SCPT
Saskatchewan College of Physical Therapists

Instructions for Completing the Continuing Competency Program

Checklist

Before uploading CCP documents please ensure you have the necessary documents and that they are completed appropriately. Please refer to the CCP Annual Audit Evaluation Forms for additional detail as to how submissions will be reviewed/audited.

Required Documents:

1. Mandatory Domain – General Submission Form
    a. All questions are answered.
    b. Answers include direct connection to and discussion of the domain and essential competencies.
    c. Answers are legible.

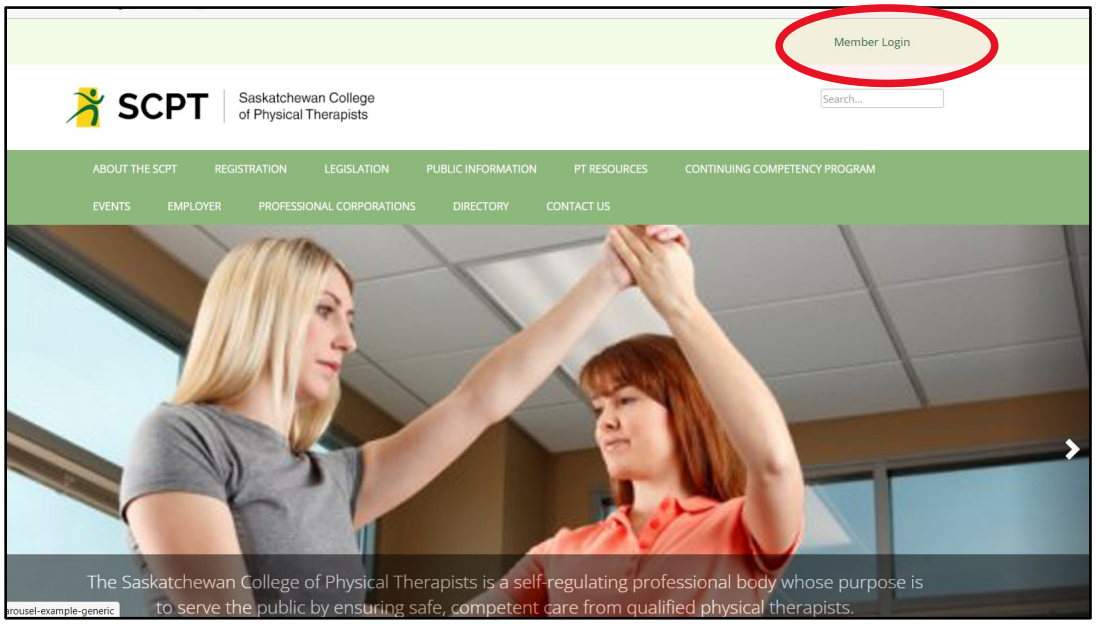
2. Choice Domain – General Submission Form
    a. All questions are answered
    b. Answers include direct connection to and discussion of the domain and essential competencies.
    c. Answers are legible.

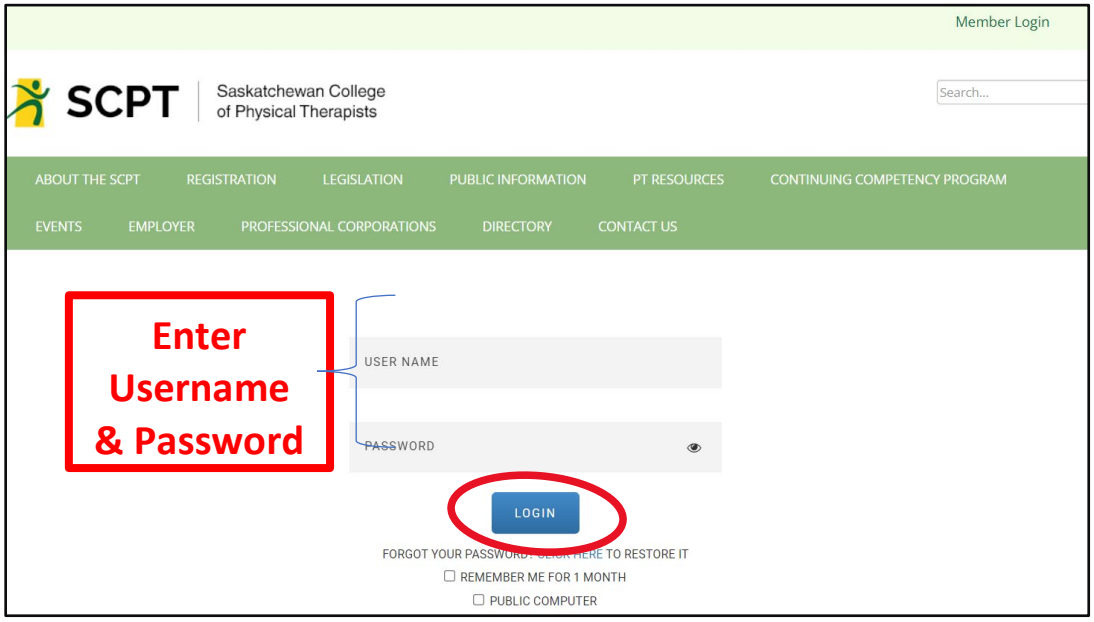
Task Proof(s)

