

Continuing Competence Requirements Checklist

Learning Objectives



Assess your dental assistant knowledge and abilities.

Reflect on your practice and the learning that will benefit you.

- Use the [Self-Assessment tool](#) or do a self-directed assessment of your knowledge and skills to help you identify learning topics that will benefit your practice.
- Create your **Learning Plan**. Use the topics you identified to make **2 Learning Objectives**. Post your Learning Plan [in the Portal](#).
- Write **Learning Objective Statements** that answer these questions:
 - What do I plan to learn?
 - Why have I chosen this Learning Objective (why is it important to my practice)?
- [Review the Competency Profile](#). Decide which competency number (1 letter and 2 numbers) is the best match for your Learning Objective.



Achieve your Learning Objectives by completing Learning Activities.

Complete your learning by November 30th of the plan year your learning is for. (Plan years are from December 1st to November 30th.)

- Complete **Learning Activities** to achieve your Learning Objectives. Choose activities that fit the way you learn best. For example: self study using online or textbook sources, webinars, conferences, formal education, mentoring by a colleague or employer.
- Upload **Proof of Completion**. Your proof should enable the College to verify your Learning Activity clearly and easily. It can be a signed [Verification of Learning Form](#).



Analyze the outcome of your learning by writing a reflective Results Statement.

Results are measured by achieving your desired learning (not by time or credits).

- Write your **Result Statement** so it tells the College the impact your learning has on your practice. Do that by answering either of these questions:
 - What can I do as a result of completing this Learning Objective?
 - How has completing this Learning Objective improved or impacted my practice?

Practice Hours

- Fulfill a minimum of **300 Practice Hours** in a 3-year period or equivalent. Upload **Proof of Practice Hours**. Proof can be a [Practice Hours Verification form](#) signed by your supervisor or employer. Post your hours and upload proof [in the Portal](#) every year so you are ready for CCP Audit.