



Continued Competency Program (CCP)

Member Guide

The NHPC Continued Competency Program (CCP) builds greater confidence in members' delivery of health care services by demonstrating their commitment to professionalism and competency to the public, the insurance industry, and the government.

This Continued Competency Program Guide provides you with the necessary tools and information to effectively manage your continuing professional development. You must collect 20 Continued Competency Program credits each two-year cycle, consistent with your membership renewal period.



How to Earn Your CCP Credits

NHPC Members must earn a **total of 20 CCP credits** in each two-year reporting period. The following is a breakdown of the areas in which credits are earned.

PROFESSIONAL DEVELOPMENT

10 credits

10 credits must be earned in professional development activities related to your practice. See Learning Types for a list of activities and the credits each are worth.

PERSONAL/PROFESSIONAL DEVELOPMENT

5 credits

5 credits must be earned in **either** personal development or professional development activities. See Learning Types for a list of activities and the credits each are worth.

ETHICS

Credits can be earned through reading, completing online modules, attending NHPC workshops, etc.

Go online to track your CCP credits in your member account under **Continued Competency Program > Track My Activities**

FIRST AID & CPR

5 credits

Your First Aid and CPR must be completed in person.

Recommended training programs are those recognized by one of the following providers:

[Canadian Red Cross](#)
[St. John Ambulance](#)
[National Life Saving Society](#)
[Heart and Stroke Foundation](#)
[Canadian Ski Patrol](#)
[Occupational Health and Safety](#)

Emergency or Standard First Aid and CPR/AED (Level C) are acceptable.

Learning Types

In-Person Educational Offerings	Lecture, seminar, workshop, course, conference, hands-on training, symposium	1 day or less = 5 credits 2 days = 10 credits 3+ days = 15 credits
Distance/Online Learning	Correspondence, e-learning, webinar, online module, video teleconference	5 credits
Certification Official training given by a certifying body	Any one of NHPC's recognized modalities, disciplines, or specializations	15 credits
Re-certification	Some NHPC recognized modalities require individuals to maintain good standing with that modality's certifying organization	15 credits
Teaching – First Time	First-time development and delivery of a course, workshop, lecture, seminar, or hands-on training	1 day or less = 5 credits 2 days = 10 credits 3+ days = 15 credits
Teaching – Repeat	Repeat offering of a course, workshop, lecture, seminar, or hands-on training	5 credits
Formal Research	Providing case studies or providing assistance to the primary researcher	15 credits
Research – Repeat	Repeat participation that would be considered a regular occurrence, similar to a job	5 credits
Mentoring One-on-one or within a group as a teacher, peer, or colleague	A relationship is built over time. A series of meetings advance toward a common goal or objective	5 credits
Formal Meetings Approved by the NHPC	Annual General Meeting, Connections Cafe	5 credits
Informal Meetings Do not require NHPC approval	Discussion within your scope of practice; can include technique sharing	2 credits
Supervising Students	Supervising students on practicum placements	5 credits
Professional Volunteering Within the health and wellness industry	Board of Directors, committee, task force, duties at a conference or event	5 credits
Community Volunteering Within the health and wellness industry	Health and wellness fairs, volunteering with charitable organizations	2 credits
Publications	Watching DVDs and videos; listening to podcasts and other audio; reading journals, articles, discussion papers, etc.	2 credits
Personal Development	Activities to enhance mind, body, and spirit, such as yoga or art classes	1 hour or less = 1 credit 1–4 hours = 2 credits 4+ hours = 5 credits Maximum 5 credits per reporting period



Document Your Learning

All CCP activities require either a certificate of completion/proof of attendance or completion of the Self-evaluation Practice Integration summary, describing your learning experience and how you incorporated it into your practice.

It is important to keep track of your continued education activities in the event you are selected for the CCP compliance audit. You must keep documentation of your learning activities for five years.

Track your CCP Activities Online

1. Log in to your member account at www.nhpcanada.org.
2. Click Continued Competency Program in the side menu and then Track My Activities.
3. In your CCP Activity Tracker, click the Add Activity button.
4. Fill out the information about your activity and **either**:
 - a. upload supporting documentation (e.g. a certificate of completion)
 - b. complete the Self-evaluation and Practice Integration summaries

Help

If you have questions about the CCP or require assistance, please contact us at 1-888-711-7701 or memberservices@nhpcanada.org.