- **A task proof form is no longer required to be uploaded as the information regarding your completed task is now included in the General Submission Form.**
- Task proof templates for Positive Self Reflection and Chart Audit are still available on the CCP area on the website and must be completed as the task (if chosen as a task) but are not to be uploaded to your member portal.
- These forms, and any others that would provide proof of task must be retained by the member in the case of an audit and will be requested if required.

Step 1 – Login and Access CCP

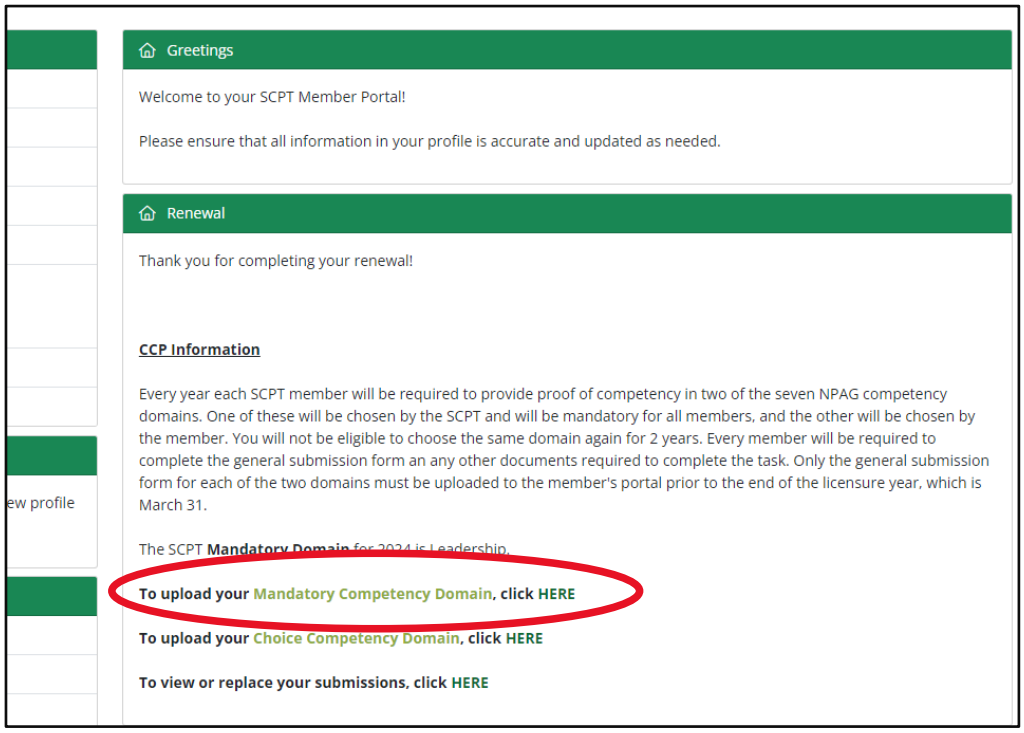
GO TO www.scpt.org and LOGIN as member



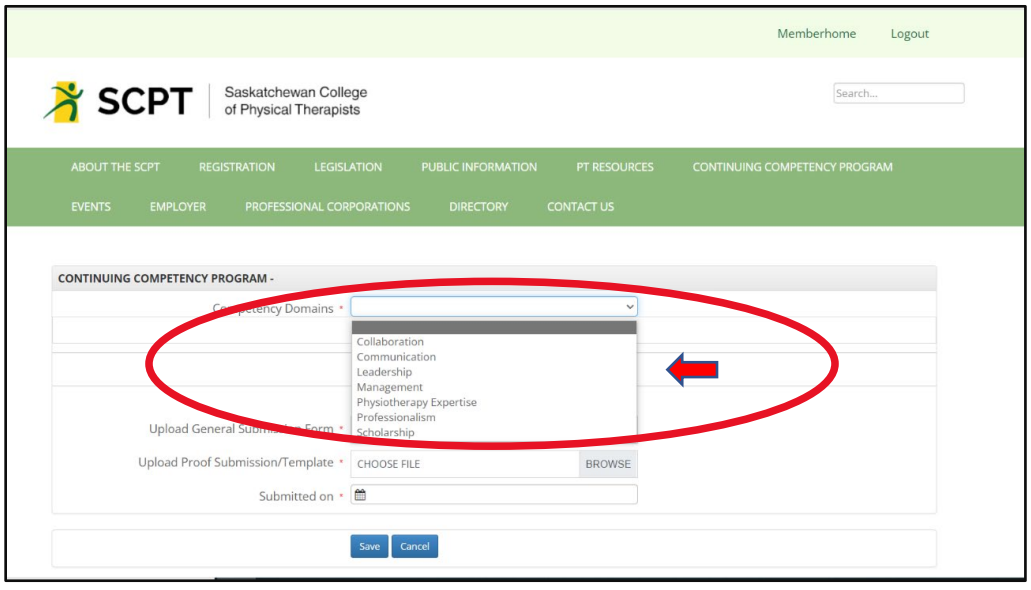


