



Navigating the Continuing Competence Program

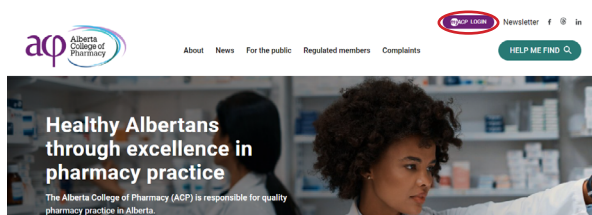
ACP's Continuing Competence Program (CCP) helps pharmacists and pharmacy technicians maintain competence and apply advances in their professions as a lifelong process.

To meet annual CCP requirements, pharmacists and pharmacy technicians must complete

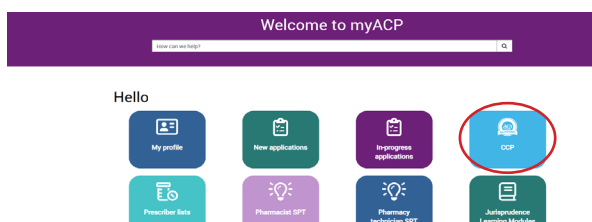
- a minimum of 15 CEUs of learning,
- the prescribed learning activities,
- **one** descriptor from the Active Learner tenet, and
- **one** descriptor from any **one** of the other five tenets.

Refer to the guide below for a step-by-step overview of navigating CCP and meeting your annual requirements.

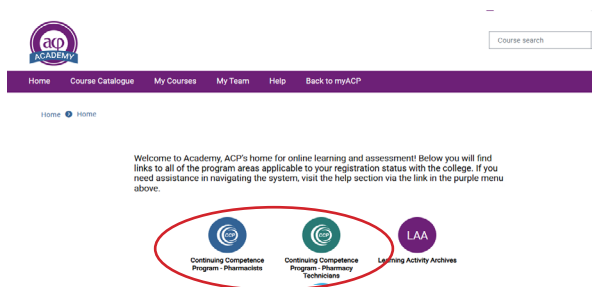
Accessing CCP in Academy



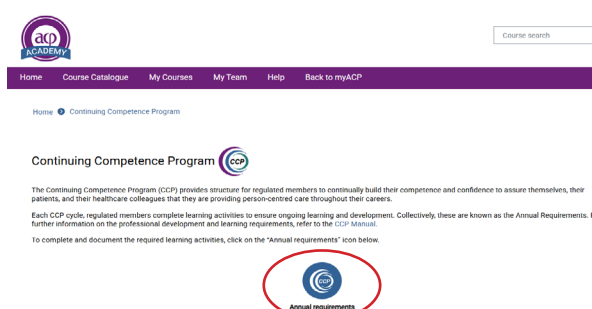
- Navigate to the ACP website (abpharmacy.ca)
- Click the myACP button in the top right corner.



- Once you are logged in to myACP, refer to your homepage and click on the CCP icon.



- Once you are redirected to Academy, you will see an icon for the CCP for pharmacists or pharmacy technicians (depending on your role).
- Click on the icon.



- Once you are redirected to the CCP section in Academy, click on the Annual requirements icon.

Completing your CCP annual requirements

To fulfill the CCP annual requirements, you must complete the following:

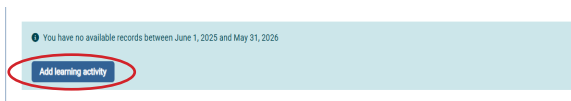
1. Under **Learning activities**
 - a) record a minimum of 15 CEUs of learning that relate to your professional practice, and
 - b) complete the prescribed learning activities.
2. Under the **Active Learner tenet**
 - a) choose **one** descriptor and answer the questions associated with it.
3. For the **other tenets**
 - a) select any **one** of the other five tenets (person-centred, collaborator, leader, use good judgement, or strong set of values), and
 - b) answer the questions associated with **one** of the descriptors for the tenet you choose.

Academy presents the CCP in courses, so each requirement has been broken out into its own course. This is similar to a self-paced (asynchronous) online learning experience, so you can complete these requirements in any order.

1. Learning activities



- In the Annual Requirements section of CCP in Academy, click the **Learning Activities** icon.



