

Continuing Competence Program Manual

Introduction

Chiropractors are required to participate in a Continuing Competence Program (CCP) to comply with the *Health Professions Act* (HPA). The CCP is directed and operated by the College in accordance with the HPA.

The College of Chiropractors of Alberta's CCP has two components:

1. Professional Development (PD), comprised of:
 - a. College-Directed (Mandatory) PD
 - b. Self-Directed PD
2. Practice Visits

More information: [Health Professions Act](#) located on the CCOA website.

1. Professional Development

The PD year is June 1 - May 31. Chiropractors must complete all college-directed and self-directed PD before they can renew their practice permit each year. The total PD credits must equal at least 24 per year, inclusive of mandatory requirements.

a. College-Directed (Mandatory) PD

Each PD year, the College identifies the mandatory professional development activities that chiropractors are required to complete. Mandatory professional development is selected based on legislative requirements and the common issues and areas of risk that the College observes within the profession.

The College will notify chiropractors by email and on the Members' Centre regarding the mandatory PD for the upcoming PD year, before June 1 of each year. Chiropractors must read College communications and check the Members' Centre, including checking their profile.

Chiropractors may submit a request to the College for an exemption and substitution course for mandatory training. The process for this is currently in development.

b. Self-Directed PD

Self-directed PD must comply with the requirements outlined in Attachment 2.

Chiropractors are encouraged, though not required, to reflect on their competencies as outlined in the chiropractic career-span competencies and pursue self-directed learning to address any areas for development.

Extra self-directed PD credits can be carried over to the immediately following PD year. Extra credits cannot be carried over further than the immediately following PD year and cannot be retroactively applied.

To renew their practice permit, chiropractors will be required to declare that they have completed their PD requirements. No extensions are granted for meeting PD requirements.

Chiropractors must maintain an accurate and up-to-date portfolio of evidence of their PD and keep it for ten years. See Attachment 2 for the requirements of self-directed PD and a portfolio template that may be used.

Words of caution

False declarations at renewal are a violation of trust and regulatory obligations and will be treated seriously by the College.

The College will audit for compliance with self-directed PD. Chiropractors will receive email notice if they will be audited and will have a short timeframe to provide their portfolio to the College. Your portfolio must always be up to date. Council has provided the Registrar the authority to interpret whether professional development activities have met the requirements as outlined in Attachment 2.

Seminar/Course Approval

The College will no longer be providing seminar or course approval. Chiropractors are expected to engage in self-directed PD that meets the requirements as outlined in Attachment 1.

The College will develop a library of courses. Chiropractors are not required to take PD from the library; they are supportive recommendations.

2. Practice Visit Program

All chiropractors will receive an in-clinic (on-site) practice visit at least once in their career. In-clinic practice visits assess a chiropractor's practice for broad compliance with the Standards of Practice and other regulatory rules. Additional or follow-up in-clinic practice visits will depend upon the results of the chiropractor's assessment of their first in-clinic practice visit.

Types of practice visits include:

- In-Clinic Practice Visit (primary method) & Follow Up In-Clinic Practice Visit
- Electronic Practice Visit & Follow Up Electronic Practice Visit
- Alternate Assessment, as directed by the Competence Committee

Chiropractors will be advised of their practice visit with advance notice and will be provided the rubric that will be used to assess their practice. An example of a rubric can be found on the College's website.

The practice visit is conducted by a college-appointed assessor, and the assessment is reviewed by the Competence Committee. Results are issued within 90 days to the chiropractor and the Registrar.

Possible outcomes of a practice visit include:

- There is significant compliance with standards. The Competence Committee may provide some direction for improvement.

- There is significant non-compliance with standards. The Competence Committee will provide direction, along with other remedial actions and follow up monitoring.

The chiropractor may be referred to the Complaints Director if warranted. For more information, please reference the Practice Visit page of the website.

Members' Portal

CCP requirements are available on your Members' Portal and must be reviewed regularly for currency.

Summary of Chiropractor Responsibilities in the CCP

- Fully participate in all CCP components.
- Complete self-directed PD each year.
- Complete mandatory PD when required.
- Read, and respond (when asked) to, all College communications.
- Use the PD portfolio template provided by the College and always keep it up to date.
- Retain a complete portfolio of proof of PD for ten years and submit it when requested.
- Participate fully in PD audits by the directed timelines.
- Pay applicable fees for the CCP as outlined in the CCOA Fee Schedule.

Compliance Note

Failure to comply with the CCP may result in directed remediation, limits on practice/supervision, further assessments, or referral to the Complaints Director.

