

# 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:

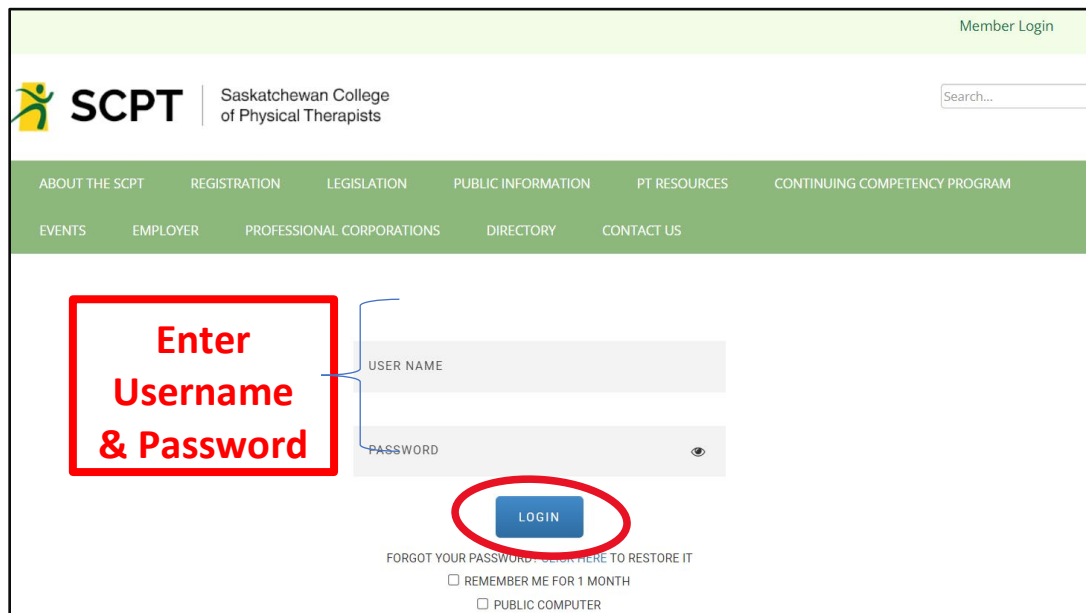
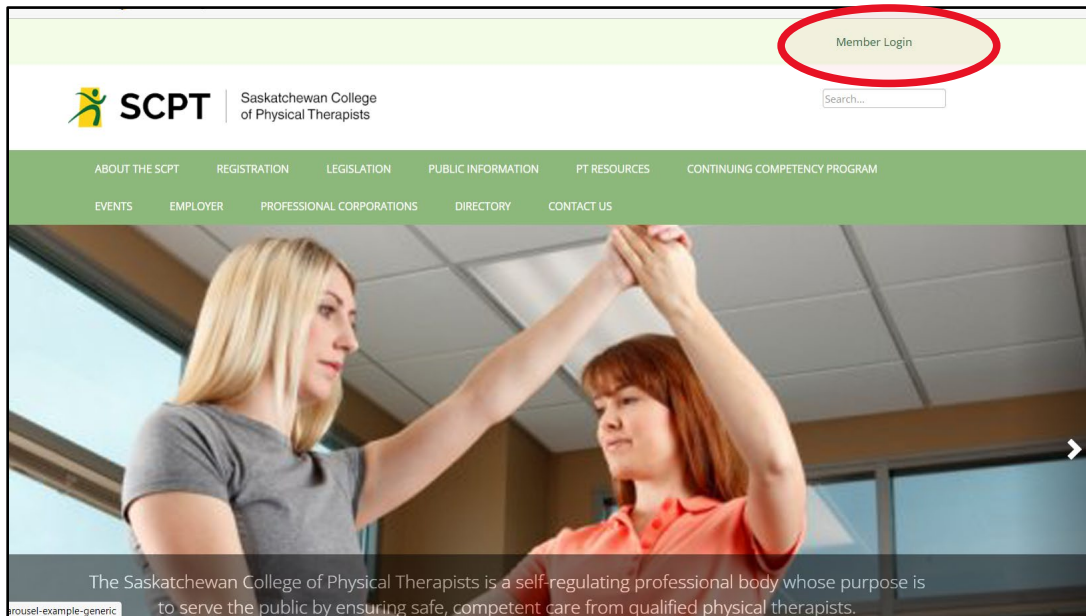
1. Mandatory Domain – General Submission Form
  - a. All questions are answered.
  - b. Answers include direct connection to and discussion of the domain and essential competencies.
  - c. Answers are legible.
  
