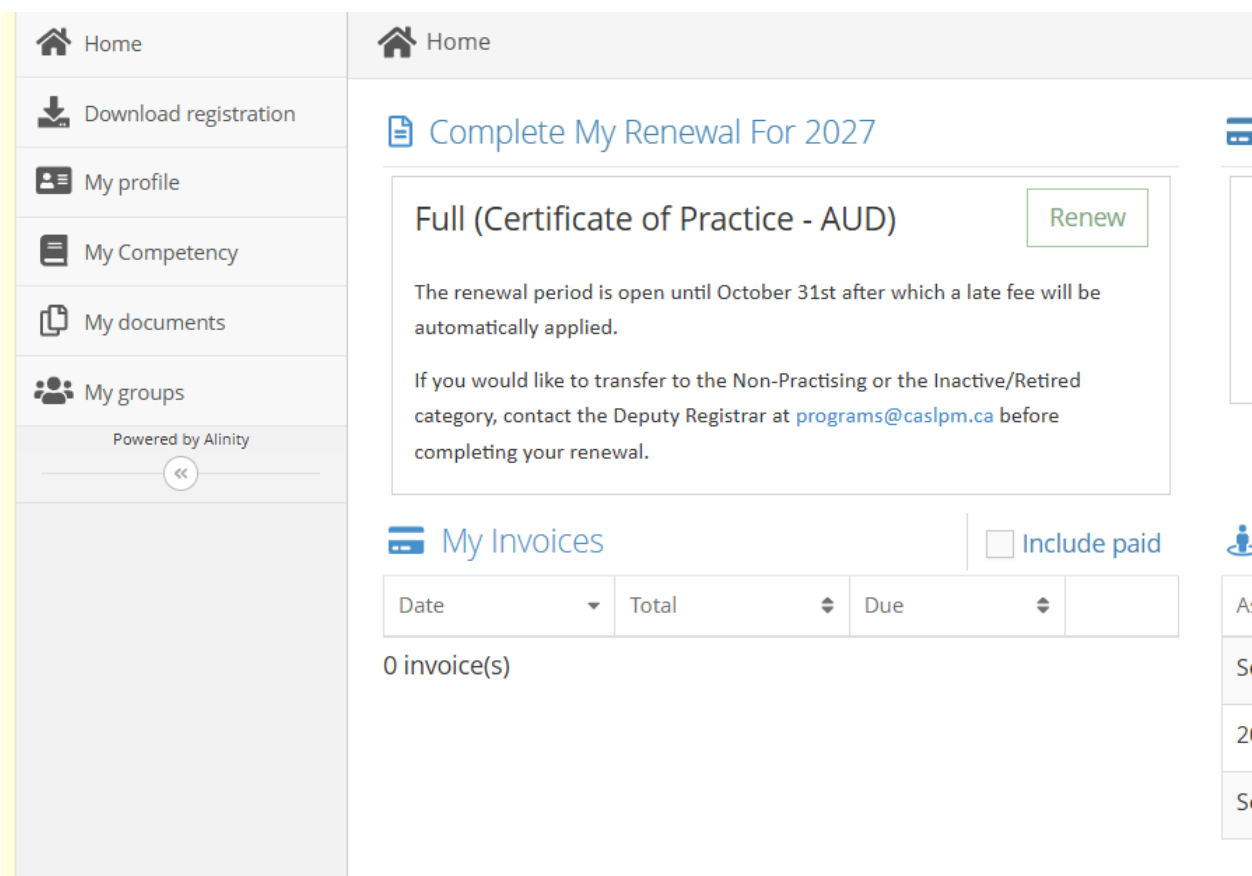


Instructions for completing the Continuing Competency Activity in Member Portal (Alinity)

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



Home

Download registration

My profile

My Competency

My documents

My groups

Powered by Alinity

Complete My Renewal For 2027

Full (Certificate of Practice - AUD) [Renew](#)

The renewal period is open until October 31st after which a late fee will be automatically applied.

If you would like to transfer to the Non-Practising or the Inactive/Retired category, contact the Deputy Registrar at programs@caslpm.ca before completing your renewal.

My Invoices ☐ Include paid

Date	Total	Due
0 invoice(s)		

2. The Continuing Competency page will appear.



Home

Download registration

My profile

My Competency

My documents

My groups

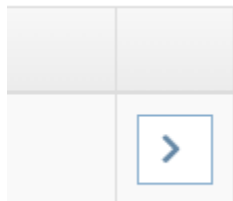
Powered by Alinity

My Continuing Competency

Registration year

2024 - 2026

3. Click on the far-right arrow.



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
Test1

Registration Number
11111

Reporting Period
January 01, 2024-December 31, 2026

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.

Note: Provisional members registered with CASLPM between July to December will have their Continuing Competency Credits pro-rated to 40 hours over a three-year period.

DIRECT (P)

Minimum	Maximum	Claimed credits	Status
30.00	-	376	Met

INDIRECT (P) - CONTENT WITH INDIRECT RELATIONSHIP TO AUD/SLP

Minimum	Maximum	Claimed credits	Status
-	15.0		Met

TOTAL (P)

Minimum	Maximum	Claimed credits	Status
45.00	-	376	Met

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.
- Clicking the delete icon will **permanently** delete the activity.
- Please exclude personal information in the CCAs.
- Submit the CCAs by clicking the Submit Button at the bottom of the page.

5. Click the “Add” button to add a new activity, 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**. **Note:** Scroll down to the bottom of the page to add new activities.

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 (Don't write your name, write self or N/A)

* Completion Date of Activity

yyyy-mm-dd

* 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

C Conferences, conventions, presentations, workshops, webinars

W 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

tr Supervision of One Practicum Student

Supervision of Provisional/Conditional Registrant(s)

Supervision of Two or More Practicum Students

University/College Course

* Activity Type

Indirect

Content with indirect relationship to AUD/SLP

* Activity

-

-
- Committee Work for AUD/SLP
- Conferences, conventions, presentations, workshops, webinars
- V Presentations given in AUD/SLP
- Professional Publications
- Special Projects in AUD/SLP
- Study/Interest Group in AUD/SLP
- University/College Course

6. 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

Direct

* Activity status ?

Complete

Content directly related to AUD/SLP clinical practice

* Activity

-

7. 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

* Activity Type

Direct

* Activity status ?

Withdrawn

* Activity

8. Complete the declarations and click on "Submit" after all required fields are entered and if you are at the end of your third year of the reporting period. 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