Attachments

1. College Directed, Mandatory PD - updated annually
2. Requirements for Self-Directed PD

Attachment 1

College-Directed (Mandatory) PD – June 1, 2026, to May 31, 2027

Summary

- All Chiropractors – Basic Life Support (BLS) including Cardiopulmonary Resuscitation (CPR)
- Some Chiropractors – Trauma-Informed Care & Professional Boundaries – every 3 years
- Some Chiropractors – Record-Keeping – every 3 years
 - The Record-Keeping requirement is currently suspended due to regularly scheduled course maintenance

All Chiropractors - Basic Life Support (BLS) including Cardiopulmonary Resuscitation (CPR) – 4 Credits

- BLS with CPR is required annually
- Why it is required;
 - BLS is the foundational course for healthcare professionals and trained first responders who provide care to patients in a wide variety of in-facility and prehospital settings. BLS is the cornerstone program for healthcare professionals.
 - Skills in BLS and CPR begin to erode after one year.
 - Chiropractors have a duty to respond.

Some Chiropractors – Trauma-Informed Care & Professional Boundaries – 2 Credits

- This course is required every three years. Not all chiropractors are on the same schedule.
- Chiropractors must complete this course when their profile on the Members' Centre indicates it is due.
- Chiropractors must complete the CCOA assessment (100% required; open-book with linked resources).
- Why it is required;
 - Trauma-informed care is required under the HPA.
 - Competency in trauma-informed care is not a one-time effort.
 - Like all professional competence, the skills, attributes, knowledge, understanding and application of trauma-informed care and professional boundaries should continue to progress throughout the professional career span.

Some Chiropractors – Record-Keeping – 4 Credits

- This course is required every three years. Not all chiropractors are on the same schedule.
- Chiropractors must complete this course when their profile on the Members' Centre indicates it is due.
- Why it is required;
 - College data shows that chiropractors continue to struggle with proper record-keeping.

Attachment 2

Requirements of Self-Directed PD

Overview

To qualify for PD credit, an activity must meet all the following:

- **Relevant** to chiropractic practice.
- **Within the Alberta scope of practice.**
- **Evidence-informed** and does not promote non-evidence-informed practices.
- **Aligned with College Standards, Code of Ethics, and Directives.**
- **Instructor(s)** must comply with Alberta Standards and **must not promote non-evidence-informed practices.**
- No activity may be claimed more than once within a three-year period, and duplicate credit cannot be claimed for the same material presented in different formats.

Eligible Activities and Credit Values

Attending Conferences, Courses, Workshops

- Evidence-informed and relevant to chiropractic practice.
- 1 credit per hour.

Delivering or Attending Academic Presentations

- Evidence-informed and relevant to chiropractic practice.
- 1 credit per hour to a **maximum of 6 credits per PD year.**
- May only be claimed **once per PD period.**

Publishing Peer-Reviewed Papers

- Evidence-informed and relevant to chiropractic practice.
- 12 credits per article (**publication year only**).
- No duplicate credit if the same is also presented as a lecture or workshop.

Delivering or Attending Research Presentations

- Must be delivered at a professional venue.
- 1 credit per hour.
- No duplicate credit if the same material is published.

Completing Post-Secondary Coursework

- Evidence-informed and relevant to chiropractic practice.
- 1 credit per hour.

Delivering Instruction of Post-Secondary Courses

- Evidence-informed and relevant to chiropractic practice.
- 1 credit per hour of instruction to a **maximum of 12 credits per PD year**.

Attending Grand Rounds (Accredited)

- 1 credit per hour of instruction to a **maximum of 6 credits per PD year**.

Fellowship or Restricted-Activity Maintenance Courses

- 1 credit per hour.

Full-Time Research (Researcher Status)

- 24 credits per PD year.
- Verification required.

CCEB Participation (Examiner or Delivering Workshops)

- 1 credit per hour.
- Verification required.

Reading / Reviewing Articles or Listening to Podcasts

- Evidence-informed and relevant to chiropractic practice.
- To receive credit, the chiropractor must complete:
 - A summary of skills learned, and
 - A reflection on how the learning will be applied in practice.
- 1 credit per article or podcast to a **maximum of 12 credits per PD year**.

In-Clinic Practice Visit Participation

- 6 credits for participation in a scheduled CCOA practice visit.
- **No credits** for:
 - Follow up or remedial visits.
 - Practice visits directed by the Registrar, Complaints Director, or ordered through a complaint resolution agreement or a hearing tribunal decision.

Standard First Aid / CPR-C with AED

- 1 credit per hour to a maximum of **8 credits per certification or recertification**.

BLS Instructor Recertification

- 1 credit per hour to a maximum of **4 credits per recertification**.

