



SCOT

Saskatchewan College of
Occupational Therapists

**Audit Instructions
for
Audited Members**

March 14, 2025

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A. General Information

General Information about SCOT's Continuing Competency Program (CCP) can be found on the SCOT website: [Continuing Competency Program](#).

1. Continuing Competency Program Participation Requirements

As per the SCOT Regulatory Bylaws, SCOT practicing members and restricted practicing members are required to participate in SCOT's Continuing Competency Program. Members must participate in the audit process if selected, unless an exemption of participation has been approved by council.

2. Audit Member Selection

A minimum of 5% of eligible members are randomly selected to participate in the audit process each year. SCOT Members selected for audit are randomly generated.

Additional members may be selected for audit if they did not meet audit standards during the previous year's audit.

Due to the random generation of members selected for audit, members who have participated in the audit previously may be chosen again. However, members who have been selected for audit in the previous two years and has met audit standards without requiring resubmission are exempt from the audit selection in the current year.

3. Audit Member Notification

Members selected for the CCP audit are notified by email within two weeks of the start of the new membership year. If no response is received within one week, members will be notified by registered mail.

4. Exemption Request

In exceptional circumstances, members may submit a request to SCOT Council for an extension of submission dates or exemption of participation in the Continuing Competency Program as per policy G17.

- Requests for extension or exemption of participation in the CCP audit must be made in writing to the SCOT executive director (ed@scot.sk.ca).
- Requests for extension or exemption must be accompanied by a statement of the related circumstances.
- The executive director will forward the relevant request for extension or exemption documentation to the chairperson of the Continuing Competence Committee for recommendations to SCOT Council.

- Council will review the request and the committee chairperson's recommendation before making a decision.
- The executive director will notify the member of the Council's decision.
- Council's decision is final and cannot be appealed.
- The granting of an extension or exemption shall not constitute a precedent and every request will be evaluated on its own merit.

5. Conflicts of Interest Declaration

CCP audits are conducted by SCOT Continuing Competence Committee members who hold a SCOT practicing membership and licence and who do not have a direct or indirect conflict of interest with the member(s) they are auditing.

Upon notification of selection in the audit process, a list of auditors is provided to audited members. Audited members who have a real or potential conflict of interest with one or more of the auditors are asked to fill out the CCP Audit Conflict of Interest Declaration Form and send to the CCP Chairperson (competence@scotsk.ca) within one week of receiving the list of auditors.

6. Audit Results

SCOT staff will notify audited members of their audit results by email and will send it by registered mail if the member does not confirm of receipt of email within one week's time.

SCOT members who meet audit requirements will be notified once the audit process has been completed.

SCOT members who do not meet audit standards may be required to complete one or more of the following:

- Update and resubmit identified sections of their learning plan and outcomes.
- Receive recommendations for practice improvements.
- Receive mentoring as a support mechanism.
- Participate in the audit process in the upcoming year.

Audit results will be placed in the member's permanent SCOT file.

7. Appeals

Members who have been audited may appeal any decision(s) according to the appeal policy G04.

- There shall be no appeals allowed for council’s decisions relating to requests for extension of exemption to the Continuing Competency Program.
- Appeals of SCOT committee decisions must be made in writing to the Executive Director (ed@scot.sk.ca) within 30 days of a member receiving written notification of the audit decision.
- The executive director will collect all relevant document related to the matter under appeal and will notify and provide all relevant documents to the SCOT president and council for a decision to be made by council.
- The executive director will notify the member in writing of council’s decision.
- Council’s decision is final.

8. Late Audit Form Submissions

Members that do not submit or resubmit their audit forms prior to the communicated deadlines will be charged a late fee of \$100.

