

<b>Policy</b>	Quality Assurance - Continuing Competence Program		
<b>Section</b>	Quality Assurance Program	<b>Number</b>	8.1
<b>Approved</b>	September 2012, November, 2015	<b>Last Reviewed</b>	September 2015, November 2017, May 2020, October 2021
<b>Last Revision</b>	September 2012, October 2015, November 2017, May 2020, October 2021		
<b>References</b>			
<b>Act</b>	<b>Regulation</b>	<b>By-Law</b>	<b>Policy</b>
6 (3)j	II		
<b>Other</b>	Continuing Competence Program Member Workbook The Integrated Competencies for Dietetic Education and Practice		

## POLICY

To maintain registration in good standing with the New Brunswick Association of Dietitians (NBAD), all Active and Temporary Members are required to submit documentation to demonstrate that they've taken steps towards maintaining professional competence and remaining up to date in their practice as stated in NBAD Act, Regulations, By-Laws, as well as Code of Ethics.

## PROCEDURE

1. Yearly reporting of competence activities is mandatory for all Active and Temporary Members. The Registrar will keep a record of all Continuing Competence Program (CCP) submissions.
2. CCP Member Workbook is made available on the NBAD website in both official languages. Any updates to the CCP Member Workbook must be completed by December 31 and members must be notified by email when a new version is uploaded and in effect.
3. The CCP Member Workbook has four components:
  - Step 1: Self-Assessment
  - Step 2: Learning Goals
  - Step 3: Activity Log
  - Step 4: Self-Reflection

Members are strongly encouraged to use the CCP Member Workbook to complete all four steps to draft their CCP online submission. During the online registration renewal, Active and Temporary Members will submit two learning goals for the upcoming year based on their self-assessment and will complete the activity log and self-reflection on the previous year's learning goals.

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Temporary Members or Active Members through labour mobility registering between April 1 and September 30 will be required to submit two learning goals for the current registration year based on their self-assessment. Members registering between October 1 and March 31 will only be required to submit two learning goals for the upcoming registration year during their first online registration renewal.

4. Active and Temporary Members are required to submit their CCP submissions during the online registration renewal between March 1 and March 31.
5. In the event of sustained power loss, catastrophic weather, members are responsible to notify the Registrar that they were unable to access the online database for this reason. Members will be required to send by mail the CCP Member Workbook to the NBAD office by **March 31** (post-marked) and complete the CCP online submission once power and communication technology is restored.

*Note: NBAD uses the terms Quality Assurance Program / Continuing Competence Program / Continuing Education Program interchangeably*