2. Choice Domain – General Submission Form
  - a. All questions are answered
  - b. Answers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

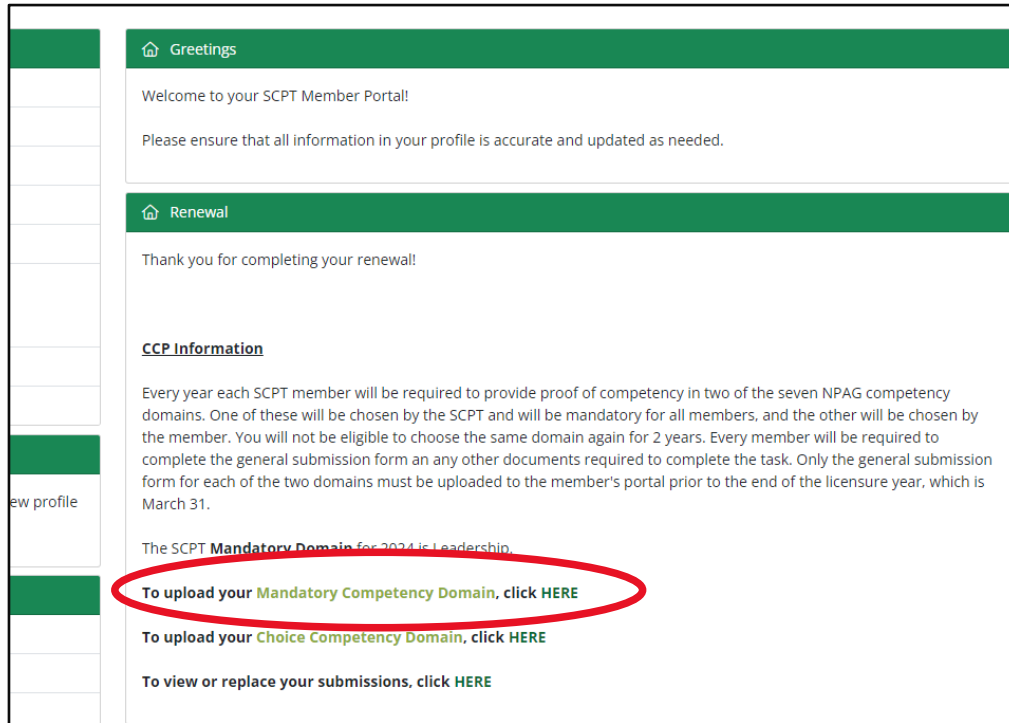
## Step 1 – Login and Access CCP

GO TO [www.scpt.org](http://www.scpt.org) and LOGIN as member

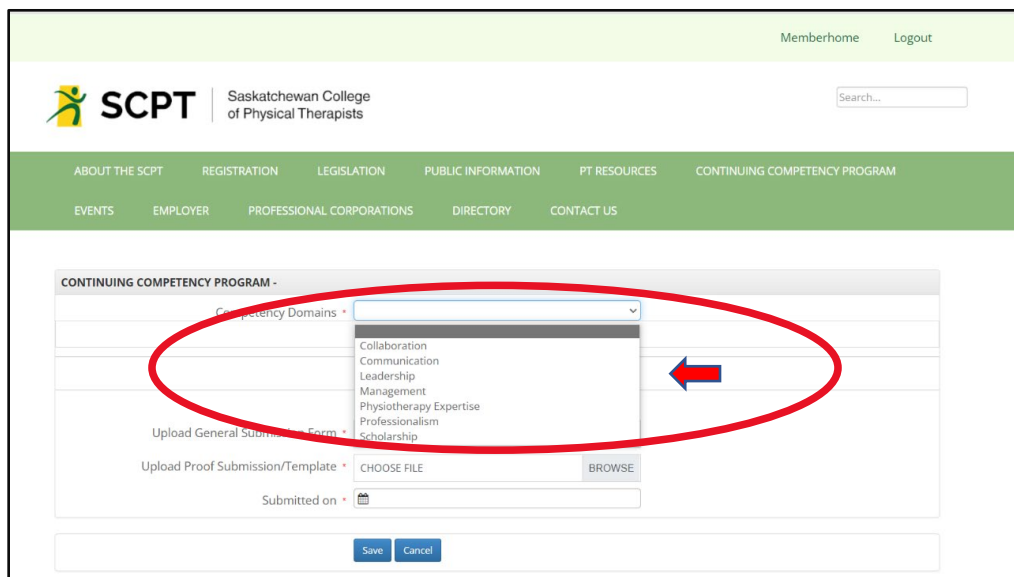


## Step 2: Upload Documents for Mandatory Domain

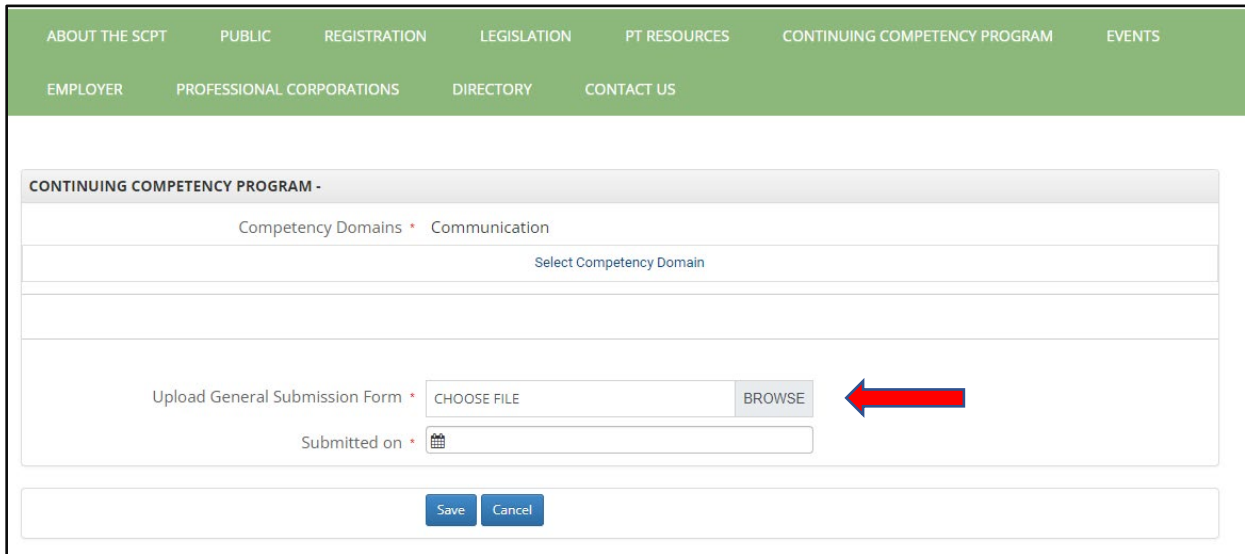
**CLICK** “Mandatory Competency Domain



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