B. Reviewing & Submitting CCP Information for Audit

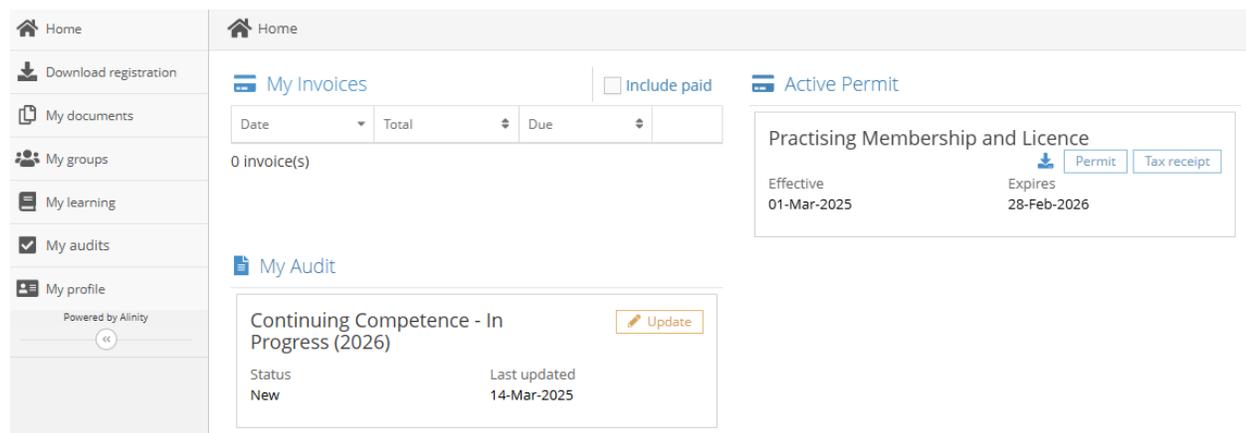
1. Logg into the Regulatory Database

If you have been selected for audit, login to the regulatory database using the link provided in the notification email or by selecting the “MEMBER LOGIN” button on the SCOT website.



2. Accessing the CCP Audit Form

If you have been selected for audit, you will see the “My Audit” section on your “Home” screen. Click on the “Update” button.



It can also be accessed by selecting “My Audits” from the left column.

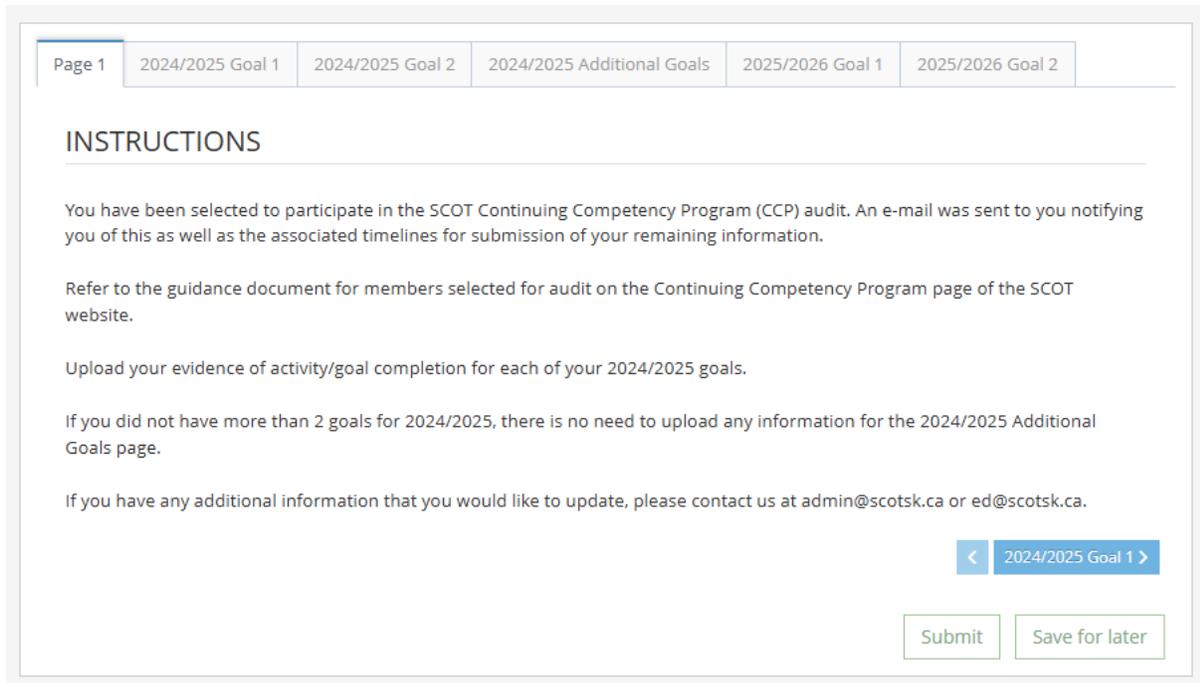
A list of audits will be visible. Click on the chevron for the specific audit.



