

CCP Audit Evaluation Guide

You must continue to learn throughout your dental assistant practice to maintain competence. Our Continuing Competence Program (CCP) sets annual requirements you must complete:

- **ASSESS** your own competence to identify areas where learning is needed or will enhance your practice
- create a learning plan and complete at least 2 **Learning Objectives per Plan Year**
- **ACHIEVE** your learning activities to fulfill your Learning Objectives
- **ANALYZE** the outcome of your learning to confirm you met your learning needs, and write reflective statements in the Portal
- maintain current practice through mandatory practice hours
- participate in the CCP audit (when required)

When we audit your records, we use this Audit Evaluation Guide to determine if your audit result is **Satisfactory** or **Incomplete**. **Satisfactory** means you **have** met all the requirements. **Incomplete** means some requirements are **missing or need development**. We'll tell you what's incomplete and why so you can fix it.

Propose and Plan Your Learning **ASSESS → ACHIEVE → ANALYZE**

Where to Look	This will help you meet CCP requirements	This will make meeting CCP requirements difficult
Annual Self Assessment Self-Assessment tool available here	<ul style="list-style-type: none"> ✓ ASSESS your competence annually to identify opportunities for growth and learning that is meaningful to your practice ✓ use the Self-Assessment tool, or you may self-identify ✓ ASSESS your knowledge and abilities, identify where you can improve 	<ul style="list-style-type: none"> ✗ you don't practice self reflection and aren't aware of how competency affects patient care ✗ you lack desire to expand knowledge, skills, judgements, and attitudes
Competency Profile available here	<ul style="list-style-type: none"> ✓ refer to the Competency Profile when developing your Proposed Learning Plans (take note of 3-digit competency number) ✓ it's a living document that outlines the knowledge, skills, behaviours, and attitudes of dental assistants in Alberta 	<ul style="list-style-type: none"> ✗ you aren't familiar with the Competency Profile ✗ you misunderstand the purpose of the Competency Profile

Fulfil and Record Your Competency Requirements

		Meets Requirements of CCP Audit = Satisfactory Audit	Does Not Meet Requirements of CCP Audit = Incomplete Audit
A S S E S S ↓	Learning Objectives ASSESS and record your learning objectives in your learning plan in the Portal	<ul style="list-style-type: none"> ✓ you ASSESSED your practice and developed a minimum of 2 learning objectives through self reflection/ assessment and reference to Competency Profile ✓ you waited at least five years before repeating or using a learning objective again 	<ul style="list-style-type: none"> ✗ your learning objective is not meaningful to your current, or future practice as a dental assistant ✗ your learning objective does not enhance your ability to provide safe, effective oral health care service ✗ you completed less than two objectives ✗ you used the same objective within five years ✗ you copied and pasted the competency wording from the Competency Profile instead of assessing your own practice and identifying how it is relevant to you
	Wording of Learning Objective Statement	<ul style="list-style-type: none"> ✓ you answered the two questions next to “Learning Objective” in the Portal 	<ul style="list-style-type: none"> ✗ you have NOT answered the two questions next to “Learning Objective” in the Portal ✗ your objective is unclear, or you left the space blank ✗ your objective is outside your authorized practice
	Competency Number You will find these in the Competency Profile	<ul style="list-style-type: none"> ✓ you selected a 3-digit competency number (1 letter and 2 numbers) that is a close match to your learning objective Example: Performing CPR is B-5-3. ✓ your competency number makes sense and fits with your learning objective 	<ul style="list-style-type: none"> ✗ you left the space blank ✗ you used a competency number from an old version of the Competency Profile ✗ you entered your registration number, course number, or other number instead of an appropriate competency number