## Browse to find your completed General Submission Form



ABOUT THE SCPT PUBLIC REGISTRATION LEGISLATION PT RESOURCES CONTINUING COMPETENCY PROGRAM EVENTS  
EMPLOYER PROFESSIONAL CORPORATIONS DIRECTORY CONTACT US

**CONTINUING COMPETENCY PROGRAM -**

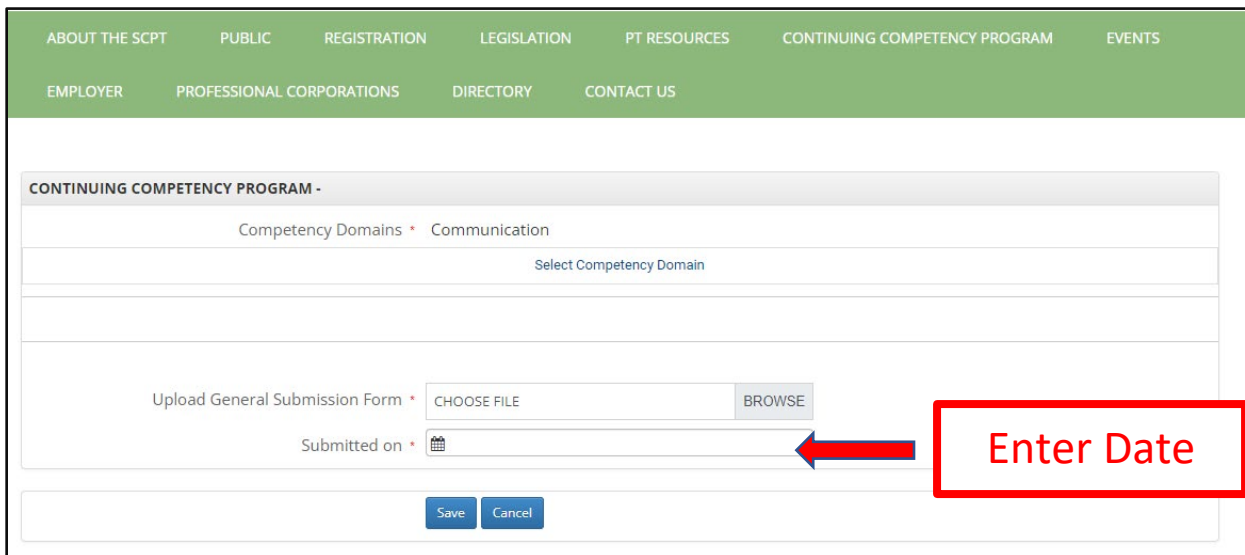
Competency Domains \* Communication  
Select Competency Domain

Upload General Submission Form \* CHOOSE FILE BROWSE  
Submitted on \* 

Save Cancel

A red arrow points to the 'BROWSE' button.


