

CCP ASSESSMENT CRITERIA

The CDBC Quality Assurance Committee approved revised Continuing Competence Program (CCP) assessment criteria on September 16, 2013. The criteria may change as the CCP evolves.

Identifying Standards/Indicators of Practice

Registrants identify a minimum of 3 different standards/indicators of practice to address by completing the on-line Self-assessment. Standards/Indicators of practice are identified by answering “**yes**” to the Self-assessment questions. Once standards/indicators are identified registrants must develop a Learning Plan for each individual standard/indicator.

Learning Plans

A learning plan must be developed for each identified standard/indicator. Every learning plan is comprised of:

- One learning goal,
- Two or more learning activities,
- A description of how learning activities contribute to practice, and
- Status of learning progress.

Dietitians who practice Restricted Activities must include at least one learning plan that relates to the practice of the Restricted Activity(ies) they are registered with.

Learning Goals:

- A learning goal is defined for each standard/ indicator selected and forms the basis of the Learning Plan.
- Each goal addresses a specific topic or area of practice that relates to the standard/ indicator.
- Learning goals are SMART: Specific, Measurable, Attainable, Relevant and Time-bound (3 years).

Learning Activities:

- Each activity relates to its respective goal and contributes to its achievement.
- Each activity is described with sufficient information {e.g., knowledge, skill, topic, area of practice, delivery format (i.e., journal, book, article (title, author, date of publication), seminar, lunch & learn, national conference, etc.) date of completion, etc.}

Contribution to Practice:

- Describes how the completion of the learning plan helped the dietitian maintain/enhance the standard/indicator of practice selected.

Progress

Progress is indicated for each learning plan. The CDBC’s expectation is that at least 3 learning plans should be marked “complete” at the end of a three-year CCP cycle.

“Suspended” plans document at least one reason for their suspension in the Comments section.

Please note detailed feedback is provided to 10% randomly selected Professional Development Plans.