- After reading through the introduction and instructions, you will need to document your CEUs.
- Click “Add learning activity” and then fill in the information.
 - Refer to the help icons if you are not sure what information to include.
- Once you have entered the information and clicked “Save changes,” you will be taken back to the previous screen and will see your learning activity displayed in a data table.
- For information about what type of activities count as accredited or non-accredited learning and how to add up your time for CEUs, refer to the [CCP Manual](#).

Adding a non-accredited learning activity

Add learning activity

Title of learning activity

Length of learning activity hours

Organization name

Date learning activity taken

Accreditation body

• Required

Adding an accredited learning activity

Add learning activity

Title of learning activity

Length of learning activity hours

Organization name

Date learning activity taken

Accreditation body

Accreditation type

Number of credits

Accreditation identifier

• Required

#	Course Name	Completed	Issued by	Accreditation body	Credit type	Credit value
1	Pharmacy360 Frailty 2 Module	2026-02-04	University of Waterloo	Canadian Council on Continuing Education in Pharmacy (CCCPEP)	Continuing Education Units (CEU)	1
2	The Standards of Practice for Virtual Care	2026-01-20	ACP	None	Hours	1

[Add learning activity](#) Total credits: 2

Showing records between December 1, 2025 and November 30, 2025

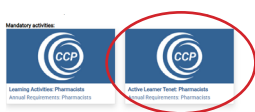
- Once you enter a learning activity, you will see it displayed in the data table (CEU chart).

Completing the prescribed learning activities

- Click on each module title and complete all required learning modules for this year's CCP cycle.
- Note:** Modules will open in a new window as a "pop-up" and may be blocked by your browser.
 - Ensure pop-ups are enabled on your browser before you get started.

- Once a module has been completed, the blue right-hand button will say "Done."
- Prescribed learning activities are automatically submitted to ACP upon their completion.

2. Completing the Active Learner tenet



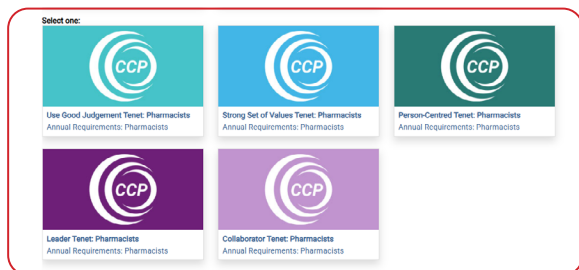
- In the Annual Requirements section of CCP in Academy, click the **Active Learner tenet** icon.

- For the Active Learner tenet, choose **one of the descriptors** and answer the related questions.
- Your responses may relate to the learning you have completed throughout the year, but they do not have to.
- You may submit the descriptor questions to ACP at any point during the CCP cycle.
 - Note:** Once you click submit, you are not able to edit your response.

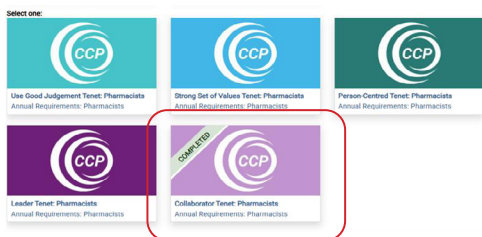
Active Learner Tenet

- Once the course is complete, a green banner will appear at the top of the course.

3. Completing one additional tenet

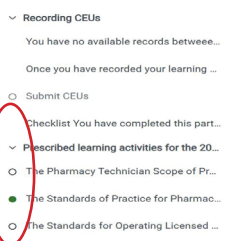


- In the Annual Requirements section of CCP in Academy, select **one** of the remaining tenets.
- You may select: Use Good Judgement, Strong Set of Values, Person-Centred, Leader, **or** Collaborator.
- Once you select your tenet, choose **one descriptor** and answer the related questions.
- Your responses may relate to the learning you have completed throughout the year, but they do not have to.
- You may submit your responses to the the descriptor questions at any point during the CCP cycle.
 - **Note:** Once you click submit, you are not able to edit your response.