## Enter the Date



ABOUT THE SCPT PUBLIC REGISTRATION LEGISLATION PT RESOURCES CONTINUING COMPETENCY PROGRAM EVENTS  
EMPLOYER PROFESSIONAL CORPORATIONS DIRECTORY CONTACT US

**CONTINUING COMPETENCY PROGRAM -**

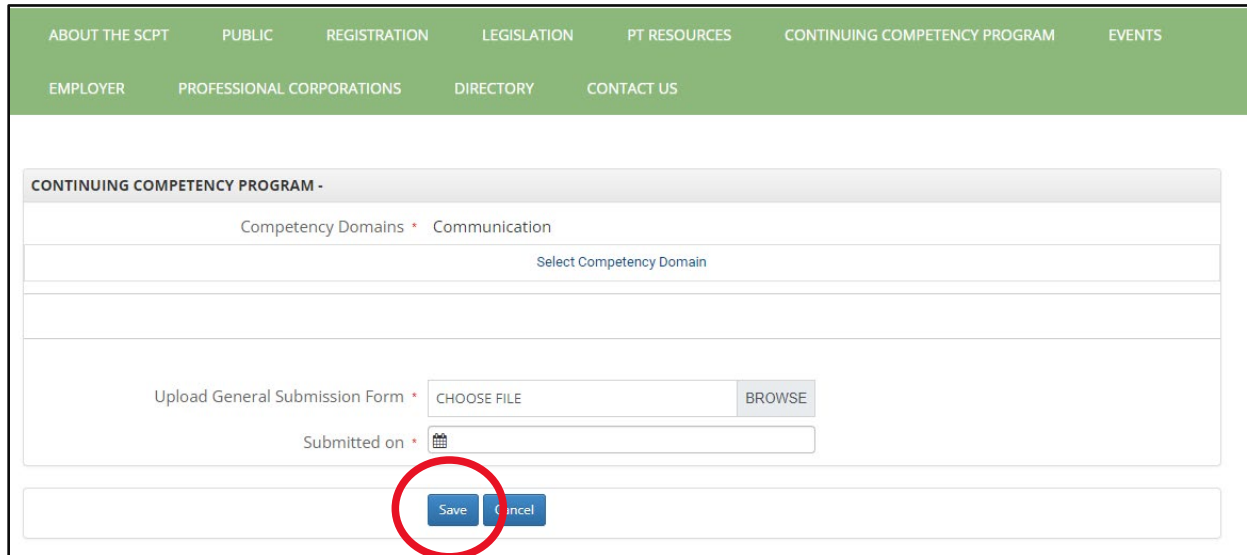
Competency Domains \* Communication  
Select Competency Domain

Upload General Submission Form \* CHOOSE FILE BROWSE  
Submitted on \* 

Save Cancel

A red arrow points to the date field, and a red box contains the text "Enter Date".