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→ A C H I E V E →	Learning Activities These are the things you choose to do to ACHIEVE your learning objective.	<ul style="list-style-type: none"> ✓ the activity or education you completed helped you ACHIEVE your learning objective – your learning fits your learning objective ✓ you provided the type of activity ✓ your activities may include educational events, seminars, mentoring, formal courses, and self-directed activities 	<ul style="list-style-type: none"> ✗ the activity or education you completed does not fit with your learning objective ✗ you left the space blank ✗ your learning activity is not allowed Example: learning to perform limited scaling requires formal, in-school training at a recognized institute. It may not be learned “on the job.”
	Completion Date	<ul style="list-style-type: none"> ✓ you ACHIEVED your objectives by November 30 of the applicable Plan/ Registration Year (<i>your completion dates align with the applicable Plan year</i>) ✓ each new Plan/ Registration year starts on Dec 1, and ends on Nov 30 of the following year, therefore: 2024 learning objectives must be completed between Dec 1, 2023–Nov 30, 2024 	<ul style="list-style-type: none"> ✗ you carried an objective forward to the next plan year (<i>i.e., a 2023 objective cannot have a completion date of Nov 30, 2022, or before</i>) ✗ extra completed objectives cannot be used for the upcoming Plan/ Registration year(s)
→ A N A L Y Z E	Wording of Results Statement ANALYZE the results of your learning and tell us how it has improved your practice.	<ul style="list-style-type: none"> ✓ you ANALYZED the outcome of your learning to confirm you met your learning needs ✓ you answered the two questions next to “Results Statement” in the Portal ✓ your results statement demonstrates alignment with and connection to your proposed learning plan 	<ul style="list-style-type: none"> ✗ you have NOT answered the two questions next to “Results Statement” in the Portal ✗ you left the results statement space blank ✗ you have not written reflective statements that help us understand the impact of your learning on your practice, instead you simply wrote statements like: Course was good/ Passed with 80%/ I like taking these types of courses

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<p>Proof of Completion</p> <p>Verification of Learning Form available here</p>	<ul style="list-style-type: none"> ✓ aligns with your learning objective and learning activity Examples of acceptable verification of learning include: ✓ Verification of Learning Form–signed by supervisor/employer ✓ Textbook or Book–name of textbook, author, edition number plus pages or chapters read or picture of applicable section of textbook/book ✓ Websites–full website address or link used, picture of specific web page used as learning activity. Example: https://www. waterpik.ca/en/-health/clinical-research/?gclid ✓ College/University Education–transcript ✓ Committee Involvement–copy of agenda or meeting/project minutes ✓ Conference–certificate, attendance record, presentation slides, or agenda ✓ Videos/Webinars–confirmation of registration/attendance ✓ Journal Article–author and title ✓ Mentorship/Preceptorship/Teaching–letter verifying learning goal met from supervisor/mentor/manager ✓ brochure/booklet outlining new knowledge or application of new equipment ✓ reference to our website (abrda.ca) and Professional Practice Learning Centre 	<ul style="list-style-type: none"> ✗ your proof does not match your learning objective and activity ✗ your proof is from a previous competence year (<i>i.e., invalid</i>) ✗ you didn’t submit proof ✗ your proof isn’t signed when required ✗ you signed your own proof ✗ your web link is not detailed/ accurate Examples: Youtube.com/ “I used a water flosser website” ✗ you didn’t list the textbook edition number, and page numbers/chapters Example: Modern Dental Assisting, MDA ✗ your proof is not legible ✗ your attached proof is in a format that we can’t open

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<p>Practice Hours</p> <p>Record your practice hours in the Portal</p> <p>Practice Hours Verification Form available here</p>	<ul style="list-style-type: none"> ✓ at the time of your audit you have 300 dentally related practice hours over the past 3 years and you uploaded proof in the Portal ✓ OR equivalent: <ul style="list-style-type: none"> ✓ Clinical refresher course completed, ✓ OR NDAEB Clinical Practice Evaluation (CPE) completed, ✓ OR dental assistant has graduated from a dental assisting program within the past 3 years <p>Examples of acceptable verification of practice hours include:</p> <ul style="list-style-type: none"> ✓ Practice Hours Verification Form - signed by supervisor/ employer ✓ copy of payslips, with SIN blacked out, that add up to 300 hours ✓ copy of T4s or ROEs with SIN blacked out 	<ul style="list-style-type: none"> ✗ you don't have enough hours ✗ you are unable to confirm hours through provided proof ✗ you didn't provide proof of your hours or refresher course ✗ your proof isn't signed by your supervisor/ employer ✗ you signed your own proof ✗ your proof is not legible ✗ your attached proof is in a format that we can't open