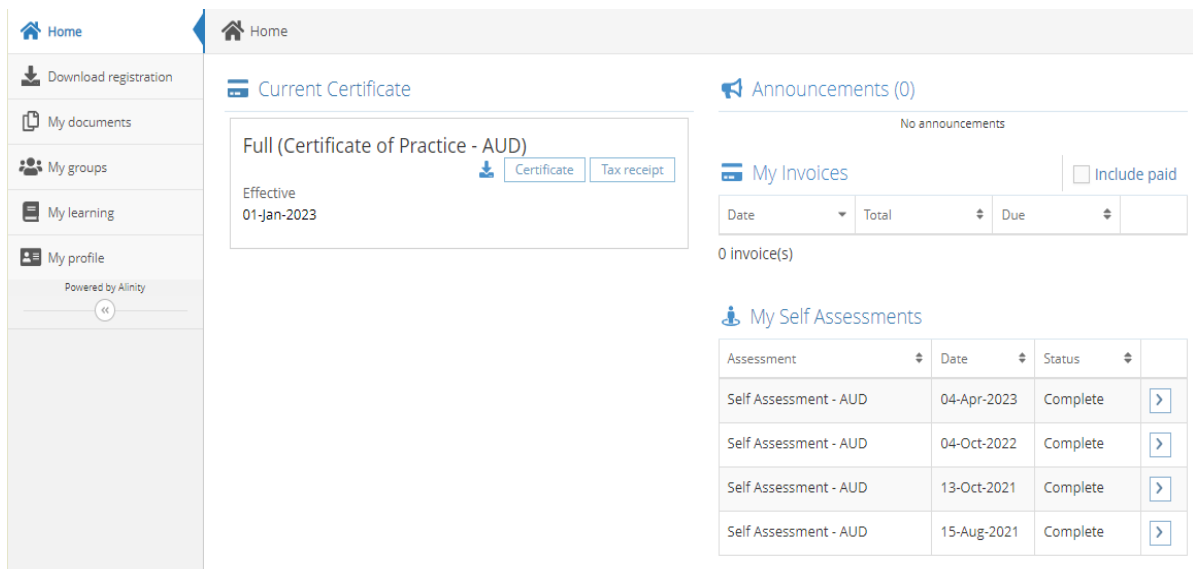


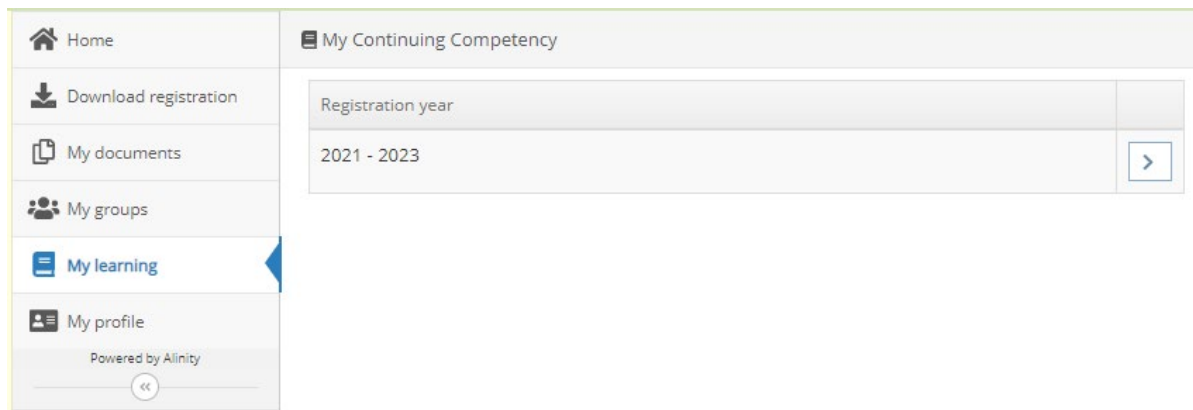
Instructions for completing Continuing Competency Activity in Member Portal (Alinity)

1. Click on the “My Learning” option in the left-hand menu bar.



Assessment	Date	Status	
Self Assessment - AUD	04-Apr-2023	Complete	>
Self Assessment - AUD	04-Oct-2022	Complete	>
Self Assessment - AUD	13-Oct-2021	Complete	>
Self Assessment - AUD	15-Aug-2021	Complete	>

2. The Continuing Competency page will appear.



Registration year	
2021 - 2023	>

3. Click on the far-right arrow.

Registration year	
2021 - 2023	>

4. The Continuing Competency form will appear.

INSTRUCTIONS

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:

- 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.
- Lecturer for university and college courses. This includes courses at the undergraduate, graduate or doctorate level. This includes for credit or non-credit courses. A course may be counted only once; repeat presentations are not eligible.

