

Continuing Competence Program Requirements at Conversion

What are the basic Continuing Competence Program Requirements?

All **practising members** must complete:

- An Annual Competence Enhancement Evaluation of any current Plan goals, within 12 months of the Plan start date, and by the annual registration renewal due date.
- An Annual Competence Enhancement Self-assessment at least once within each 12 month period, and by the annual registration renewal due date.
- An Annual Competence Enhancement Learning Plan goal, that relates to the most recent Self-assessment, must be documented at least once within each 12 month period and by the annual registration renewal due date.
- The current, annual Prescribed Regulatory Education Program (PREP) requirements.

Non-practising members are not required to complete the Self-assessment or Plan while on the Non-practising Register. However, these requirements must be completed for any period while on the Practising Register. It is also expected that before going on the Non-practising Register, any existing Annual Competence Enhancement Plans have a documented Evaluation.

A new Self-assessment must be completed, and a new related Plan must be started upon conversion from Non-practising to Practising. A member converting from the Non-Practising to Practising Register may opt for up to a 90-day extension and be registered with the condition “Continuing Competence Requirements” until all CCP requirements are met, or the deadline passes. If CCP requirements are unmet by the deadline, registration will be cancelled.

Non-practising members are required to complete the PREP requirements each year.

What do I need to submit to COTM when I convert my registration from Non-Practising to Practising?

When converting from Non-Practising to Practising you must choose one of the following two options for meeting CCP requirements:

Option 1: Submit CCP requirements with conversion

- CCP Self-Assessment completed within 90 days before conversion to Practising
- CCP Annual Competence Enhancement Plan created within 90 days before conversion to Practising
- Current COTM PREP requirements

Option 2: CCP Self-assessment and Plan requirements extension

Choose up to a 90-day extension from the date you convert to Practising to complete:

- CCP Self-Assessment
- CCP Annual Competence Enhancement Plan

You will be registered with the condition “Continuing Competence Requirements” until requirements are met. If the deadline passes and your CCP requirements are unmet by the deadline, your registration will be cancelled. It is your responsibility to monitor and submit your requirements by the due date. Current COTM PREP requirements are expected upon conversion

as they are required of Non-practising and Practising members.

Why do I need to do the PREP module while I am on the Non-Practising Register and therefore are not practising?

The majority of individuals who are on the Non-Practising Register are on this registration for a relatively short time, usually for parental leave. The PREP modules are relevant to practice for all Manitoba occupational therapists and therefore participation in this learning opportunity is relevant to anyone who will return to practice in the foreseeable future.

If your leave from practice is likely to occur over an extended period of time and is due to health condition, then you can request an exemption from this CCP requirement; these requests are considered on a case by case basis.

What must I submit with my renewal if I convert my registration from Non-practising to Practising during the renewal period of March 1 – April 30?

If you complete your conversion during the annual renewal period, you have the choice of Option #1 or Option #2 described above. It is advised that you submit any conversion requests at least ten business days in advance of your requested return to Practising date to avoid delays.

What must I submit with my renewal if I convert my registration from Practising to Non-Practising during the renewal period of March 1 – April 30?

If you complete your conversion during renewal you are required to submit or have already submitted:

- An Annual Competence Enhancement Evaluation of any current Plan.
- A CCP Self-Assessment completed during the past twelve months.
- An Annual Competence Enhancement Plan, related to the most recent Self-assessment, created during the past twelve months.
- Completion of any current PREP requirements.

The rationale is that during renewal you submit documents that were required during a period when you were on the Practising Register. To make the most of your Annual Competence Enhancement activities, if you are expecting to be converting to Non-practising during an upcoming renewal period, you may find it more beneficial to your practice to do your CCP requirements at 3-6 months in advance of the renewal period. Your CCP activities can be focused on facilitating your competence enhancement around preparing to go on a leave from your practice.

Are there any special rules related to participating in the CCP Audit if I am on the Non-practising Register?

If you are on the Non-practising Register you will be excluded from selection for the CCP Audit. If you are on the Practising Register when the CCP Audit selection is made, then you are eligible to participate even if your conversion to the Non-practising subsequently occurs during the two-month audit period. Requests for deferral to the next audit cycle are considered case-by-case.

What else should I consider?

Visit the [Continuing Competence Program section](#) in the Member Area of the COTM website for additional details about CCP requirements.

This publication provides general information. For more specific information see
The Occupational Therapists Act and Regulation
COTM publications are available on our website at www.cotm.ca
For more information, please contact COTM at (204) 957-1214 or by email at OTInfo@cotm.ca

PUBLISHED: December 2025