3. Read the Instructions

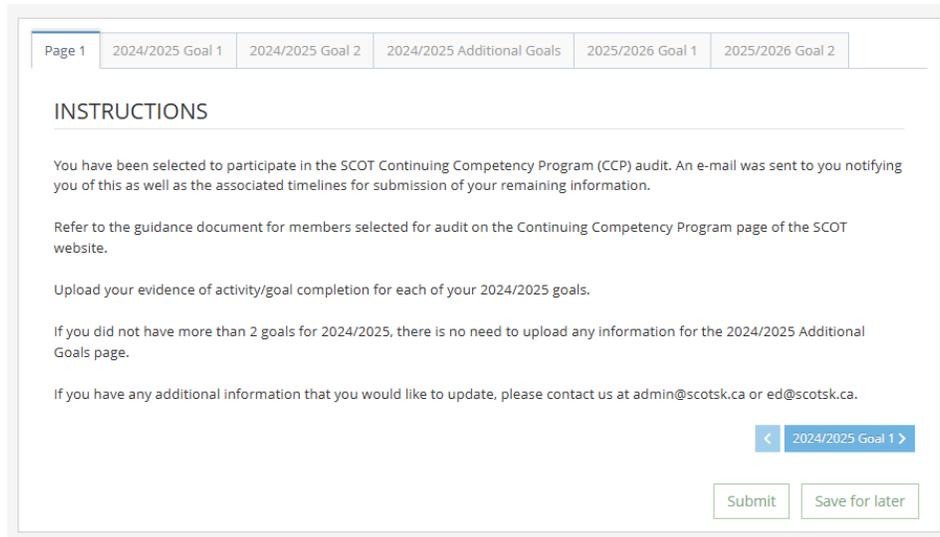
An instructions page will appear.

IMPORTANT: The website will timeout after 30 minutes of inactivity. Prior to Submitting, ensure you select “Save for later” to ensure no changes are lost.



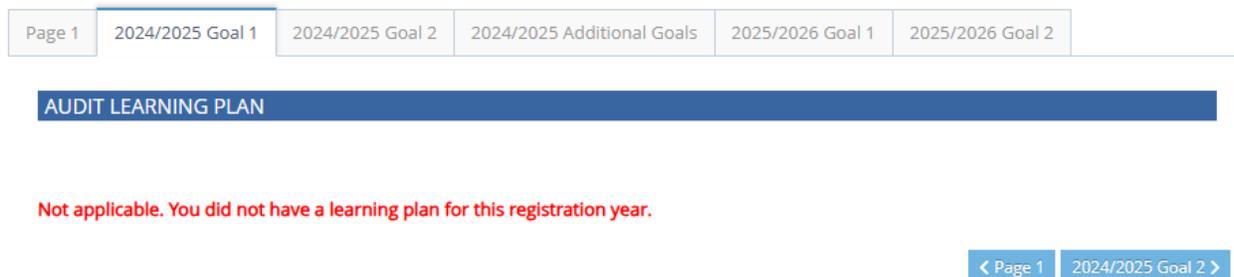
4. Navigate Between Pages

Click on each tab or select the blue button at the bottom to transition between pages.



5. Review 2024/2025 Professional Development Plan and Upload Evidence of Learning Activities/Goal Completion

If you did not have 2024/2025 learning goals due to the time that you applied for registration with SCOT, your screen will look similar to the picture below. If this is the case, you may skip the remainder of this section and start with reviewing your 2025/2026 professional development plan.



If you did have 2024/2025 learning goals, review your professional development plan and outcomes information. The information you previously submitted at time of membership/licence renewal will be populated into the fields displayed in the pictures below.

IMPORTANT: If during your review you find a section that you would like to edit or update, please email admin@scotks.ca to request access to doing so.

AUDIT LEARNING PLAN

GOAL

Professional Learning Goal: What new knowledge/goal do you want to achieve?
(Limit 1000 characters)

*

This goal is pertinent to the following Domain:

*

Specifically, the Competency:

*

Target Completion Date:

*

Learning Activities/Resources: What do I want to, have to, and/or need to do to achieve my goal?

