Continuing Competence Program
Audit Guide (2018)
Continuing Competence Program

The **Continuing Competence Program (CCP)** supports Licensed Practical Nurses (LPNs) to achieve and demonstrate continuing competence through ongoing learning. By completing the annual requirements, the public can be assured LPNs are committed to their continuing competence and professional development. The program provides LPNs with a framework for self-reflection and integration of self-directed learning into their nursing practice.

The CCP Audit Process

The **CCP Audit process** verifies LPNs have met the requirements of the Continuing Competence Program.


In June each year, approximately 25% of LPNs registered with CLPNA are selected to participate in the Audit process.

Audit Categories

**BASIC Audit** requires submission of the online Audit form for the previous two (2) years.

**FULL Audit** requires submission of the online Audit form and proof of learning documentation for the previous two (2) years.

**DIRECT Audit** requires submission of the online Audit form for the previous year. In this category LPNs are directly selected when they have less than 500 practice hours in the preceding four (4) years.

**NOTE**: Participants for BASIC and FULL Audits are randomly selected.

Competence Committee - Decision Process

The Competence Committee consists of practicing LPNs who have been appointed by CLPNA’s Council. The Committee is responsible for reviewing Audit submissions.

Each submission is independently reviewed by a minimum of two Committee members. Submissions are reviewed to ensure information is complete, and for evidence the learning activities have enhanced the LPNs knowledge and nursing practice.

There are two outcomes of a review – approve or deny. Decision making criteria includes:

1. Evidence of participation in the CCP for each practice year included in the Audit.
2. Links between learning plan objectives and learning activities.
3. Evaluation of the impact of learning on nursing practice.
4. Documented proof of completion of learning activities if requested.

Once a decision is made by the Competence Committee, the Registrar provides a written decision letter to the LPN. If a submission is denied, the reasons are outlined in the letter.

*NOTE:* all Audit correspondence is delivered by email.

PREPARING For Audit

- Review your CLPNA selection letter.
- Gather your learning records for completed 2016 and 2017 Learning Plans.
- Watch the CCP Audit Video Tutorial (coming soon)

ACCESSING the online Audit form:

1. Click on myCLPNA LOGIN or go to www.clpna.com
2. Enter your Email address and CLPNA password (if you can’t remember your password, click on “Forgot your Password”)
3. Click “Login”

This brings you to your CLPNA Member “Home” Page which shows the Audit category you are selected for (i.e. BASIC, FULL, DIRECT). Click the “Update” button to access your online Audit form.

NAVIGATING the Audit Form

The Audit form identifies the Learning Plan objectives you reported during 2016 and 2017 Registration Renewal. These objectives were confirmed as complete or partially complete.

Several fields require you to enter information. Some fields require selection from a drop down menu and others require written text.

Click the question mark by each field for instructions.
The information collected on the form assists the Competence Committee to verify the learning completed.

**During the review, the Competence Committee look for the following:**
- The information you entered aligns with your learning objectives.
- The learning activity aligns with the learning objective year.
- The information clearly demonstrates you have met your learning objectives.

**Proof of Learning Documents (FULL Audit only)**
If you are chosen for FULL Audit, you are required to complete the Audit form AND provide proof of learning documentation for each learning objective.

Examples of proof of learning documents include:
- Transcripts
- Certificates
- Attendance records
- AHS Learning Link records
- Workshop or conference programs
- Learning verification letter from employer
- Pictures or screen shots of books, web pages, journal articles

**Tip:** Take a picture of your document with your phone and upload to the Audit form.

- Use the “upload” button to attach proof of learning documents to your Audit form.

**Saving your Submission**
You have 40 minutes to complete the audit form. If you need more time, scroll to the bottom of the page and click on the “Save for Later” button.

When you log back in, you can continue where you left off.

**Submitting the Audit Form**
Review the information you entered and check off the declaration. Be sure to click the submit button to complete the submission process.

After you have submitted the Audit form, print a copy for your records from the “My Audits” section on your “Member Home Page”. Click the document link to open your Audit form and print.

**Audit Timelines**
CLPNA strongly recommends you submit your Audit by the 1st submission due date of August 6 (as stated in your selection letter) to complete the process prior to Registration Renewal.

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<thead>
<tr>
<th>Submission Due Date</th>
<th>Committee Review Date</th>
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<tbody>
<tr>
<td>August 6</td>
<td>August 21-24</td>
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<tr>
<td>September 14</td>
<td>September 18-20</td>
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<td>October 12</td>
<td>October 16</td>
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<td>November 1</td>
<td>November 6</td>
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<td>December 3</td>
<td>December 7</td>
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Processing of Audit decisions may take four to six weeks.

Registration Renewal for 2019 occurs between October 1 to December 31. If your Audit is not approved prior to these dates, you may not be eligible for a 2019 practice permit.

**Important Information**
- It is essential that your email address and all other contact information on file with CLPNA is accurate and up-to-date.
- Regularly check your email, including your junk or spam folders.
- LPNs selected for Audit are expected to meet Audit requirements, regardless of work or vacation schedules.

**Support**
If you have read through this Audit Guide and still have questions, you can access further information by:
- Watching the CCP Audit Video Tutorial (coming soon)
- Visiting the CCP Audit webpage
- Contact CLPNA’s Professional Development Consultants at profdev@clpna.com, 780-484-8886 or 1-800-661-5877 (Toll Free in Alberta).