Step 2: Upload Documents for Mandatory Domain

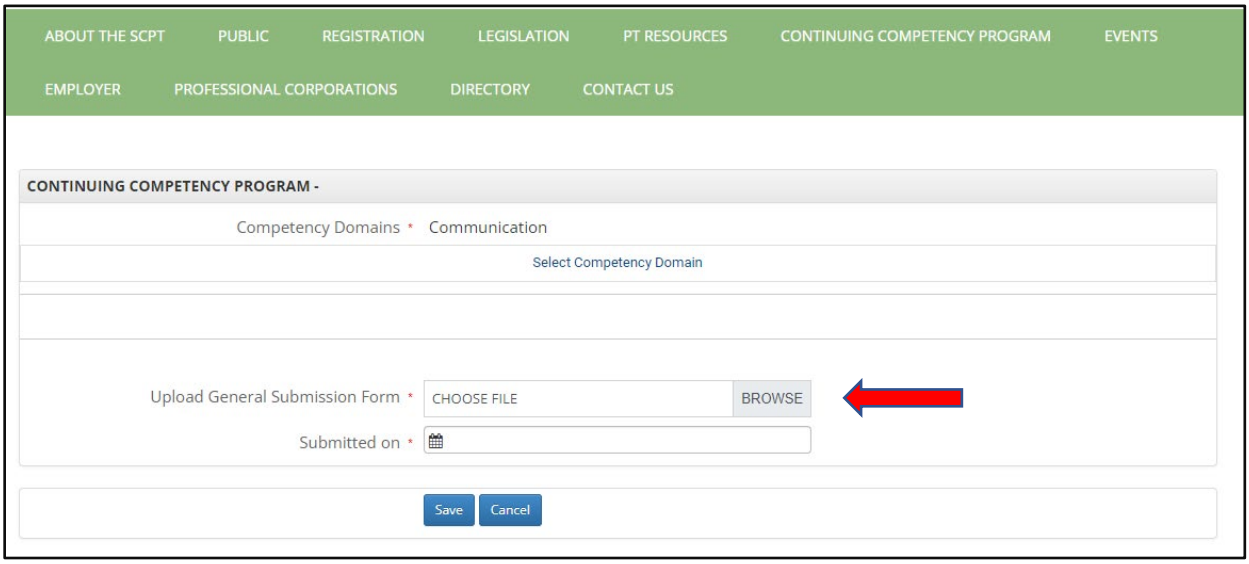
CLICK "Mandatory Competency Domain



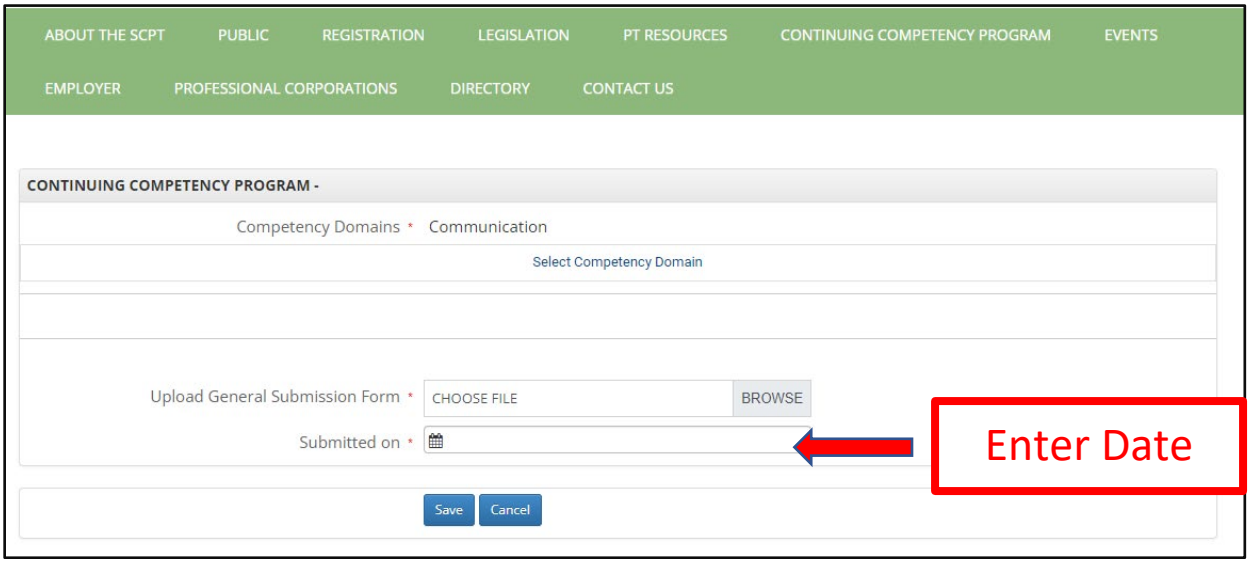
CLICK Drop down arrow and choose the year's mandatory domain" (this may be auto filled)



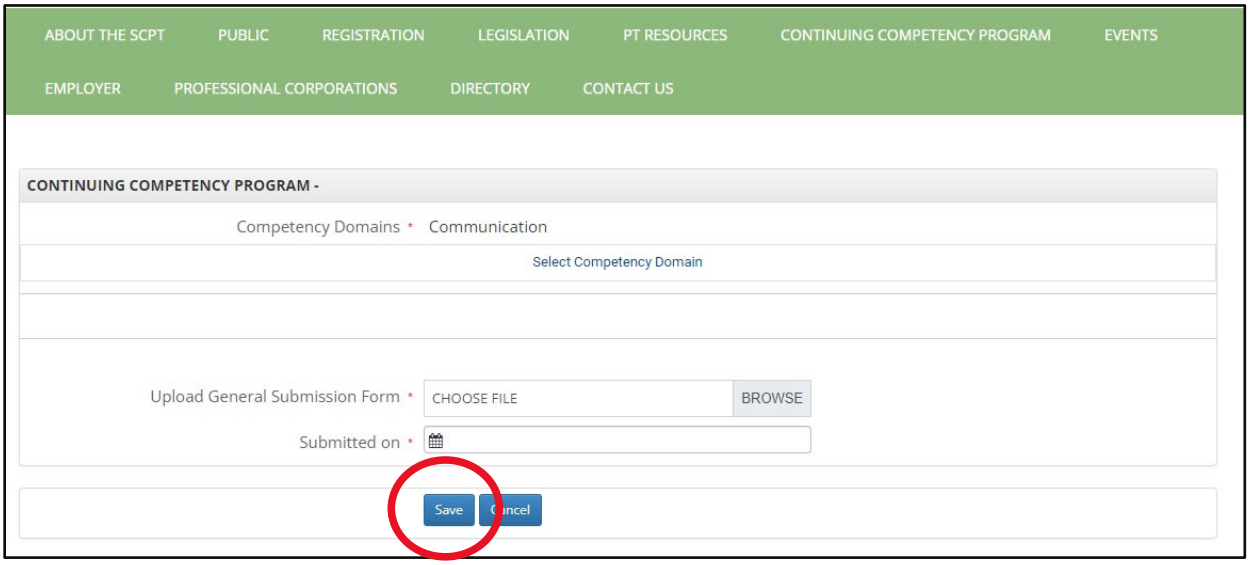
Browse to find your completed General Submission Form