*

- Conduct a survey, review, or evaluate a service or program
- Engage in academic study
- Participate in self-study or a study group
- Listen and learn from podcasts or videos
- Prepare materials or presentations
- Volunteer (with college, professional association etc.)
- Participate in reflective dialogue with peers
- Engage in reflective journaling
- Review materials such as journal articles or textbooks
- Collaborate with other Occupational Therapists or colleagues
- Review legislation, regulations, bylaws, or policies
- Attend or participate in a course, conference, or workshop
- Review or develop tools or resources
- Join a committee or working group
- Provide or receive mentorship
- Participate in or review research/literature
- Other

IMPORTANT: The initial reflection was not a requirement for the 2024/2025 professional development plan and will not be audited. However, any information previously provided in this section will be considered by the auditors as appropriate.

Initial Reflection: Please provide a reflection about why you selected your goal and how your goal is related to the identified competency. Describe how your anticipated learning activities and resources will develop your skills, attitudes, and/or judgment with your selected learning goal. (Minimum 50 characters, Limit 5000 characters)

*

Ensure that at least one piece of evidence is provided for each learning activity completed. It is recommended that documents are uploaded in a pdf format.

If you had previously uploaded evidence of completed learning activities at the time of renewal, can click on the green download button to view the document. You may delete the document by clicking the red trash can icon or replace it by clicking on the blue upload button next to it.

IMPORTANT: If you click the blue upload button next to the green download button, it will automatically delete the document previously uploaded.

IMPORTANT: At least one document must be uploaded for each identified learning activity in order to submit your audit form.

You may upload up to three documents per learning activity identified.

If you are unable to add all your evidence at one time, you can click on “save for later” and upload additional documents at a later date.

If you would like to edit or add additional learning activities, contact admin@scot.sk.ca to request editing access.

COMPLETED LEARNING ACTIVITIES

Add To add another activity, click the ADD button.

Activity

Date Completed * Activity Completed

* Activity Description * Evidence of Activity

* Upload supporting documentation to demonstrate completion of the identified learning activity.

  Click here to upload a supporting document from your computer 

Click here to delete uploaded document 

Additional reflections or information about completing this learning activity can also be provided.

 Click here to upload a supporting document from your computer

 Click here to upload a supporting document from your computer

Completed Activity Reflection

The following space is available for providing a reflection upon completion of a learning activity. What did you learn from completing this activity? How did completing this activity move you closer to achieving your overall goal?

(Limit 5000 characters)

EVALUATION

Goal status

*

Reflections: Provide a reflection on how completing your goal has helped you develop your skills, attitudes, and/or judgment in your practice. Describe the effects and impacts that completing your goal has had on your practice. Identify how completing your goal has enhanced your competence with respect to the domain and competency selected from The Competencies for Occupational Therapists in Canada, 2021 associated with your goal.

*

< Page 1 2024/2025 Goal 2 >

Submit Save for later

If you had more than two goals for 2024/2025, please contact admin@scot.sk.ca.

If you did not have any additional goals for 2024/2025, no action is required on the Additional Goals page.

Page 1	2024/2025 Goal 1	2024/2025 Goal 2	2024/2025 Additional Goals	2025/2026 Goal 1	2025/2026 Goal 2
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IMPORTANT: *If you did not have more than two goals for 2024/2025, you may proceed to the next tab.*
If you had more than two goals for 2024/2025, upload supporting evidence of each activity completed.

IMPORTANT: Any edits made to the 2024/2025 learning plan during the audit process will not be incorporated into the pdf document of your learning plan in the “My learning” section of the database.

6. Review 2025/2026 Professional Development Plan

Review your professional development plan and outcomes information. The information you previously submitted at time of membership/licence renewal will be populated into the fields below for your 2025/2026 goals.

IMPORTANT: The audit only includes the review of the professional development plan and does not include the outcomes or evidence of activity completion for the 2025/2026 goals. You may continue to work on your 2025/2026 goals during the audit process. These goals do not need to be completed until next renewal (February 15, 2026 deadline).

IMPORTANT: If during your review you find a section that you would like to edit or update, please email admin@scot.sk.ca to request access to doing so.

IMPORTANT: Any edits made to your 2025/26 learning plan on the audit form will not be automatically included or updated in the “My learning” section of the database. Edits will need to be incorporated into both sections if applicable.

AUDIT LEARNING PLAN

GOAL

Professional Learning Goal: What new knowledge/goal do you want to achieve?
(Limit 1000 characters)

*

This goal is pertinent to the following Domain:

*

Specifically, the Competency:

*

Target Completion Date:

*

Learning Activities/Resources: What do I want to, have to, and/or need to do to achieve my goal?