**CLICK “Save”**



ABOUT THE SCPT PUBLIC REGISTRATION LEGISLATION PT RESOURCES CONTINUING COMPETENCY PROGRAM EVENTS


EMPLOYER PROFESSIONAL CORPORATIONS DIRECTORY CONTACT US

**CONTINUING COMPETENCY PROGRAM -**

Competency Domains \* Communication

Select Competency Domain

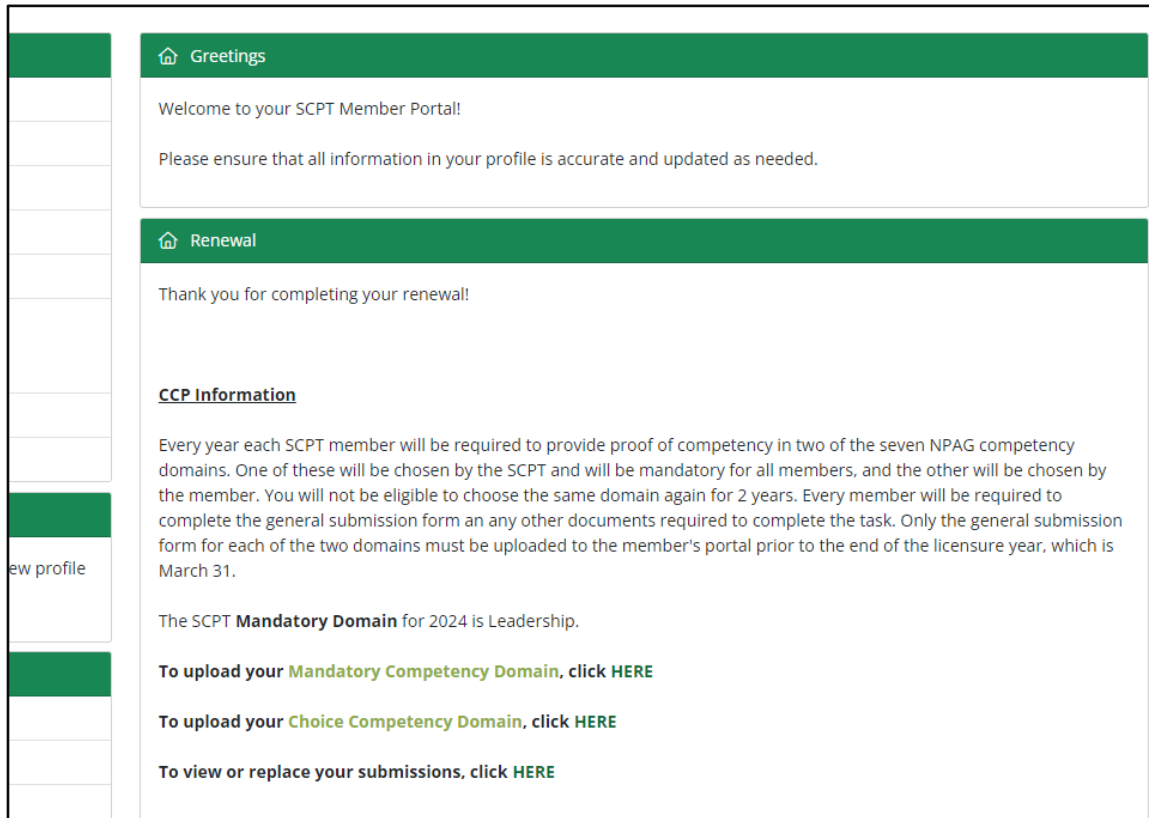
Upload General Submission Form \* CHOOSE FILE BROWSE

Submitted on \* 

Save Cancel

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



**Greetings**

Welcome to your SCPT Member Portal!

Please ensure that all information in your profile is accurate and updated as needed.

**Renewal**

Thank you for completing your renewal!

**CCP Information**

Every year each SCPT member will be required to provide proof of competency in two of the seven NPAG competency domains. One of these will be chosen by the SCPT and will be mandatory for all members, and the other will be chosen by the member. You will not be eligible to choose the same domain again for 2 years. Every member will be required to complete the general submission form and any other documents required to complete the task. Only the general submission form for each of the two domains must be uploaded to the member's portal prior to the end of the licensure year, which is March 31.

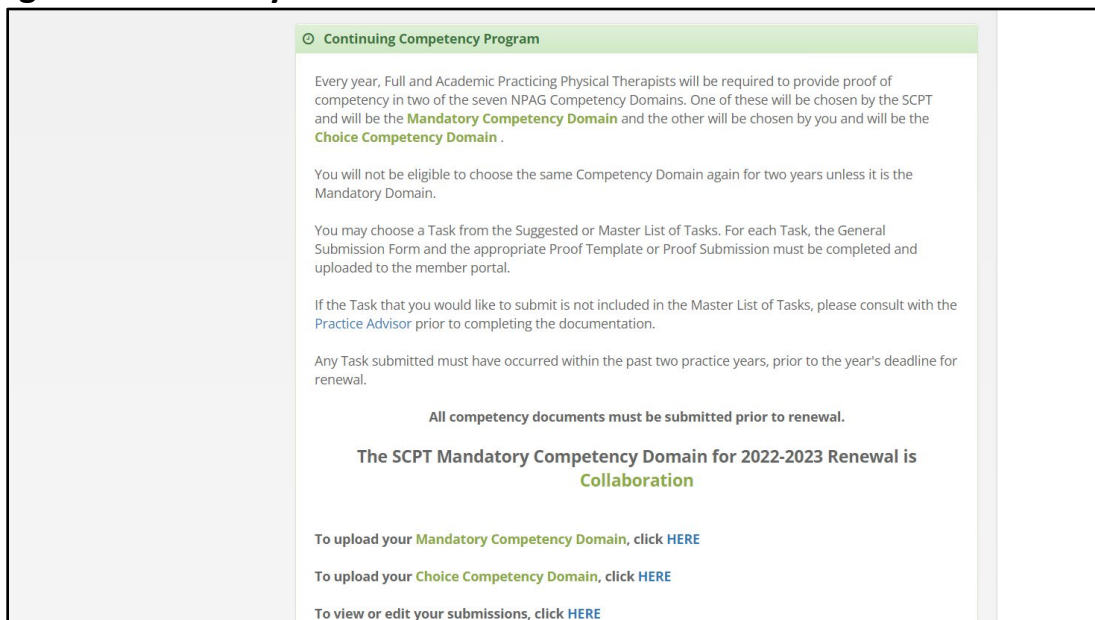
The SCPT **Mandatory Domain** for 2024 is Leadership.

