



**College of Alberta  
Dental Assistants**

## **CCP Policy 001**

Continuing Competence Program Framework

# CCP-POL-001 Continuing competence program framework

**Legislative authority:** This policy is established under the Dental Assistants Profession Regulation, the *Fair Registration Practices Act*, the *Health Professions Act*, the *Health Professions Restricted Activity Regulation*, and the *Labour Mobility Act*. Authority is further supported by the Bylaws of the College of Alberta Dental Assistants (2023).

## 1.0 Purpose

This policy establishes the Continuing Competence Program (CCP) framework for the College of Alberta Dental Assistants.

It defines the purpose, structure, and governance expectations of the CCP as a regulatory mechanism that supports ongoing competence of regulated members and reinforces safe, ethical, and effective practice.

This policy confirms that the CCP supports the College's legislated mandate to protect and serve the public interest by providing reasonable assurance that regulated members maintain competence over time in alignment with the Standards of Practice and the College of Alberta Dental Assistants Code of Ethics 2020.

This policy aligns with the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust and establishes an intentional, transparent, and defensible approach to continuing competence that reflects regulatory best practice and supports appropriate regulatory response where program requirements are not met.

## 2.0 Scope

This policy applies to all regulated members of the College of Alberta Dental Assistants.

This policy applies to Council, the Registrar and Chief Executive Officer (or authorized delegate), and any individual or committee involved in the oversight, administration, or evaluation of the CCP.

This policy applies to all CCP requirements, including reflection, learning activities, documentation, and evaluation processes.

This policy does not govern operational processes, submission methods, or administrative procedures, which are established through procedures approved by the Registrar and Chief Executive Officer (or authorized delegate).

## 3.0 Principles

The College applies the following principles to ensure CCP is effective, consistent, and aligned with regulatory expectations.

1. **Public interest is protection** by ensuring that continuing competence supports safe, ethical, and competent practice and reinforces public confidence in the profession.

2. **Legislative alignment is maintained** by establishing and administering the CCP in accordance with the Health Professions Act, the Dental Assistants Profession Regulation, and applicable legislation.
3. **Standards-based practice is reinforced** by aligning continuing competence activities with the Standards of Practice and the College of Alberta Dental Assistants Code of Ethics 2020, reflecting expectations for practice after registration.
4. **Regulated member accountability is upheld** by requiring regulated members to assess their own practice, identify learning needs, and engage in activities that maintain and enhance competence.
5. **Reflective practice and continuous improvement are supported** through intentional self-assessment, relevant learning, and application to practice.
6. **Proportionality and reasonableness are applied** by ensuring program requirements are achievable, appropriate, and aligned with regulatory objectives and practice expectations.
7. **Transparency and defensibility are ensured** by establishing clear expectations, consistent evaluation approaches, and documented outcomes that support regulatory decision making.
8. **Strategic alignment is maintained** by ensuring the CCP supports the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

## 4.0 Continuing competence program framework

The CCP is a regulatory program that supports regulated members in maintaining competence throughout their practice.

The CCP does not directly measure competence. It provides reasonable, evidence-informed confidence that competence is maintained and enhanced over time.

The CCP is based on a cyclical model consisting of three integrated components: Assess, Achieve, and Analyze

### 4.1 Assess

1. Regulated members assess their own practice to identify strengths, learning needs, and areas for improvement.
2. Assessment activities support awareness of:
  - a. current practice responsibilities
  - b. knowledge and skill gaps
  - c. areas requiring further development
3. Assessment is informed by the Standards of Practice, the College of Alberta Dental Assistants Code of Ethics, and individual practice context.

### 4.2 Achieve

1. Regulated members complete learning activities that address identified needs and support ongoing competence.
2. Learning activities:
  - a. are relevant to the regulated member's practice
  - b. are informed by assessment outcomes
  - c. support maintenance and enhancement of professional knowledge, skill, and judgment

3. Learning may include formal or informal activities that contribute to professional development.

### 4.3 Analyze

1. Regulated members reflect on learning activities and evaluate their impact on practice.
2. Analysis includes:
  - a. consideration of what was learned
  - b. relevance of the learning to practice
  - c. application of learning to professional activities
  - d. impact on patient care and professional performance
3. Analysis supports integration of learning into practice and continuous improvement.

