

ONLINE RENEWALS OPEN FEBRUARY 1, 2022 FOR REGISTRATION YEAR APRIL 1, 2022 – MARCH 31, 2023

Continuing Competence Program Requirements – Update Self-Assessment and Learning Plan, and CCP Log***

The current 3-year cycle (2019-2022) ends March 31, 2022. All Practicing and Non-Practicing Members* are required to complete and report their specific CCP obligations for this 3-year cycle at renewal. Log into your [Member Portal](#) to review your specific requirements.

*Non-practicing members must report on activities that were accrued when registered in the Practicing category for any portion of the 3-year cycle. Log into your Member Portal and review the CCP section for your specific requirements. No activities need to be reported if a member was in the non-practicing category for the entire 3-year cycle.

Member will find the Continuing Competence Program Renewal Checklist on the [Recording and Reporting Requirements](#) section of the CCP webpage.

Please review the [Continuing Competence Program](#) webpage for a review of member responsibilities, tools you can use to navigate the program, and links to [Free Learning Activities](#).

If Applicable, Submit Record/Registry Checks via Member Portal***

Practicing members with initial registration dates between April 1, 2016 to March 31, 2017 (certificate numbers **3905 – 4200**) must submit

- 1) Criminal Record Check with Vulnerable Sector Search
- 2) Child Abuse Registry SELF Check
- 3) Adult Abuse Registry SELF Check

All checks must be dated **within the last 12 months** of the submission date.

Non-Practicing members with certificate numbers of **3905 – 4200** will be required to submit their Record/Registry Checks when requesting a category change in order to be approved to transfer to the Practicing category.

*****Members who have not completed their CCP or Record/Registry Check requirements by the renewal deadline of March 1, 2022 can still complete their renewal application and will have until March 31, 2022 to log their outstanding CCP hours and/or upload their Record/Registry documents (if applicable). All renewal applications must be submitted by March 1, 2022 to avoid late fees.**

Steps to Renew (Opens February 1, 2022)

Step 1: Log into your [Member Portal](#)

Step 2: Upload copies of your record and registry checks if your certificate number is between **3905-4200**.

Step 3: Record your specific CCP requirements into the CCP log, [update the Self-Assessment and Learning Plan](#) for the next 3-year cycle (2022-2025).

Step 4: Complete the renewal form and ensure you have updated your current address, email, employer information, including current supervisor name/email and contact information.

Step 5: Complete payment

Following approval, members can view/print their 2022 Certificate of Practice (for those in the practicing category) and 2022 receipt via the Member Portal.

Timelines & Fees

- [Fees](#) are due no later than March 1, 2022 for the upcoming registration year of April 1, 2022 to March 31, 2023.
- Fees received between March 2, 2022 and March 31, 2022 will be subject to a \$75 [administrative late fee](#).
- If fees are not received in full by March 31, 2022 registration will be [cancelled](#).