



**College of Alberta
Dental Assistants**

CCP Policy 002

Continuing Competence Requirements

CCP-POL-002 Continuing competence program requirements

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 requirements that regulated members must meet to participate in the Continuing Competence Program (CCP).

It defines the expectations for assessment, learning, reflection, documentation, and participation that support ongoing competence and safe practice.

This policy confirms that CCP participation is a condition of practice permit renewal and supports the College's statutory responsibility to establish and enforce continuing competence requirements under the *Health Professions Act*.

2.0 Scope

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

This policy applies to CCP participation requirements across each registration cycle.

This policy does not define audit, evaluation, or outcome processes, which are established in CCP-POL-003 Continuing Competence Audit and CCP-POL-004 Continuing Competence Outcomes and Actions.

3.0 Principles

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

1. **Public interest is protection** requiring ongoing competence as a condition of practice.
2. **Legislative alignment is maintained** by aligning CCP requirements with the *Health Professions Act* and related regulations.
3. **Regulated member accountability is upheld** through mandatory participation, documentation, and demonstration of engagement in continuing competence activities.
4. **Reflective practice is supported** through structured assessment, intentional learning, and evaluation of impact on practice.
5. **Flexibility and relevance are maintained** by allowing learning to reflect individual practice context, roles, and emerging practice requirements.
6. **Proportionality is applied** by ensuring requirements are achievable while maintaining regulatory assurance.

7. **Transparency and defensibility are ensured** through clear expectations and consistent application of requirements.
8. **Strategic alignment is maintained** with the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Continuing competence requirements

The following requirements establish the Continuing Competence Program participation expectations that regulated members must meet to support ongoing competence throughout practice.

Participation is based on the integrated cycle of Assess, Achieve, and Analyze.

4.1 General requirement

1. Regulated members must participate in the CCP annually as a condition of practice permit renewal.
2. Participation must occur within each registration cycle and reflect current or intended practice.

4.2 Assess

1. Regulated members must complete a self-assessment that:
 - a. reflects on their current practice
 - b. identifies learning needs
 - c. supports selection of learning goals
2. The self-assessment:
 - a. must be completed annually
 - b. must inform learning goals
 - c. is intended to support reflection and awareness, not evaluation

4.3 Learning goals

1. Regulated members establish a minimum of two learning goals for each registration cycle.
2. Learning goals must:
 - a. be relevant to the regulated member's practice or professional development
 - b. reflect identified learning needs
 - c. support maintenance or enhancement of competence
3. Learning goals may be modified during the registration cycle where practice needs change.

4.4 Achieve

1. Regulated members must complete learning activities that support achievement of their learning goals.
2. Learning activities:
 - a. must be relevant to the learning
 - b. may include formal or informal learning
 - c. must support professional knowledge, skill, or judgment
3. Learning activities may include, but are not limited to:
 - a. formal education or courses
 - b. workshops, seminars, or conferences

- c. self-directed learning
 - d. mentorship or collaborative learning
 - e. other activities accepted by the College
- 4. The College may establish specific recommended learning activities for defined groups of regulated members, including provisional registrants and new registrants. Required specified education or training may be established for defined groups in accordance with section 4.5 where required to support regulatory priorities, public interest risks, or transition into practice.

4.5 Specified education or training and exemptions

1. The College may require regulated members, or defined groups of regulated members, to complete specified education or training as part of the Continuing Competence Program where Council determines that the requirement supports competence, ethical standards, regulatory priorities, public interest risks, or transition into practice.
2. Where specified education or training is required, regulated members may apply for an exemption in accordance with the exemption process established by Council under the *Health Professions Act*.
3. Exemption decisions may:
 - a. approve the exemption
 - b. approve the exemption with terms or conditions
 - c. require alternative specified education or training
 - d. deny the exemption
4. Exemption decisions must be transparent, objective, impartial, procedurally fair, and consistent with the public interest.
5. Exemption decisions must be communicated in writing with reasons.
6. The exemption process is established in CCP-PRC-005 Continuing Competence Specified Education or Training Exemption Procedure.

4.6 Analyze

1. Regulated members must complete a learning analysis for each learning goal achieved.
2. The learning analysis requires regulated members to respond to the required number of reflection questions established by the College in the approved portal or form.
3. Reflection questions may address:
 - a. what was learned
 - b. why the learning was relevant to practice
 - c. how the learning was applied or may be applied in practice
 - d. the impact of the learning on professional performance or patient care
4. The College may update reflection questions, formats, or system prompts where they remain aligned with approved policy and procedure requirements.

4.7 Documentation and record retention

1. Regulated members must maintain records that demonstrate CCP participation.
2. Records must include:
 - a. self-assessment completion

- b. learning goals
 - c. completed learning activities
 - d. learning analysis responses
 - e. verification of learning, where applicable
3. Records must be retained for a minimum of five years.

4.8 Practice hours

1. Regulated members must provide evidence of practice hours required by the College.
2. Practice hours support the College's assessment of ongoing participation in practice and alignment with continuing competence requirements and with practice expectations under the *Dental Assistants Profession Regulation*.

4.9 Compliance

1. Failure to meet CCP requirements may:
 - a. impact eligibility for practice permit renewal
 - b. result in referral to competence processes or, where appropriate, conduct processes
2. Failure or refusal to comply with CCP requirements may constitute unprofessional conduct under the *Health Professions Act*.

5.0 Expected outcomes

1. **Public interest** is protected through ongoing competence of regulated members.
2. **Regulated members demonstrate engagement** in reflective practice and professional development.
3. **Learning is relevant** and applied to real-world practice.
4. **Regulatory assurance is strengthened** through consistent participation and documentation.
5. **Alignment** with Standards of Practice and ethical obligations is reinforced.

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

CCP-POL-001 Continuing Competence Program Framework

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. **Exemption:** A decision made through a process established by Council that releases a regulated member from completing specified education or training required as part of the Continuing Competence Program, with or without terms, conditions, or alternative specified education or training.
5. **Learning activities:** Formal or informal activities undertaken by a regulated member to maintain or enhance knowledge, skill, and professional judgment relevant to their practice.
6. **Learning analysis:** A structured reflection completed by a regulated member to describe learning, relevance to practice, application, and impact using reflection questions established by the College.
7. **Learning goals:** Defined areas of professional development identified by a regulated member to support maintenance or enhancement of competence.
8. **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.
9. **Specified education or training:** Education or training identified by Council as a mandatory requirement within the Continuing Competence Program to support competence, ethical standards, regulatory priorities, or public interest risks.

8.0 Document information

Policy type	Continuing Competence			
Policy owner	Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	June 20, 2026			
Effective date	June 20, 2026			
Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	CCP-POL-001 Continuing Competence Program Framework CCP-POL-003 Continuing Competence Audit CCP-POL-004 Continuing Competence Outcomes and Actions CCP-PRC-001 Continuing Competence Administration Procedure CCP-PRC-002 Continuing Competence Participation and Submission Procedure CCP-PRC-003 Continuing Competence Audit Procedure CCP-PRC-004 Continuing Competence Outcomes and Follow-Up Procedure CCP-PRC-005 Continuing Competence Specified Education or Training Exemption Procedure Bylaws of the College of Alberta Dental Assistants (2023) College of Alberta Dental Assistants Code of Ethics (2020) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust Standards of Practice of the College of Alberta Dental Assistants			