Completing a Preceptorship as a Preceptor

- Completion of all College preceptorship requirements.
- 10 credits.
- Cannot be claimed in consecutive years and **maximum is 10 credits per PD year regardless of number of students**.

Activities That Do Not Qualify

- Courses that teach **chiropractic philosophy** (not evidence-informed).
- Marketing courses that teach unethical or fear-based strategies, such as high-volume marketing approaches, warrior style, or guerilla marketing, or others which are not taught from a patient-centered perspective.
- Courses with **religious or spiritual framing**.

Portfolio Requirements

Chiropractors must maintain a PD portfolio that includes:

- A record of all PD activities completed.
- Documentation or certificates where applicable.
- Summaries and reflections where applicable.
- Other evidence of compliance with annual PD requirements.

An example portfolio template is provided on the following pages.



Registrant Information

PD Year: 2026-27

Name: _____

Permit #: _____

Activity Log

A. Conferences, Courses, Workshops

- Activity: _____
- Provider: _____
- Date: _____
- Hours: _____
- Credits: _____
- Evidence: Certificate or proof of completion **attached**

B. Academic Presentations Given

- Presentation Title: _____
- Audience/Institution: _____
- Date: _____
- Hours: _____
- Credits: _____
- Evidence: Slide deck, handouts and other evidence of presentation **attached**

C. Your Peer-Reviewed Publications

- Article Title: _____
- Journal: _____
- Publication Year: _____
- Credits: _____
- Evidence: PDF or proof of publication **attached**

D. Research Presentations Given

- Presentation Title: _____
- Venue: _____
- Date: _____
- Hours: _____
- Credits: _____
- Evidence: Slide deck, handouts and other evidence of presentation **attached**

E. Post-Secondary Coursework

- Course Title: _____
- Institution: _____



- Date: _____
- Instructor name (s): _____
- Hours: _____
- Credits: _____
- Evidence: Transcript or other proof of completion is **attached**

F. Instruction of Post-Secondary Courses Taught

- Course Taught: _____
- Institution: _____
- Date: _____
- Hours Taught: _____
- Credits: _____
- Evidence: Proof of instruction **attached**

G. Grand Rounds Attended (Accredited)

- Topic: _____
- Provider: _____
- Date: _____
- Hours: _____
- Credits: _____
- Evidence: Proof of attendance **attached**

H. Fellowship / Restricted Activity Maintenance

- Course Title: _____
- Provider: _____
- Date: _____
- Hours: _____
- Credits: _____
- Evidence: Certificate or proof **attached**

I. Full-Time Research (Researcher Status)

- Institution: _____
- Verification: ☐ Attached ☐ Not Attached
- Credits Claimed: _____

J. CCEB Participation

- Role (Examiner/Workshop): _____
- Date: _____
- Hours: _____



- Credits: _____
- Evidence: Verification letter **attached**

K. CPR / First Aid

- Certification: _____
- Provider: _____
- Date: _____
- Credits: _____
- Evidence: Certificate **attached**

L. Reading / Research Review / Podcasts

(Maximum 12 credits per PD year)

1. Title: _____
 - Source: _____
 - Date: _____
 - Credits: _____
 - Evidence:
 - i. Article/podcast reference **attached**
 - ii. Summary of Skills Learned: **attached**
 - iii. Reflection on integration of learnings into practice: **attached**
2. Title: _____
 - Source: _____
 - Date: _____
 - Credits: _____
 - Evidence:
 - i. Article/podcast reference **attached**
 - ii. Summary of Skills Learned: **attached**
 - iii. Reflection on integration of learnings into practice: **attached**
3. Title: _____
 - Source: _____
 - Date: _____
 - Credits: _____
 - Evidence:
 - i. Article/podcast reference **attached**
 - ii. Summary of Skills Learned: **attached**
 - iii. Reflection on integration of learnings into practice: **attached**
4. Title: _____
 - Source: _____
 - Date: _____
 - Credits: _____



- Evidence:
 - i. Article/podcast reference **attached**
 - ii. Summary of Skills Learned: **attached**
 - iii. Reflection on integration of learnings into practice: **attached**

M. Preceptorship

- Preceptorship Completed: _____
- Date: _____
- Credits: _____

N. In-Clinic Practice Visit Participation

- Date: _____
- Credits: _____
- Evidence: Results letter **attached**

Summary of PD Requirements (list number of credits)			
Mandatory:	_____	Carry-over to 2027-28 PD Year:	_____
Self-Directed:	_____	TOTAL for 2026-27 PD Year:	_____

Attestation

I confirm that the information in this portfolio is accurate and that all PD activities meets the College's requirements.

Signature: _____ Date: _____