



Policy Category:	Policy Title:	Policy #:
Registration	Failure to Maintain Practice Competency Requirements	POL-R-07
Regulation   Bylaw Reference:		HPA Reference:
Bylaws: Sections 159 and 161		
Authorization:	Date Approved:	Last Revised:
CSHBC Board	January 25, 2013	September 18, 2020

## PURPOSE

To set out the options and consequences for registrants who fail to maintain the CSHBC practice competency requirements as defined in sections 159 and 161 of the CSHBC Bylaws, namely:

- The Continuing Competency Credits (CCCs) requirement; and
- The Practice Hours requirement

Information about how these requirements are met can be found in the CSHBC standard of practice *Attaining & Maintaining Practice Competence* (SOP-PROF-02).

## SCOPE

All registrant classifications and Certified Practice (CP) certificate holders except for the Retired registration classification.

## POLICY

### 1. Continuing Competency Credits

Registrants are required to meet their prescribed Continuing Competency Credit (CCC) requirement and report these CCCs in accordance with the *Attaining & Maintaining Practice Competence* (SOP-PROF-02).

#### ***CCC Deficiencies at the End of a Cycle***

Registrants with deficient CCCs at the end of a reporting cycle must submit a CCC deficiency plan no later than January 31 (i.e. one month following the end of the cycle) and pay the deficiency plan fee of \$200.

Deficiency plans must follow the format prescribed by the *CCC Deficiency Plan Form* (AF-28), and must include:

- the reason for the deficiency;
- the CCC category(s), activity(s), and number the registrant plans to obtain; and
- a timeline for obtaining the required CCCs.

The Director, Quality Assurance & Professional Practice (QAPP), will review all deficiency plans received by the January 31 deadline, and where necessary will work with a registrant to finalize their plan for approval.

All deficiency plans require approval from the Director, QAPP, or delegate, under the delegated authority of the QAPP Committee. All deficiency plans must be submitted to the College on or before January 31<sup>st</sup> so that plans can be processed and approved in advance of the end of the registration year on March 31<sup>st</sup>.

The Director, QAPP, reports to the QAPP Committee a list of all deficiency plans which have been reviewed and approved.

Registrants must submit proof of all required CCCs for the purposes of an audit upon completion of the approved deficiency plan.

#### ***Extenuating Circumstances***

Registrants not meeting their CCC requirements by the end of the reporting cycle for extenuating circumstances must submit a written request for special accommodation to the Director, QAPP, as soon as possible after they become aware that they will not meet the requirement. Wherever possible, this written request should be submitted before December 31 (the end of the reporting cycle). Special accommodation requests will be assessed on a case-by-case basis by the QAPP Committee.

#### ***CCC Deficiencies & Registration Renewal***

Registrants who have not met their CCC requirements by December 31 will be blocked from renewing their registration for the next registration year (April 1 – March 31 of any given year) until they have had their deficiency plan approved by the Director, QAPP. See *Failure to Meet Registration Renewal Requirements* (POL-R-11) for further information.

#### ***Failure to Comply with a CCC Deficiency Plan***

Failure to comply with an approved CCC deficiency plan may constitute misconduct and may result in referral to the Inquiry Committee.

## **2. Practice Hours**

Registrants are required to meet their prescribed Practice Hours requirement and report these practice hours in accordance with the *Attaining & Maintaining Practice Competence* (SOP-PROF-02).

#### ***Practice Hours Deficiencies at the End of a Cycle***

Registrants with deficient Practice Hours as at the end of a reporting cycle must submit a Practice Hours deficiency plan no later than January 31 (i.e. one month following the end of the cycle) and pay the deficiency plan fee of \$200.

Deficiency plans must follow the format prescribed by the *Practice Hours Deficiency Plan Form* (AF-29), and must include:

- the reason for the deficiency;
- a description of the Practice Hours the registrant plans to obtain; and
- a timeline for obtaining the required Practice Hours.

The Director, QAPP, will review all deficiency plans received by the January 31 deadline, and where necessary will work with a registrant to finalize their plan for approval.

All deficiency plans require approval from the Director, QAPP, or delegate, under the delegated authority of the QAPP Committee. All deficiency plans must be submitted to the College on or before January 31<sup>st</sup> so that plans can be processed and approved in advance of the end of the registration year on March 31<sup>st</sup>.

The Director, QAPP, reports to the QAPP Committee a list of all deficiency plans which have been reviewed and approved.

Registrants must submit proof of all required Practice Hours for the purposes of an audit upon completion of the approved deficiency plan.

### ***Supervised Practice***

Registrants who cannot provide evidence that they meet the practice hours requirement may, as part of their deficiency plan, propose or be directed to complete a period of practice under general supervision<sup>1</sup>. The required period of supervision must be confirmed by the QAPP Committee.

### ***Practice Review***

Registrants who cannot provide evidence that they meet the practice hours requirement and are unable to address this via period of supervised practice must undergo a QAPP practice review, including remediating any resulting recommendations and, if necessary, fulfilling the terms of a remedial plan. Failure to meet any of the acceptable remedial actions may result in a referral to the Inquiry Committee.

### ***Extenuating Circumstances***

Registrants not meeting their Practice Hours requirement by the end of the reporting cycle for extenuating circumstances must submit a written request for special accommodation to the QAPP Committee as soon as possible after they become aware that they will not meet the requirement. Wherever possible, this written request should be submitted before December 31 (the end of the reporting cycle). Special accommodation requests will be assessed on a case-by-case basis by the QAPP Committee.

### ***Practice Hours Deficiencies & Registration Renewal***

Registrants who have not met their Practice Hours requirements by December 31 will be blocked from renewing their registration for the next registration year (April 1 – March 31 of any given year) until they have had their deficiency plan approved by the Director, QAPP. See *Failure to Meet Registration Renewal Requirement* (POL-R-11) for further information.

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<sup>1</sup> See the standard of practice [Supervision \(SOP-PRAC-07\)](#) for more information.

***Failure to Comply with a Practice Hours Deficiency Plan***

Failure to comply with an approved Practice Hours deficiency plan may constitute professional misconduct and may result in referral to the Inquiry Committee.

**CSHBC RELATED DOCUMENTS**

*Attaining & Maintaining Practice Competence (SOP-PROF-02)*

*Failure to Meet Registration Renewal Requirements (R-POL-XX)*

*CCC Deficiency Plan Form (AF-28)*

*Practice Hours Deficiency Plan Form (AF-29)*