Continuing Competency Program Policy

Policy Number: CCTPEI - CC - 001

Approved by: Council

Approval Date: September 13, 2021

Category: Continuing Competency

Relevant Legislation and Regulation: Counselling Therapist Regulations, Section 14(1) Continuing Competency and (2)Record, RHPA Section 60 (1) and (2)

Policy

Section: 1 Registrant Requirements

Professionals who are self-regulated have a responsibility of competency and safety to the public and must continually engage in professional development and education. This is mandatory in order to stay current in knowledge, skill, research and regulatory standards. The public has a right to expect Registered Counselling Therapists will be competent, have current knowledge, and provide service that is client centered.

Self Assessment and Learning Plan

1.1 All registrants are required to complete a self-assessment and develop a learning plan within 60 days of registration or renewal.

1.2 The self-assessment will consist of:

- A review of the Competencies listed in the Entry to Practice Competency Profile for Counselling Therapists document on the CCTPEI website.
- Identification of areas of strength and areas for improvement.

1.3 The learning plan will consist of:

- Selection of at least one learning goal based on this assessment for the upcoming year.
- Identify specific steps that can be taken to meet this goal in the upcoming year.

1.4 Each registrant shall retain copies of their notes from their completed self assessment process and learning plan for a period of 3 years and will be prepared to present this material if/when requested by the registrar.

1.5 Learning plan activities must meet the following criteria:

- be relevant to the practice of counseling therapy
- be credible in that it is believed that the learning opportunity existed, the registrant was eligible to participate, and that following the successful completion of the activity, it would further the registrant's practice of counseling therapy.
- be verifiable so that completion can be confirmed or collaborated.

Continuing Competency Hours

1.6 All registrants are required to engage in a minimum of sixty (60) hours of professional development over a rolling 3 year period.

1.7 Continuing Competency activities may include the following:

- Supervision (supervisor must meet the PEICA supervisor criteria).
- Workshops, courses and conferences directly related to the practice of Counselling Therapy
- Self directed study directly related to the practice of Counselling Therapy (maximum of 8 hrs per year)
- Personal participation in counselling therapy

1.8 Registrants must maintain all support documents as evidence of completion of activities for both the previous two (2) cycles and the current cycle. Support documentation includes:

- Supervision - a completed CCTPEI supervision contract is required (available on the CCTPEI website)
- Course/Conference/Workshop - a certificate of completion (or receipt and course description)
- Counselling Therapy - evidence of completion (such as receipts)
- Self Study - description of the material and how it supports your professional development

Section: 2 Registrant Selection Criteria for Continuing Competency Audit

Relevant Legislation and Regulation: Counselling Therapist Regulations, Section 14(2) Record (a) and (b), RHPA Section 60 (1) and (2)

Policy

The College is required to monitor the participation in, and compliance with, the Continuing Competency Program as part of a process designed to meet legislative obligations. The College will complete an audit of randomly selected registrants each year. The purpose of this process is to monitor registrant adherence to the continuing competency policy.

Sub-policies

2.1 A random selection process includes those registrants who

- hold a current PEI certificate of registration as a Counselling Therapist
- have not engaged in a review in the past three (3) years

2.2 The scope of the audit process may include the self-assessment and learning plan, professional development hours, or any aspect of continuing competency.

2.3 Registrants may be asked to submit additional materials and or engage in a practice assessment if the audit results are found to be incomplete or inadequate.

Section: 3 Inactive Registrants Demonstrating Participation

Relevant Legislation and Regulation: RHPA Section 60 (1) and (2)

Policy

While registrants who have expired status are not eligible for a review of self-assessment and continuing competency activities, they are still expected to be engaged in both these areas if they plan to return to active practice as a Counselling Therapist. They are also expected to maintain current participation records for purposes should they, in future, return to active practice.

Registrants who have suspended status are eligible for a review of self-assessment and continuing competency activities.

3.1 A Registrant who returns to active status must demonstrate, within sixty (60) days, that their Professional Development requirements are current.

3.2 A Registrant who has been reinstated after a suspension is required to demonstrate to the registrar that their self-assessment and professional development obligations are up-to-date.

Section: 4 Registrant Fails to Meet Continuous Competency Requirements

Relevant Legislation and Regulation: RHPA Section 60 (1) and (2)

Policy

Registrants who have not met the required Continuous Competency requirements will have 60 days to rectify the situation.

Failure to do so will result in suspension or termination of their registrant status until the situation is corrected. Whether the registrant's status is suspended or terminated will be a decision of Council.