



**College of Alberta
Dental Assistants**

CCP Policy 004

Continuing Competence Outcomes and Actions

CCP-POL-004 Continuing competence outcomes and actions

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 outcomes and actions associated with evaluation of Continuing Competence Program (CCP) participation.

It defines how CCP submissions are assessed, how outcomes are determined, and how the College responds to identified gaps in participation, documentation, or application to practice.

This policy supports consistent, transparent, and defensible decision making and ensures that responses to CCP evaluation are proportionate to the nature of the concern identified.

2.0 Scope

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

This policy applies to outcomes resulting from CCP evaluation, including audit review and follow-up activities.

This policy does not define CCP participation requirements or audit processes, which are established in CCP-POL-002 Continuing Competence Requirements and CCP-POL-003 Continuing Competence Audit.

3.0 Principles

The College applies the following principles to ensure CCP outcomes and actions are appropriate, consistent, and aligned with regulatory expectations.

1. **Public interest is protection** through appropriate response to identified gaps in continuing competence.
2. **Proportionality is applied** by distinguishing between administrative non-compliance and potential competence concerns.
3. **Fairness and consistency are supported** through standardized outcome categories and proportionate response.
4. **Regulated member development is supported** by prioritizing learning, improvement, and integration into practice.
5. **Transparency is maintained** through clear communication of outcomes, expectations, and next steps.
6. **Defensibility is ensured** through documented rationale and consistent application of policy.
7. **Strategic alignment is maintained** with the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Continuing competence outcomes and actions framework

The following requirements establish the outcome framework used by the College to evaluate CCP participation and determine appropriate regulatory response.

4.1 Outcome determination

1. CCP outcomes are determined based on evaluation of the following:
 - a. completion of CCP requirements
 - b. quality of reflection and analysis
 - c. relevance of learning to practice
 - d. application of learning to professional activities
2. Outcomes reflect the extent to which CCP participation demonstrates meaningful engagement in continuing competence.

4.2 Outcome categories

1. The College may establish outcome categories to support consistent review of continuing competence submissions, audit evaluation, learning outcomes, and program improvement.
2. Outcome categories may address whether a regulated member has:
 - a. completed required CCP components
 - b. provided sufficient documentation
 - c. demonstrated relevant learning
 - d. reflected on the application of learning to practice
 - e. addressed any follow-up expectations identified by the College
3. Outcome categories, assessment indicators, and related administrative processes are implemented through supporting procedures, guides, forms, or systems approved by the Registrar and Chief Executive Officer (or authorized delegate).
4. Where an outcome results in required action, the regulated member must be informed in writing of the outcome, the reason for the outcome, any required action, and applicable timelines.

4.3 Response and follow-up

1. Actions taken in response to CCP outcomes must be proportionate to the outcome category.
2. Regulated members may be required to:
 - a. revise or complete CCP submissions
 - b. complete additional or targeted learning, including specified education or training where applicable
 - c. demonstrate application of learning
3. The College may:
 - a. provide guidance or support to assist completion
 - b. monitor progress
 - c. require follow-up in a subsequent registration cycle

4.4 Escalation

1. Escalation may occur where:
 - a. CCP requirements are not met within established timelines
 - b. there is repeated non-compliance with CCP requirements
 - c. there are indicators of potential competence concerns
2. Escalation may include:
 - a. referral to competence processes
 - b. referral to conduct processes, where appropriate
3. Where legislation requires referral to the complaints director, the College will proceed in accordance with the *Health Professions Act*.

4.5 Decisions and communication

1. All outcomes and required actions are communicated in writing.
2. Communications must include:
 - a. outcome determination
 - b. rationale for the decision
 - c. required actions, if applicable
 - d. timelines for completion
3. Where applicable, communication must include information on any review or appeal rights available under the *Health Professions Act* or applicable College policy.
4. The College maintains a record of all decisions to support accountability, transparency, and compliance reporting.

4.6 Renewal implications

1. CCP outcomes may impact eligibility for practice permit renewal.
2. Regulated members must complete all required CCP actions before renewal is approved.
3. Failure to complete required actions may result in:
 - a. inability to renew
 - b. further regulatory action

5.0 Expected outcomes

1. **Public interest is protected** through oversight of continuing competence.
2. **Consistency and fairness** are achieved through standardized audit processes and timelines.
3. **Regulated member engagement is supported** through clear expectations and structured follow-up.
4. **Regulatory assurance is strengthened** through evaluation of CCP participation.
5. **Defensible decision making is maintained** through documentation and transparent processes.

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-002 Continuing Competence Requirements

CCP-POL-003 Continuing Competence Audit

7.0 Definitions

1. **Audit:** A regulatory process used to evaluate a regulated member's participation in the Continuing Competence Program.
2. **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.
3. **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.
4. **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.
5. **Outcome:** A determination made by the College following evaluation of CCP participation.
6. **Reflective practice:** A structured process through which a regulated member assesses their own practice, identifies learning needs, and evaluates the impact of learning on professional performance.
7. **Required learning:** Learning activities, including specified education or training where applicable, that must be completed as a condition of meeting CCP requirements.

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-002 Continuing Competence Requirements CCP-POL-003 Continuing Competence Audit 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			