Continuing Competence Program – Frequently asked questions

What are the Continuing Competence Program (CCP) annual requirements?

Clinical pharmacists and registered pharmacy technicians must

- complete and document at least 15 CEUs during each CCP cycle,
- complete any required learning that has been assigned by the Competence Committee,
- complete **ONE** descriptor in the Active Learner tenet and answer the associated questions, and
- complete **ONE** descriptor from another tenet and answer the associated questions.

Pharmacists and pharmacy technicians can access all program materials through Academy by logging into [myACP.](#)

What is the CCP cycle?

The CCP cycle means the period of time between the beginning and end dates of the annual program cycle as established in the [ACP Bylaws](#).

- The pharmacists cycle commences on June 1 and terminates on May 31 of the following year.
- The pharmacy technician cycle commences on December 1 and terminates on November 30 of the following year.

We encourage you to start this annual learning process early and record your CEUs immediately after you complete an activity.

What are Continuing Education Units (CEUs)?

A CEU means a unit of credit equivalent to a period of time spent undertaking learning activities. For example, one hour of learning is equivalent to 1.0 CEU. You may claim to the nearest quarter of an hour (15 minutes) for the time spent on a learning activity.

How many CEUs can I record for each learning activity?

For an accredited activity, the number of CEUs is determined by the accrediting body. You will record the number of CEUs exactly as it appears on your statement of participation.

For a non-accredited activity, the number of CEUs is equivalent to the amount of time you spend completing the learning activity. There is no longer a limit to the number of CEUs you can record per learning activity.

Can I use learning that was completed in a previous CCP cycle?

No. This is a **Continuing** Competence Program, and we encourage you to continuously build upon your knowledge and skills each year.

When do I submit my CEUs?

The 'submit' functionality will be turned on in Academy at the start of the renewal period for each CCP cycle. Watch for regular communication from ACP during this time.

You may submit the descriptor questions to ACP at any point during the CCP cycle. Please note that once you push submit, **you are not able to edit your response**.

Prescribed learning activities are automatically submitted to ACP upon their completion.

Do I need to complete the Active Learner tenet every CCP cycle?

Yes, you will need to choose a descriptor from the Active Learner tenet every CCP cycle. The information recorded in your responses will need to be different as the activity is occurring in the current CCP cycle and not the previous ones.

Do I answer all of the subset questions under the three main questions in a descriptor?

This is up to you. The subset of questions are provided as prompts to support you in answering the main question. They provide further guidance and clarity in knowing how to approach or answer the question.

How long should my answers be? What level of detail is required in the responses?

Responses should comprehensively answer the questions. Learning activities must

- be documented in a manner that is legible and complete,
- contain answers that correspond to the questions asked,
- be provided in sufficient detail, and
- be completed only by the regulated member submitting the activities.

Do I have to record answers for all the descriptors in the six tenets?

No. Choose **ONE** descriptor in the Active Learner tenet and **ONE** descriptor in **ONE** other of the five tenets, answering only the questions associated with that descriptor.

Will the descriptors be the same year after year, or will there be new questions under each tenant each year?

The descriptors will be the same from year to year, outside of small edits to support greater understanding or correct grammar.

Some of the descriptor questions refer to scenarios or examples. What is the timeframe in which these scenarios or examples I use come from?

The learning activities and any scenarios or examples explained as part of responses to the descriptor questions must come from the current CCP cycle.

How do I provide responses for the descriptor questions when I am not currently practicing (e.g., on parental leave) or do not work in direct patient care (e.g., in a management or other administrative role)?

The CCP asks you to reflect on the activities they completed throughout the CCP cycle through the lens of the Professionalism Framework. These activities are based upon the broad foundation of the tenets of a pharmacy professional. The CCP has expanded from solely focusing on learning, to that of reflections on who you are as a pharmacy professional and across the work activities they complete. The questions have been designed to be applicable across practice settings and professional roles.

Please refer to the variety of examples provided in the Help section of Academy under CCP Help.

Can I use an artificial intelligence program to generate a response to a descriptor question?

You are encouraged to provide authentic responses to the questions, since the activities and reflections come from your personal experiences throughout the CCP cycle. There is no restriction preventing the use of an artificial intelligence program, but you are encouraged to review the generated response and make revisions.

If you use artificial intelligence programs in any capacity to create learning activity documentation, you must provide the name of the program used, describe how you used the program, and indicate the changes you made directly within the learning activity documentation.

Will the descriptor questions be audited like the implementation records were?

Regulated member's responses will be reviewed for compliance with the expectations outlined in the CCP Manual for pharmacists and pharmacy technicians, Items 11-15. The Competence Committee may also direct a review of the documentation provided for the self-directed and prescribed learning activities. Refer to the CCP Manual and the Standards of Practice for Continuing Competence for more information.

How will I know when I have completed the requirements?

Within Academy, there are three spots to look for completion. In a course, a header will appear at the very top when the course has been completed. You may also wish to refer to the Checklist in each course to ensure you have completed everything. There are also instructions provided in each course to describe what completion will look like.

The other spots you can refer to in Academy to check completion are the Dashboard and the Reports section. You may click on each of these in the left-hand Navigation menu. The Dashboard shows your progress within each course, while Reports allows you to view your Learning History over a period of time. The report displays the learning activities you have recorded during the date ranges you selected.

Further instructions are outlined in the Help section of Academy under CCP Help.