Enter the Date



CLICK "Save"



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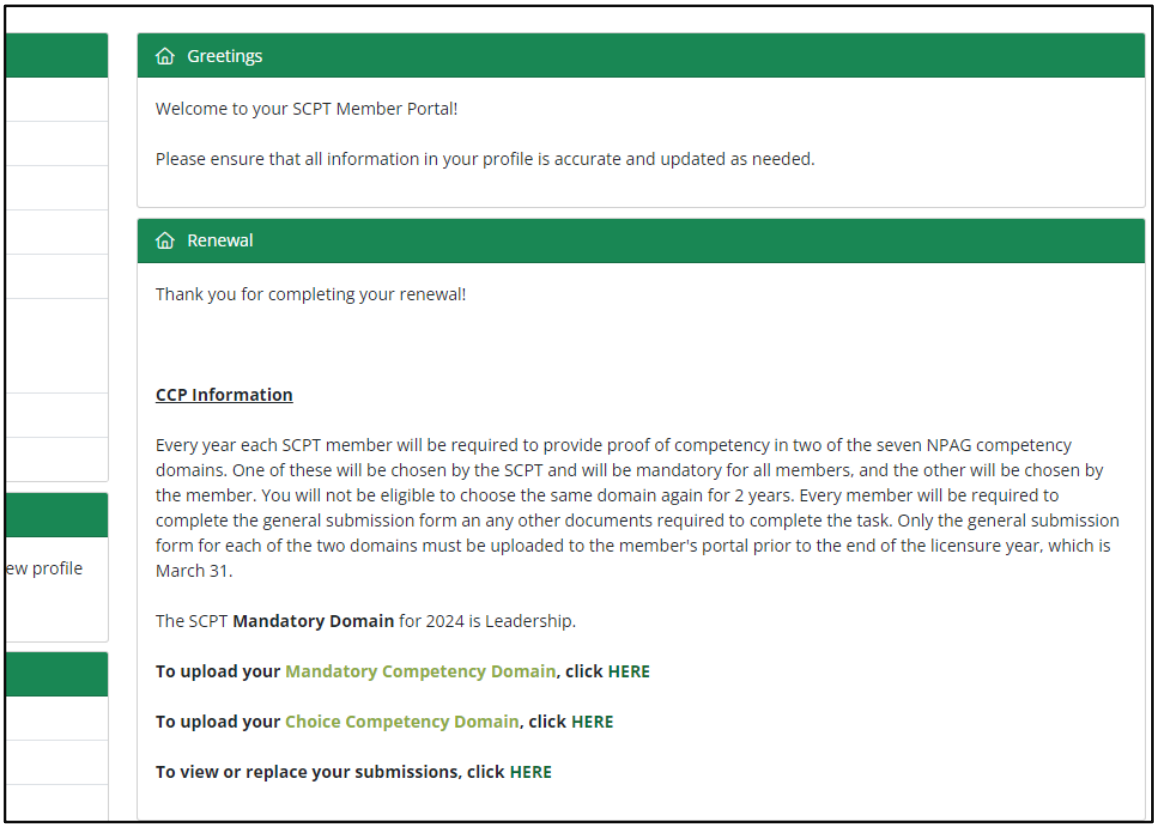
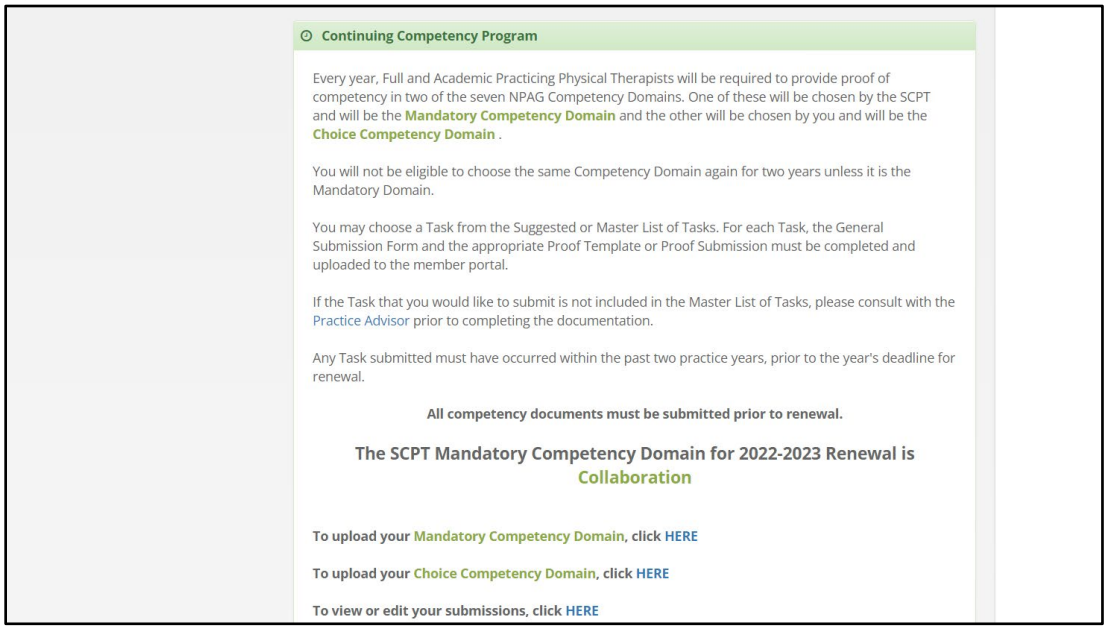
Once you save the documents you will be redirected to your member portal.



