

<b>Policy</b>	Record keeping of the Continuing Competence Program		
<b>Section</b>	Quality Assurance Program	<b>Number</b>	8.2
<b>Approved</b>	January 2000, November 2015	<b>Last Reviewed</b>	July 2008 October 2015
<b>Last Revision</b>	October 2007, October 2015		
<b>References</b>			
<b>Act</b>	<b>Regulation</b>	<b>By-Law</b>	<b>Policy</b>
6 (3) i	11		

## POLICY

All continuing competence records (as per Policy 8.1) are updated, recorded and maintained in both official languages by the Registrar and made available to the membership. Submitted documents and audited files are maintained for seven (7) years.

## PROCEDURE

1. Continuing Competence Program (CCP) forms updated for the current year are sent to the members annually in October by email or mail in the language of preference for members to complete.
2. Receipt of the completed documents are tracked by the Registrar and recorded in the New Brunswick Association of Dietitians database.
3. Audited member's documents are saved and filed.
4. The CCP documents will be retained for seven (7) years by NBAD.
5. Each year, CCP documents retained in excess of seven (7) years will be disposed of in a manner to maintain complete confidentiality.