

Continuing Competence Program Requirements at Conversion

What are the basic Continuing Competence Program Requirements?

All **Practising members** must complete:

- A continuing competence program (CCP) Self-assessment at least once within 24 months before the upcoming annual registration renewal date;
- A CCP Professional Development Plan (PDP) at least once within 12 months before the upcoming registration renewal date;
- The current Prescribed Regulatory Education Program (PREP) module, quiz, worksheet and declaration released during the current registration year.

Non-practising members are not required to complete the Self-assessment or PDP; however, a new Self-assessment must be completed and a new and PDP must be created 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?

Members converting from Non-Practising to Practising 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 PDP created within 90 days before conversion to Practising
- Current COTM PREP requirements

Option #2

CCP Self-assessment and PDP requirements extension

You can opt for a 90-day extension from the date you convert to Practising to complete a new CCP Self-Assessment and create a new PDP (see list in Option #1). 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. Current COTM PREP requirements are expected upon conversion.

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 a 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 be returning 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 a health condition, then you can request an exemption to this CCP requirement; these requests are granted 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 renewal you have the choice of Option #1 or Option #2 described above.

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 include:

- a Self-Assessment if this is the year it required; it must have been completed during the past twelve months
- a PDP; it must have been created during the past twelve months
- your PREP worksheet.

The rationale is that during renewal you are submitting documents that were required during a period when you were on the Practising Register.

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 not be eligible for selection for the CCP Audit. If you are on the Practising Register when the selection is made for the CCP Audit then you are eligible to participate in the audit even if your conversion to the Non-Practising subsequently occurs during the two-month audit period.

What else should I consider?

The [Continuing Competence Program section of the Member Area](#) on the COTM website contains current CCP forms, details about CCP requirements and other resources.

For more information, please contact COTM at (204) 957-1214 or by email at OTinfo@cotm.ca

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