The content of the activities may include:

- Content directly related to audiology or speech-language pathology
- Content related to ethics
- Content related to regulation and issues of jurisprudence
- Content related to early childhood education, autism, literacy, psychology, neurology, geriatrics, oncology, stress management, counselling, computers, business management and best business practice, etc.

The following do not qualify as continuing competency activities:

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

***Please ensure to save your progress at the bottom of the form. Use the "Save for later" button to save your progress and once all your requirements are met use the submit button to submit your learning plan. You will not be able to submit the form until your requirements are met.**

Name	Registration Number	Reporting Period
Test1, Test1	11111	Jan 01,2021- Dec 31, 2023

REQUIREMENTS

Content Directly Related to AUD/SLP clinical practice has a **30-credit hour minimum with no maximum**

- All 45 credit hours may come from this category within the 3-year period

Content with an indirect Relationship to AUD/SLP has a 15-credit hour maximum with no minimum

- The form will display status met at the beginning of each 3-year period even though there may be no claimed credit hours
- 0-15 credit hours will display status met

The totals in this section recalculate as you make changes to the form. Check back here to make sure you have met all your requirements.

DIRECT - CONTENT DIRECTLY RELATED TO AUD/SLP

Minimum	Maximum	Claimed credits	Status
30.00	-	22	Not met

INDIRECT - CONTENT WITH INDIRECT RELATIONSHIP TO AUD/SLP

Minimum	Maximum	Claimed credits	Status
-	15.0		Met

TOTAL

Minimum	Maximum	Claimed credits	Status
45.00	-	22	Not met


- Click the “Add” button, then select Activity type as Direct or Indirect and Activity from the drop-down list (make sure ‘Activity status’ has been selected as ‘Complete’). Complete all required fields, denoted by a red Asterisk.


CONTINUING COMPETENCY ACTIVITY (CCA) TRACKING RECORD

Report your required CCA by clicking the ADD button.

Return to this area and click ADD for each activity you want to report.

Add Please enter your completed CCA by clicking the 'add' button.

Activity 

* Activity Type * Activity status 

- Complete

* Activity

-

* Title of Course/Presentation/Journal with Publication Dates * Name of Presenter/Author * Completion Date of Activity * Number of Hours

* Activity Description/ Brief Summary on how you have or will apply this learning to your practice?

* Are there any specific examples of knowledge gained and/or changes to practice that occurred as a result of completing the continuing education activity?

* Activity Type

Direct

Content directly related to AUD/SLP clinical practice

* Activity

-

- Committee Work for AUD/SLP
- Conferences, conventions, presentations, workshops, webinars
- Formal Mentorship Arrangement
- Manufacturers' Product Training Workshops
- Peer Review/Study of Patient/Client Cases
- Presentations given in AUD/SLP
- Professional Publications
- Publications in AUD/SLP
- Self-Study in AUD/SLP
- Special Projects in AUD/SLP
- Study/Interest Group in AUD/SLP
- Supervision of One Practicum Student
- Supervision of Provisional/Conditional Registrant(s)
- Supervision of Two or More Practicum Students
- University/College Course

- Complete the declarations and click on “Submit” after all required fields are entered. Click on “Save for Later” if you are completing the submission later.

* I declare the provided information accurately reflects the CCA I have completed
 * I understand that I must retain documentation that supports the completion of my CCA for 6 years

- Reported CCA’s can be deleted using the “Delete” option to the right of each record before submission. Click on the far right ‘red’ delete button.

Activity 🗑️

* Activity Type * Activity status ?

Direct Complete

Content directly related to AUD/SLP clinical practice

- Once the CCA has been submitted you can only withdraw the activity, it cannot be deleted. Select the ‘Withdrawn’ option in ‘Activity Status’ on the right side.

* Activity Type * Activity status ?

Direct Withdrawn

* Activity

-