



## Continuing Competence Program Now In Effect

In accordance with the Registration Regulation made under the *Social Work and Social Service Work Act* and in keeping with the public protection mandate of the College, a condition of a certificate of registration is that the member “must provide evidence satisfactory to the College of the member’s continuing competence to practise social work or social service work, as the case may be, in accordance with the guidelines approved by Council from time to time and published and distributed to the members of the College.”

Since 2004, the Standards of Practice Committee has been working on creating a Continuing Competence Program (CCP) for members of the College. In developing the program, the College researched continuing competence programs of other regulatory bodies in Ontario, other Canadian provinces, and the United States. As you’ll know from previous issues of *Perspective*, the program is based on an adult education model and is the result of an extensive consultation process with members.

At its December 2008 meeting, Council approved the program and program materials were distributed to all members in April 2009. The program consists of two documents – the **Instruction Guide** and the **Self-Assessment Tool and Professional Development Plan Documents**. We encourage you to retain the **Instruction Guide** in order to familiarize yourself with the program. The guide also contains detailed answers to Frequently Asked Questions about the CCP, a few of which are detailed below. You are required to retain the **Self-Assessment Tool** as this is the document you must complete. Each year, the College



will distribute a new Self-Assessment Tool for completion and members will be required to make an annual declaration to the College of their participation in the program. Both documents should be placed in your Member Resource Binder behind tab 6.

The College is currently planning information sessions around the province to introduce the program and to answer any questions members may have. Details regarding these sessions as well as information on the CCP will be available on the College’s website.

The following are some frequently asked questions regarding the Continuing Competence Program:

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## WHAT ARE THE REQUIREMENTS OF THE CONTINUING COMPETENCE PROGRAM?

The Continuing Competence Program is based on the Standards of Practice, Second Edition. You will be required to:

- Conduct an annual review of your practice using the Self-Assessment Tool
- Identify your areas of strength
- Determine what areas of practice require improvement or new learning
- Set learning goals and objectives which are specific, measurable, attainable, realistic and timely ("SMART") for those practice areas you have identified as requiring improvement or new learning
- Identify learning activities to attain the goals you've set for yourself
- Engage in learning activities
- Review and record the outcome of your activities
- Make an annual declaration of your participation in the program

Although you are not required to submit your Continuing Competence Program materials to the College, be sure to keep your completed Self-Assessment Tool, and the summary of learning goals and objectives (Professional Development Plan), evidence of accomplishment of your learning goals and objectives, learning activities, target date and when the goal is attained. Also be sure to keep records of your participation in learning activities. These materials must be retained for a minimum of 7 years. The College may require that you provide them upon request.

## SHOULD I BE COLLECTING CREDITS OR HOURS?

It is not necessary to collect either credits or hours as the Continuing Competence Program is not based on either of these criteria. However, it is expected that you maintain a record of your learning activities.

## I'M ON MATERNITY/SICK LEAVE. DO I STILL HAVE TO PARTICIPATE?

As a regulated professional, you are expected to participate in the Continuing Competence Program, regardless of your work status. The learning plan and learning opportunities you've identified can be flexible, (e.g. journal reading).

Since the program materials have now been distributed, all members should immediately begin to familiarize themselves with the program and set out a learning plan for 2009. All members will be required to sign a declaration of their participation in the program along with their annual renewal at the end of this year.

*If you have questions about the Continuing Competence Program, please contact the Professional Practice Department at [ccp@ocswssw.org](mailto:ccp@ocswssw.org).*