Annual Continuing Competence Requirements Checklist

College of Alberta Dental Assistants



ASSESS your knowledge, judgement and abilities as a dental assistant.

- ❑ Complete the self-assessment **in the portal** and participate in ongoing self-directed reflection to identify areas for growth and learning needs
- ❑ Create at least two learning goals **in the portal** based on your self-assessment responses or other areas important to your current or future practice. As part of each learning goal, you will answer these questions:
  - What do you plan to learn?
  - Why is this learning goal important to you and your practice?



ACHIEVE your learning to complete your learning goals.

- ❑ Complete learning activities to support your learning goals. Choose activities that fit the way you learn best. For example: self-study using online or textbook sources, webinars, conferences, formal education, or mentoring. Complete your learning by November 30th of the current registration year*.
- ❑ Provide proof of completion. Proof may include a certificate, transcript, course record, or **Verification of Learning Form**. Documentation must clearly show your name, the learning activity, and completion date(s). Self-study activities must be documented **in the portal**.



ANALYZE the outcome of your learning.

- ❑ Complete reflective questions **in the portal** to analyze your learning. Select at least two questions and provide responses about how the learning impacted your practice, patient care, or professional growth.



Maintain Current Practice

- ❑ Have at least 300 hours of practice in the last three years or meet equivalence requirements. Proof, such as a **Practice Hours Verification Form** should be uploaded **in the portal** annually.

*Learning must be completed by November 30 of the current registration year. A registration year runs from December 1 to November 30 of the following year. For example, registration year 2026 runs Dec 1, 2025-Nov 30, 2026.

Want to learn more?

Access CCP resources on our website to watch the CCP video series or register for an upcoming CCP workshop.

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