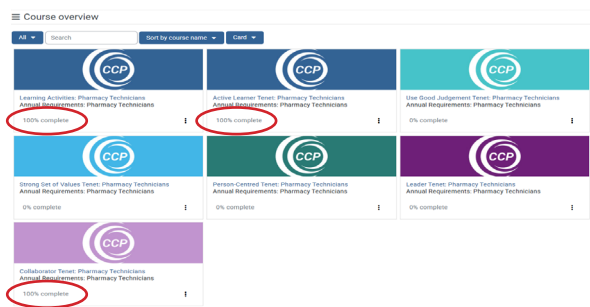


- Once a course is completed, a green “Completed” banner will appear on the course icon.

Confirming you're ready for practice permit renewal



- You can track your progress within a course using the course index along the right-hand side of the screen in Academy.
- As items are completed, the bubbles will be filled in green.
- You can complete your learning activities at any time.
- When renewal opens, you will be able to submit your CEUs as the final step.



- You can also refer to your Dashboard and navigate to the Course Overview.
- In the Course Overview section, you will be able to confirm that the required courses are complete.

Compliance Overview for

The following courses are required in order to complete the Continuing Competence Program for Pharmacy Technicians program.

Course	Duration	Status
Collaboration Toner: Pharmacy Technicians	-	
Leader Toner: Pharmacy Technicians	-	
Preceptor/Content Toner: Pharmacy Technicians	-	
Strong Suit of Values Toner: Pharmacy Technicians	-	
Use Good Judgement Toner: Pharmacy Technicians	-	
Learning Activities: Pharmacy Technicians	-	
Active Learning Toner: Pharmacy Technicians	-	

- In the Navigation menu (on the left-hand side of the screen in Academy), you can click on “Reports.”
- From there, you can access the Compliance overview report, which shows all courses for the CCP and their status.
 - A green checkmark indicates that the course has been completed.

Learning history

Start date:

End date:

Issued by	Type	Name	Date	Expiration
ACQ Academy	Course	Active Learning: Pharmacy Technicians	Wednesday, 04 February 2026, 3:26 PM	Monday, 17 January 2027, 12:00 AM
University of Waterloo (LearnerID)	Course	Pharmaceutical Quality System	Wednesday, 04 February 2026, 12:00 AM	
ACQ (LearnerID)	Course	The Standards of Practice for Virtual Care	Thursday, 20 January 2026, 10:00 AM	

- In the Navigation menu (on the left-hand side of the screen in Academy), you can click on “Reports.”
- From there, you can access the Learning history report, which shows your activity in the courses and lists all the CEUs you have entered.

Submitting your CEUs

Once you have recorded your learning activities, **double check to ensure the information entered is accurate and the total number of credits at least 15**. Once you have 15 or more total credits showing, then you will need to submit them.

Submit below

Click on the title, **Submit CEUs**, to submit them to ACQ.

Submit CEUs

- The “submit” functionality will be turned on in Academy at the start of the renewal period for each CCP cycle (on **April 1** for pharmacists and **October 1** for pharmacy technicians).
- Once the functionality is activated, the button to submit will be located in the Learning Activities course of CCP in Academy.

Submit CEUs

By the end of the Continuing Competence Program (CCP) cycle, regulated members must document a minimum of 15 continuing education units (CEUs) of learning that relate to a member's professional practice.

If regulated members used **artificial intelligence** in any capacity to create learning activity documentation for their CEUs or in answering the questions for the questionnaires in 11 Toner courses, the regulated member must provide the name of the program used, describe how they used the program, and indicate the changes made directly within the learning documentation.

Regulated members must also **retain the necessary documentation** related to their learning activities. Retaining documentation from a learning activity may include, but is not limited to, attendance from an accredited learning activity, proof of registration, course outline, or PowerPoint/presentation slides.

Documentation must be retained for two years following a CCP cycle. For example, for the 2025-26 CCP cycle, a regulated member must keep their documentation until the end of the cycle (i.e., May 31, 2027).

Review the declaration below and indicate your acknowledgement and acceptance.

I, _____, hereby confirm that in accordance with the Standards of Practice for Continuing Competence and the CCP Manual, I have: (1) documented a minimum of 15 CEUs, (2) retained documentation related to these learning activities, and (3) if applicable, retained the necessary information from the use of artificial intelligence.

- Before submitting your CEUs, closely review the declaration.
- Acknowledge and accept the declaration by checking the box, then click the “Submit” button.

More information

For more information, refer to the [CCP Manual](#) and the [CCP FAQs](#).