During Renewal it may also look like this:



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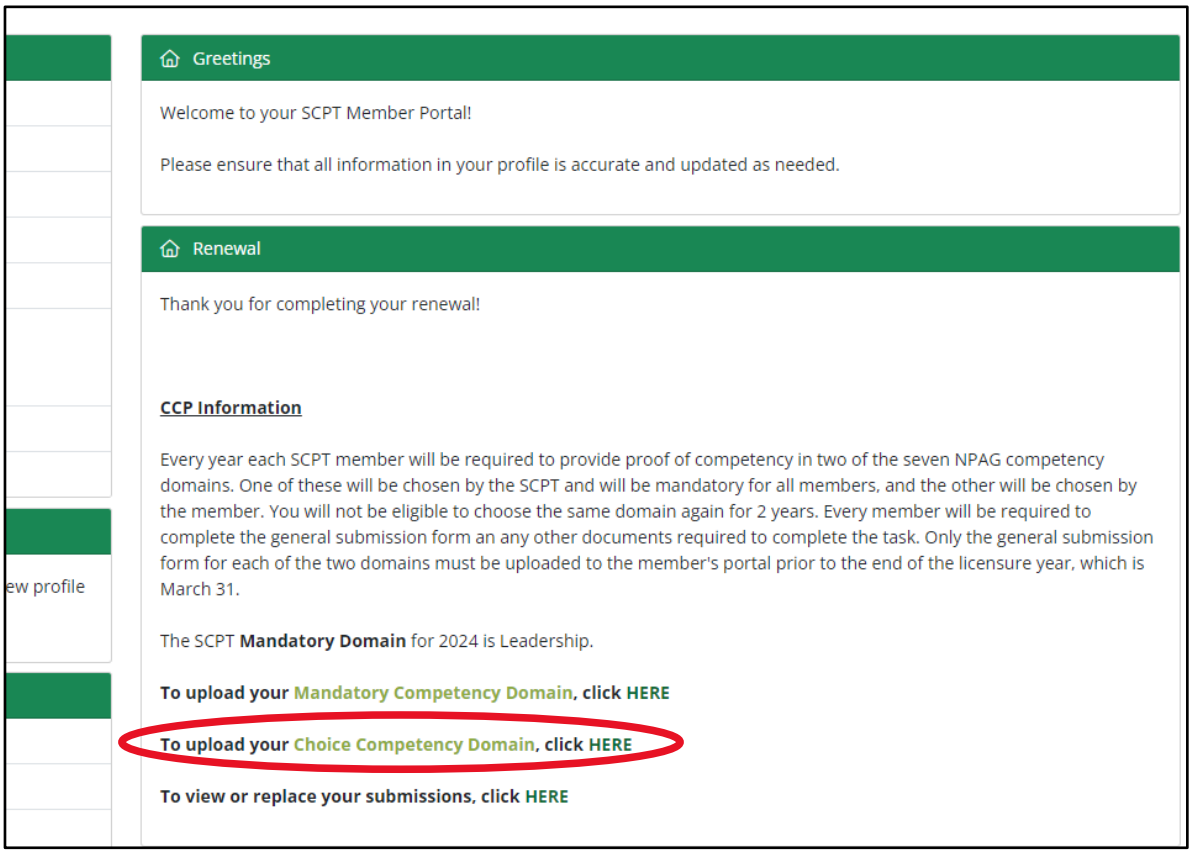
Step 3: Upload Documents for Choice Domain