*

- Conduct a survey, review, or evaluate a service or program
- Engage in academic study
- Participate in self-study or a study group
- Listen and learn from podcasts or videos
- Prepare materials or presentations
- Volunteer (with college, professional association etc.)
- Participate in reflective dialogue with peers
- Engage in reflective journaling
- Review materials such as journal articles or textbooks
- Collaborate with other Occupational Therapists or colleagues
- Review legislation, regulations, bylaws, or policies
- Attend or participate in a course, conference, or workshop
- Review or develop tools or resources
- Join a committee or working group
- Provide or receive mentorship
- Participate in or review research/literature
- Other

Initial Reflection: Please provide a reflection about why you selected your goal and how your goal is related to the identified competency. Describe how your anticipated learning activities and resources will develop your skills, attitudes, and/or judgment with your selected learning goal. (Minimum 50 characters, Limit 5000 characters)

*

7. Submit CCP Audit Form

Once you have reviewed your information and uploaded your evidence of activities/goal completion, click on “Submit.”

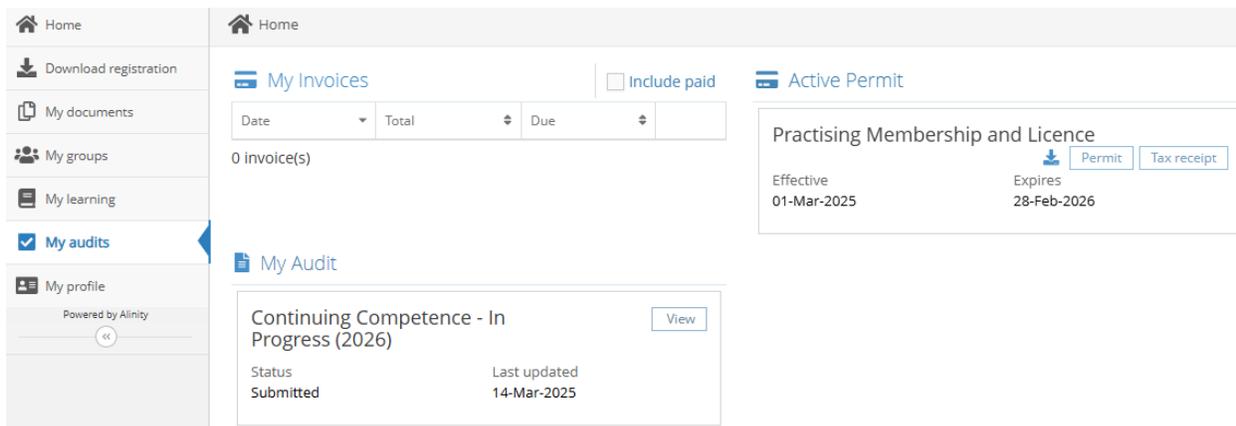
< 2025/2026 Goal 1 >

Submit

Save for later

8. View CCP Audit Form Submission

Once you have submitted your form, you may view your submission by clicking on “View.”



The screenshot shows a user dashboard with a sidebar on the left containing navigation items: Home, Download registration, My documents, My groups, My learning, My audits (highlighted), and My profile. The main content area is divided into three sections: 'My Invoices' (showing 0 invoices), 'Active Permit' (showing Practising Membership and Licence effective 01-Mar-2025 and expiring 28-Feb-2026), and 'My Audit' (showing 'Continuing Competence - In Progress (2026)' with a 'View' button and a status of 'Submitted' last updated on 14-Mar-2025).

C. Audit Results and Additional Actions

1. Determination of Audit Results

Once your audit form has been submitted to SCOT, two auditors without a conflict of interest will be assigned to review your submission. Auditors will have a minimum of three weeks to review the submission. The chairperson of the continuing competence committee and the executive director will review all audit reviews and recommendations from the auditors. A determination will be made as to the results of the audit.

2. Notification of Audit Results

Once your audit results are ready, SCOT staff will notify you by email. If you do not confirm receipt of the email within one week's time, it will be sent to you by registered mail.

3. Audit Standards Not Met

If your submission does not meet the CCP audit standards, the determined actions will be communicated to you by e-mail and may include one or more of the following:

- Resubmission of audited information.
- Making practice improvements.
- Receiving mentorship.
- Participating in the audit the following year.

D. Assistance

If you have any questions about utilizing the database, contact admin@scot.sk.ca. If you have any questions about the audit process, you may contact ed@scot.sk.ca or competence@scot.sk.ca.