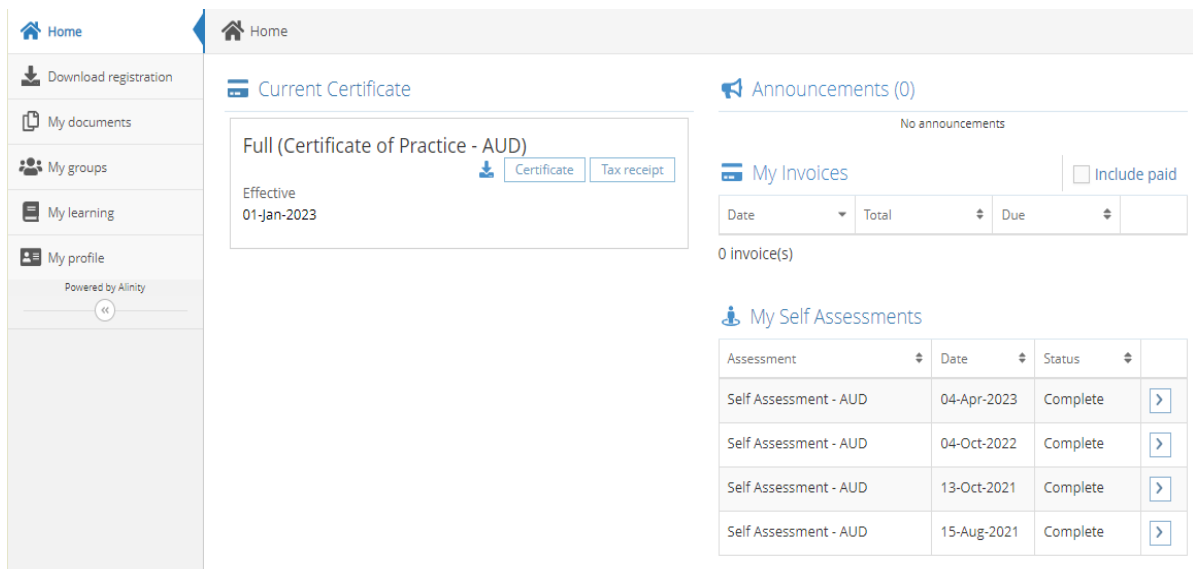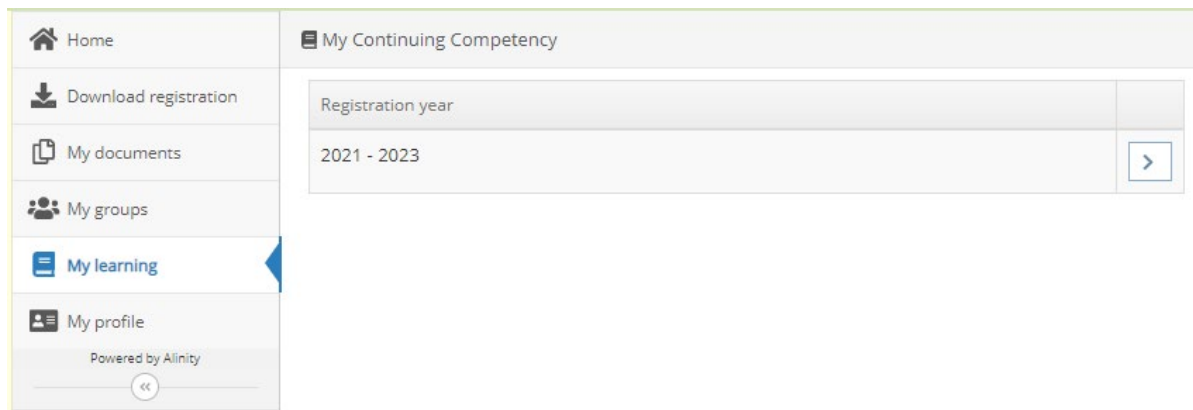**Instructions for completing Continuing Competency Activity in Member Portal (Alinity)**

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

2. The Continuing Competency page will appear.

CASLPM
THE COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA

Continuing Competency Activity (CCA)
Submissions Step-by-Step Instructions

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

5. 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 Asterix.

![CASLPM logo] **CASLPM**
THE COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA

**Continuing Competency Activity (CCA)
Submissions Step-by-Step Instructions**

6. 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
>
> [Submit] [Save for later]

7. 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

8. 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
>
> [- ▾]