**To upload your Mandatory Competency Domain, click [HERE](#)**

**To upload your Choice Competency Domain, click [HERE](#)**

**To view or replace your submissions, click [HERE](#)**

During Renewal it may also look like this:



**Continuing Competency Program**

Every year, Full and Academic Practicing Physical Therapists will be required to provide proof of competency in two of the seven NPAG Competency Domains. One of these will be chosen by the SCPT and will be the **Mandatory Competency Domain** and the other will be chosen by you and will be the **Choice Competency Domain**.

You will not be eligible to choose the same Competency Domain again for two years unless it is the Mandatory Domain.

You may choose a Task from the Suggested or Master List of Tasks. For each Task, the General Submission Form and the appropriate Proof Template or Proof Submission must be completed and uploaded to the member portal.

If the Task that you would like to submit is not included in the Master List of Tasks, please consult with the Practice Advisor prior to completing the documentation.

Any Task submitted must have occurred within the past two practice years, prior to the year's deadline for renewal.

**All competency documents must be submitted prior to renewal.**

**The SCPT Mandatory Competency Domain for 2022-2023 Renewal is **Collaboration****

**To upload your Mandatory Competency Domain, click [HERE](#)**

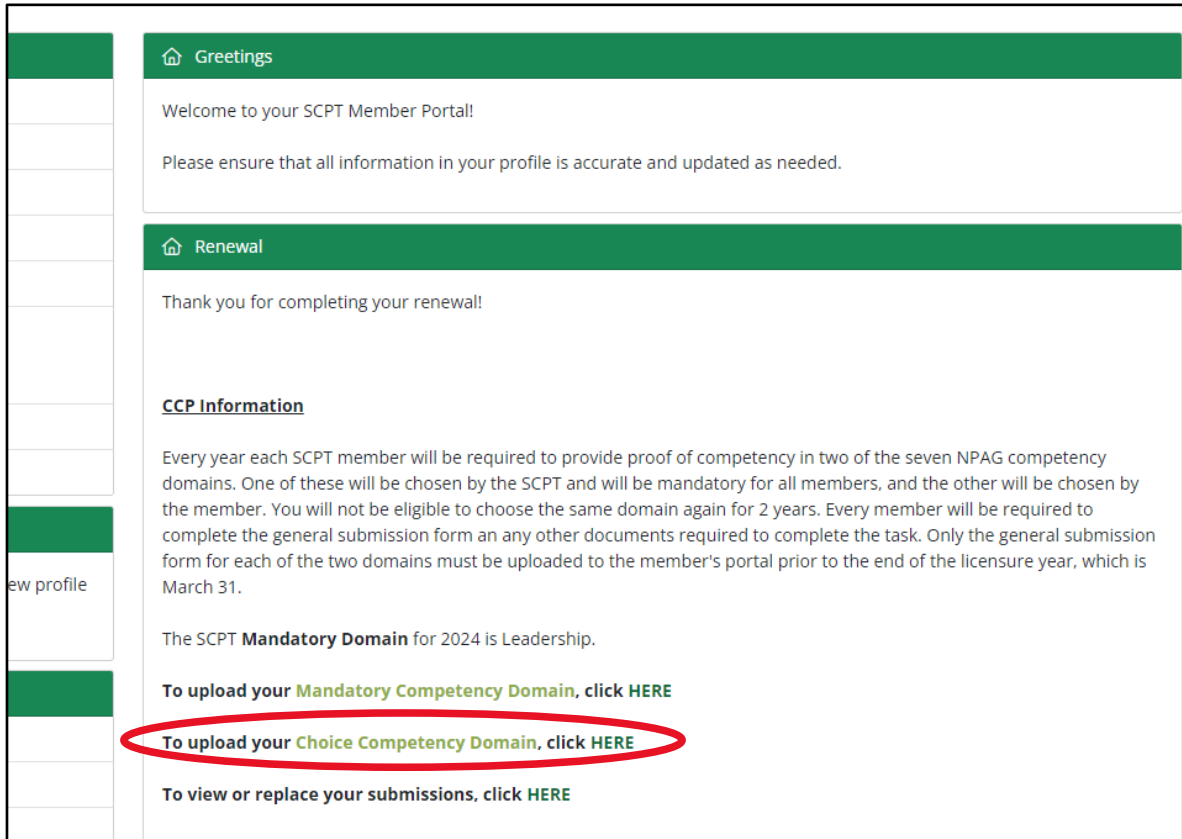
**To upload your Choice Competency Domain, click [HERE](#)**

