

# Continuing Competency Program Audit

## Information on the Upcoming Continuing Competency Program (CCP) Audit

### Audit Participation

Participation in the audit is mandatory as it is a legislated requirement outlined in the *Registered Nurses Regulations* (2013). There are no exemptions from the CCP audit or extensions to the audit deadline. In accordance with the [CCP Framework](#) audit process, 300 practicing registrants will be selected for the CCP audit, which may include registrants who have been audited in the previous year. Selection criteria have been identified to ensure key areas/groupings are represented (e.g., acute, community, long-term care, education, administration, and self-employed RNs and NPs).

### Audit Notification

- On **May 4, 2022**, a letter via Registered Mail will be sent to the selected registrants indicating they are required to submit their completed CCP forms including the Learning Plan, Evaluation Form, and supporting documentation (e.g., education tracking forms, certificates, etc.) for verification of 7 formal continuous learning hours for the [April 1, 2021 – March 31, 2022, licensure year](#). All further correspondence with respect to the CCP audit will be sent to selected registrants by email. Check your emails regularly.
- Registrants are expected to submit the required CCP forms and documentation via email or mail. The forms and documentation must be received by the College no later than **May 25, 2022**. Documents **will not** be accepted via fax.

### Audit Process

- College staff will review all CCP forms and documentation in early June utilizing an audit tool. The audit tool will monitor evidence of participation in the continuing competency program for April 1, 2021 – March 31, 2022 licensure year (14 continuous learning hours – including supporting documentation and a written evaluation of a minimum of 7 formal continuous learning hours and a written evaluation of 7 self-directed continuous learning hours on the evaluation form. No verification forms are required for self-directed learning); indication that some continuous learning hours relate to the learning goal; and evidence of completion of all sections of the CCP forms including the Learning Plan and Evaluation Form.
- Learning activities, initiation dates and target dates must fall within the audited licensure year (**April 1, 2021, to March 31, 2022**) and must be completed on each page of each form.

### Audit Results

- Audited registrants who demonstrate that CCP requirements were met will be notified of their successful completion of CCP requirements by email.
- Registrants who submit CCP documentation that does not demonstrate that the audit criteria were met will be contacted by the College for further education and follow-up. This notification will be sent by email.
- Registrants who do not comply with the request and fail to submit the required CCP documentation are in breach of the *RN Regulations* (2013) and will be referred to the Director of Professional Conduct Review.