



# What Does “Evidence” Mean? Tracking Your Accomplishments Through the CCP

The Continuing Competence Program (CCP) promotes excellence in practice by ensuring that all members of the College enhance their practice in an ongoing way. It is one of the ways that the College fulfills its mandate of public protection. In addition to being a professional obligation, your CCP is a reflection of your ongoing professional development, your goals and your accomplishments. As part of the program, you are required to keep evidence of having completed your goals - usually in a separate folder that is kept with your CCP documents. Many members find that keeping an electronic folder of evidence gives them greater flexibility, but you can keep a paper folder if you prefer.

By keeping a folder containing evidence of your professional achievements as part of your CCP, you will be able to update your professional information easily and keep track of your learning and development. All your evidence will be in one place. Reflecting on the evidence you gather can also help you in evaluating your strengths and setting goals for your CCP in the following year. You may want to consider including a narrative about your experience in your folder.

## HOW CAN YOU ENSURE THAT YOUR FOLDER OF EVIDENCE CAPTURES YOUR PROFESSIONAL ACHIEVEMENTS?

One way is to review and update your CCP documents regularly throughout the year, and to add any evidence of having completed your goals to your folder of evidence at the same time. If you're keeping an electronic folder, you can create sub-folders related to each goal in your Professional Development Plan. You may also want to keep evidence of learning achievements that occurred that are unrelated to your goals. Here are some things you might include:

- Your current job description (or one that you are preparing for)
- Samples of your written work (articles published, pamphlets, newsletters, reports etc.)
- Certificates of participation in workshops, courses, or online learning (if you are keeping an electronic folder, these may be scanned and kept in your digital file)
- A list of publications you have read, or links to the documents themselves
- A list of presentations you have given (which may include your slide decks, if your folder is electronic)
- A list of projects you have collaborated on, perhaps with a brief description of the nature of meetings, other activities, and their outcome
- Evaluations and other materials attesting to your strengths
- A list of, or links to, podcasts you have listened to
- Websites and other online resources that you have reviewed
- A list of supervision or study group meetings
- A journal or other personal reflection about your practice
- Intervention plans (individuals, couple, groups, communities) that demonstrate new learning

(Note: In order to protect confidentiality, be sure to remove names and other identifying information about clients in your CCP documents.)

Remember, your CCP can be much more than a professional obligation. Your **folder of evidence** is one more way you can be sure to get the most out of the CCP.

*For more information, please contact the Professional Practice Department at [ccp@ocswws.org](mailto:ccp@ocswws.org).*