**To view or edit your submissions, click [HERE](#)**

## 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**.

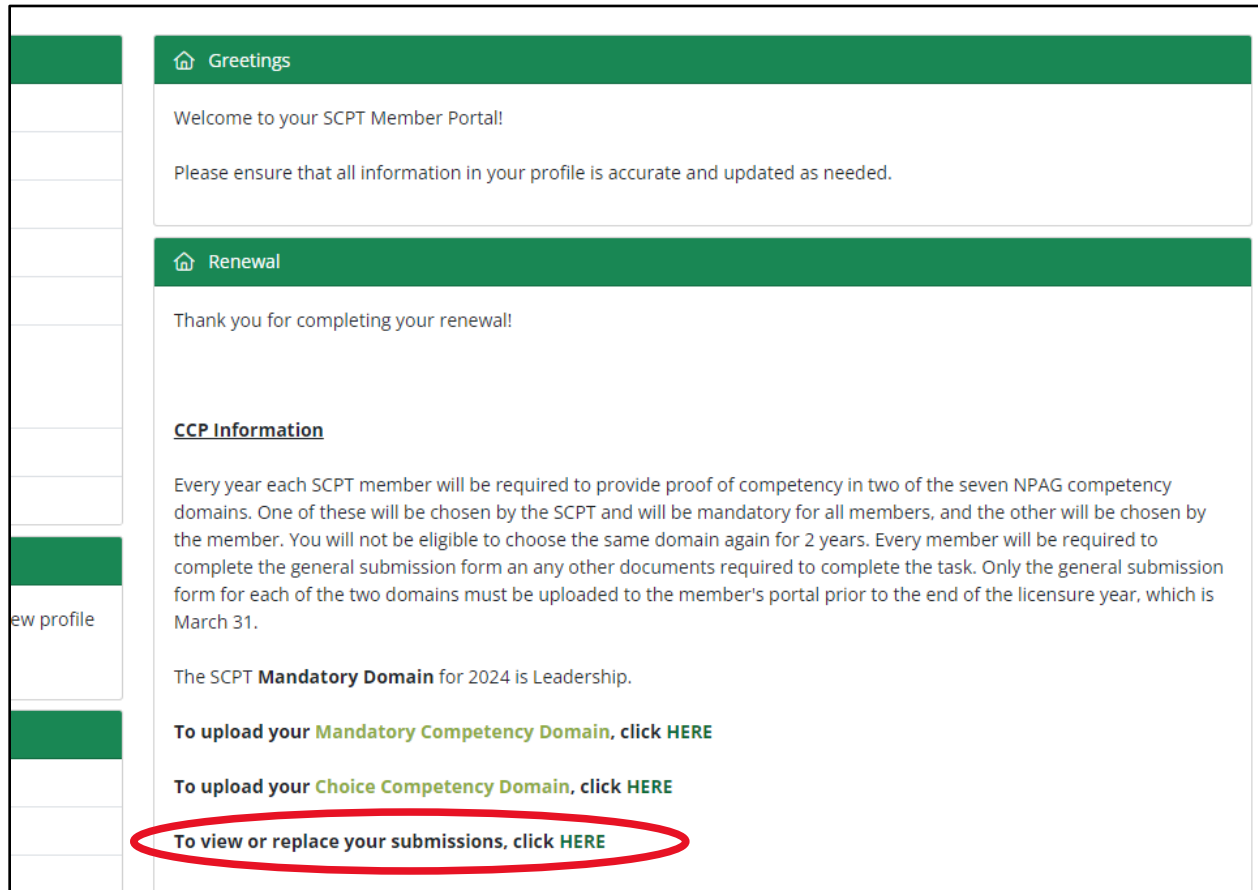


The screenshot shows the SCPT Member Portal interface. It features a green header with a home icon and the text "Greetings". Below this, a white box contains the text: "Welcome to your SCPT Member Portal!" and "Please ensure that all information in your profile is accurate and updated as needed." The next section is titled "Renewal" and contains the text: "Thank you for completing your renewal!". Below this is a section titled "CCP Information" with the following text: "Every year each SCPT member will be required to provide proof of competency in two of the seven NPAG competency domains. One of these will be chosen by the SCPT and will be mandatory for all members, and the other will be chosen by the member. You will not be eligible to choose the same domain again for 2 years. Every member will be required to complete the general submission form and any other documents required to complete the task. Only the general submission form for each of the two domains must be uploaded to the member's portal prior to the end of the licensure year, which is March 31." Below this text, it states: "The SCPT **Mandatory Domain** for 2024 is Leadership." There are three links provided: "To upload your **Mandatory Competency Domain**, click **HERE**", "To upload your **Choice Competency Domain**, click **HERE**", and "To view or replace your submissions, click **HERE**". The link "To upload your **Choice Competency Domain**, click **HERE**" is circled in red.