### 4.4 Program accountability

1. Regulated members are responsible for:
  - a. completing all CCP requirements
  - b. maintaining records that demonstrate participation
  - c. ensuring learning activities are relevant to their practice
  - d. participating in the Continuing Competence Program on an annual basis as a condition of practice permit renewal
  - e. retaining records in accordance with College requirements to support verification and audit
2. The College is responsible for:
  - a. establishing CCP requirements and expectations
  - b. providing oversight and evaluation of program participation
  - c. ensuring the CCP is administered in a manner that is consistent, transparent, and defensible

### 4.5 Alignment with regulatory framework

1. The CCP supports the broader regulatory lifecycle by reinforcing competence after entry-to-practice.
2. Competency Profile expectations support entry-to-practice expectations and provide a consistent reference point for continuing competence requirements.
3. The CCP supports ongoing competence by reinforcing alignment with the Standards of Practice and the College of Alberta Dental Assistants Code of Ethics 2020 in real-world practice.

## 5.0 Expected outcomes

1. **Public interest** is protected through ongoing competence of regulated members.
2. **Public confidence** in the profession and regulatory framework is reinforced through the CCP.
3. **Regulated member engagement** is demonstrated through reflective practice, learning, and application to practice.
4. **Alignment with Standards of Practice and ethical obligations** is supported through continuing competence activities.
5. **Regulatory confidence** is maintained by the College through evidence-informed assurance that regulated members are maintaining competence over time.

6. **Transparency, consistency, and defensibility** are achieved through clear program expectations and outcomes

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change.

## 6.0 Related legislation and references

### Legislation and regulation

*Dental Assistants Profession Regulation.*

*Fair Registration Practices Act.*

*Health Professions Act.*

*Health Professions Restricted Activity Regulation.*

*Labour Mobility Act.*

### College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023).

Code of Ethics (2020) of the College of Alberta Dental Assistants.

Council and Registrar and Chief Executive Officer (or authorized delegate) Relationship Policy (2024).

Governance Policies of the College of Alberta Dental Assistants.

Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

Standards of Practice of the College of Alberta Dental Assistants

### Related College policies

CC P-POL-002 Continuing Competence Requirements

CCP-POL-003 Continuing Competence Audit

CCP-POL-004 Continuing Competence Outcomes and Actions

## 7.0 Definitions

1. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act*, responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
2. **Continuing competence:** The ongoing ability of a regulated member to practice safely, ethically, and effectively in accordance with the Standards of Practice and the College of Alberta Dental Assistants Code of Ethics 2020.
3. **Continuing Competence Program (CCP):** A program established under the Health Professions Act and the Standards of Practice that supports regulated members in maintaining competence through ongoing reflection, learning, and application to practice.
4. **Learning activities:** Formal or informal activities undertaken by a regulated member to maintain or enhance knowledge, skill, and professional judgment relevant to their practice.

5. **Reflective practice:** An intentional process through which a regulated member assesses their own practice, identifies learning needs, and evaluates the impact of learning on professional performance.

## 8.0 Document information

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| Approved by       | Council of the College of Alberta Dental Assistants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |                  |                     |
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| Approval history  | Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Date | Council Motion # | Summary of Revision |
| Related documents | CCP-POL-002 Continuing Competence Requirements<br>CCP-POL-003 Continuing Competence Audit<br>CCP-POL-004 Continuing Competence Outcomes and Actions<br>CCP-PRC-001 Continuing Competence Administration Procedure<br>CCP-PRC-002 Continuing Competence Participation and Submission Procedure<br>CCP-PRC-003 Continuing Competence Audit Procedure<br>CCP-PRC-004 Continuing Competence Outcomes and Follow-Up Procedure<br>CCP-PRC-005 Continuing Competence Specified Education or Training Exemption Procedure<br>Bylaws of the College of Alberta Dental Assistants (2023)<br>College of Alberta Dental Assistants Code of Ethics (2020)<br>Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust |      |                  |                     |