If you are ready to complete your documents for the Choice Domain begin again by **clicking** "Add a Competency Record"

Follow the instructions starting at **Step 2**.



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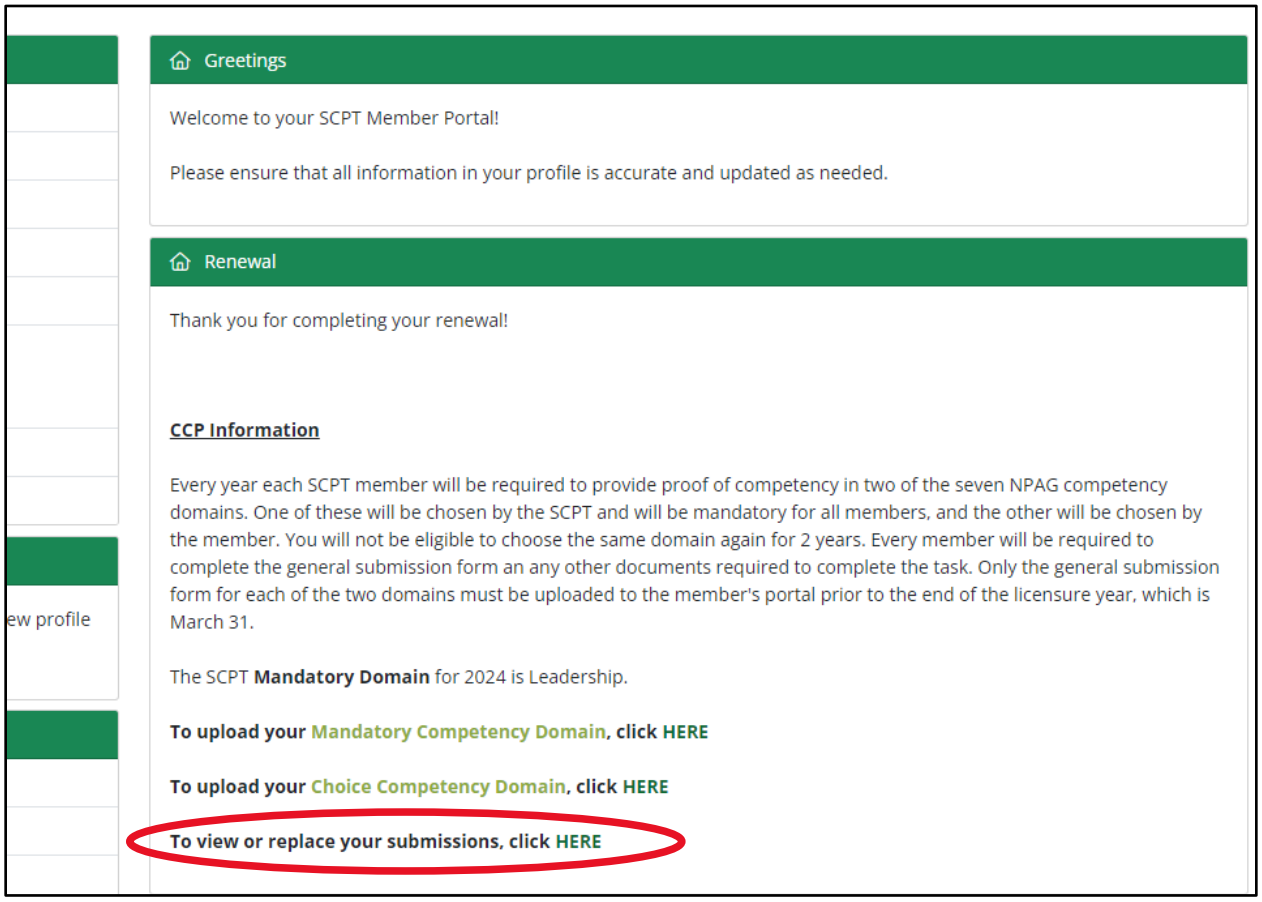
Step 4 – View or Replace Your Documents:

"To view or replace your submissions, click HERE". This will take you to the area on the member portal where your CCP documents are stored.



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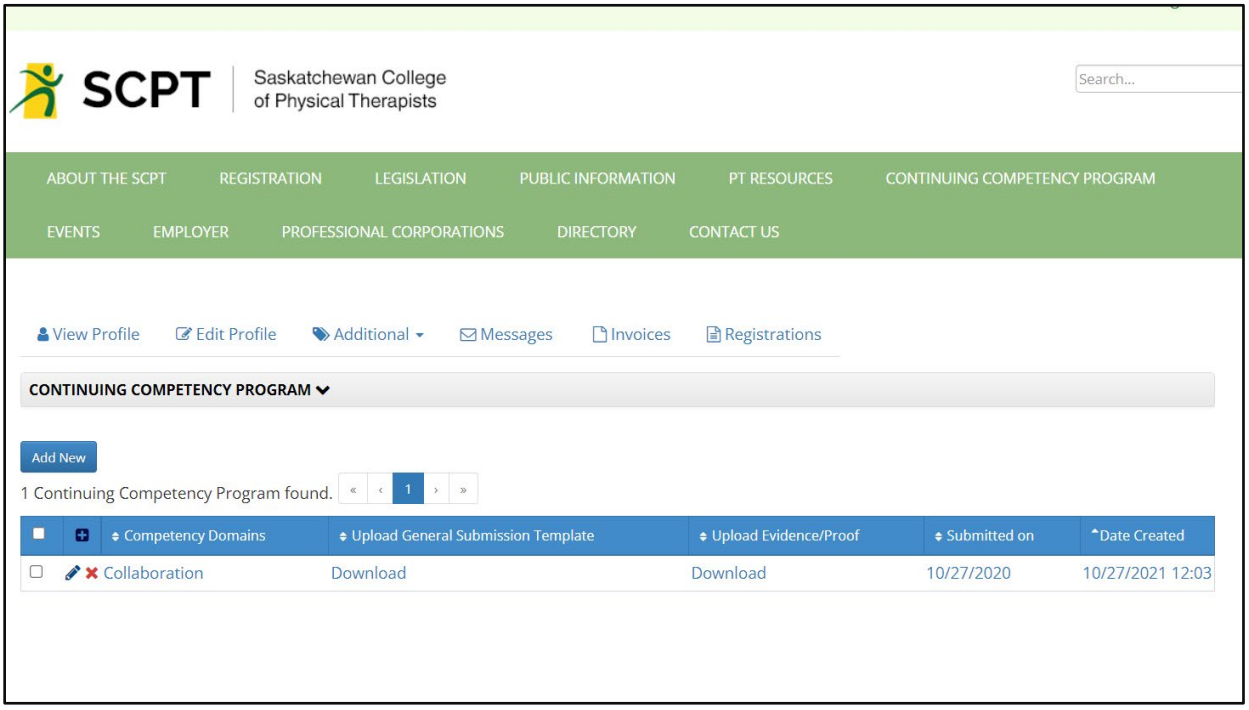

You may click “Download” to review your documents.

To replace your documents click on the X to delete the entire submission. (You must delete the documents in order to be able to re-upload the edited documents to your member portal.)

Find the documents on your computer, edit as required, and save.

Re-upload the document to the member portal following the instructions starting at Step 2.

If you have questions or require assistance, please contact the Practice Advisor at practiceadvisor@scpt.org.