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## Step 4 – View or Replace Your Documents:

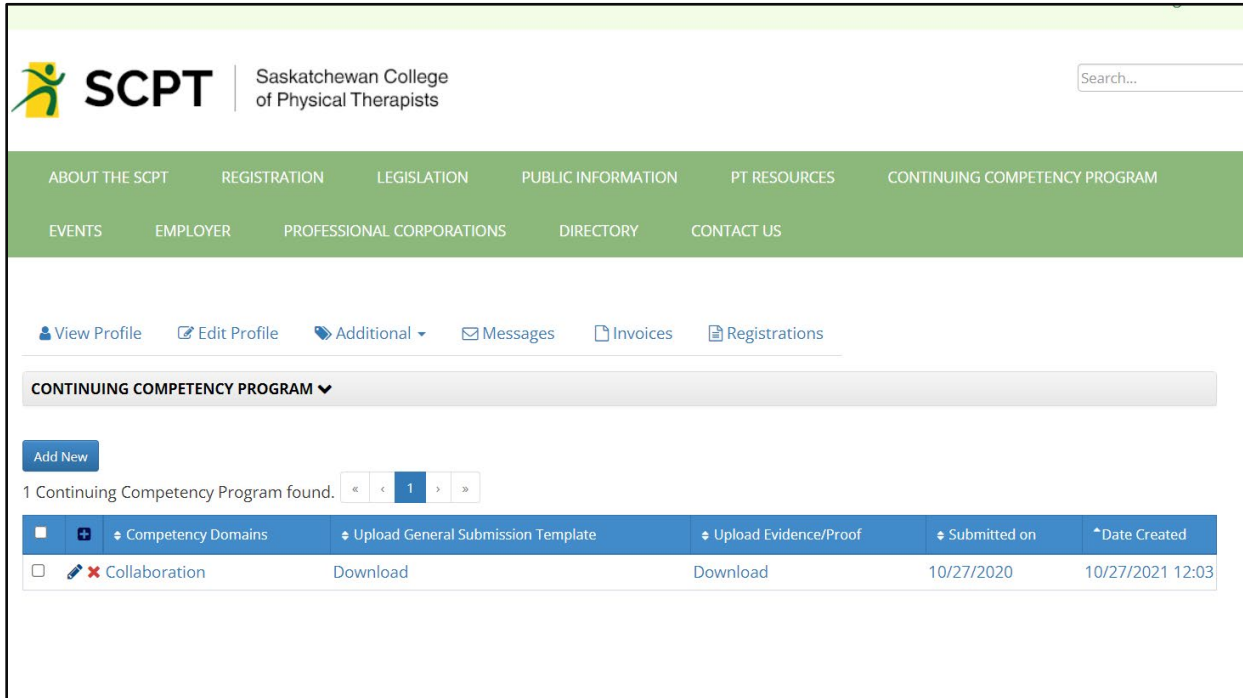
“To view or replace your submissions, click [HERE](#)”. This will take you to the area on the member portal where your CCP documents are stored.



The screenshot shows the SCPT Member Portal interface. On the left is a navigation sidebar with a green header and several menu items. The main content area has a green header for the 'Greetings' section, followed by a white box with a welcome message and a reminder to update profile information. Below this is another green header for the 'Renewal' section, followed by a thank you message. A section titled 'CCP Information' explains the competency requirements. At the bottom of the main content area, three links are listed: 'To upload your Mandatory Competency Domain, click HERE', 'To upload your Choice Competency Domain, click HERE', and 'To view or replace your submissions, click HERE'. The last link is circled in red.

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The screenshot shows the SCPT member portal interface. At the top, there is a search bar and a navigation menu with categories like 'ABOUT THE SCPT', 'REGISTRATION', 'LEGISLATION', 'PUBLIC INFORMATION', 'PT RESOURCES', and 'CONTINUING COMPETENCY PROGRAM'. Below the navigation, there are user profile options: 'View Profile', 'Edit Profile', 'Additional', 'Messages', 'Invoices', and 'Registrations'. A section titled 'CONTINUING COMPETENCY PROGRAM' is expanded, showing an 'Add New' button and a pagination control indicating '1 Continuing Competency Program found'. Below this is a table with columns for 'Competency Domains', 'Upload General Submission Template', 'Upload Evidence/Proof', 'Submitted on', and 'Date Created'. The table contains one entry for 'Collaboration' with a 'Download' link and a submission date of '10/27/2020'.

	Competency Domains	Upload General Submission Template	Upload Evidence/Proof	Submitted on	Date Created
<input type="checkbox"/>	✎ ✖ Collaboration	Download	Download	10/27/2020	10/27/2021 12:03

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](mailto:practiceadvisor@scpt.org).**