



Audit Instructions for Reviewers

Revised March 30, 2026

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IMPORTANT REMINDERS:

Members are not to provide evidence of confidential or personal health information. SCOT staff have redacted names of members and client initials. If any identifiable client information is visible in the audit submission, please contact SCOT staff immediately.

The website will time out after 30 minutes of inactivity. Prior to submitting, ensure you select “Save for later” to ensure no changes are lost.

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 have met audit standards without requiring resubmission are exempt from 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 are notified by registered mail.

4. Extension & 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 Professional Practice Advisor (practiceadvisor@scot.sk.ca).
- Requests for extension or exemption must be accompanied by a statement of the related circumstances.
- The Professional Practice Advisor 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’s recommendation before making a decision.
- The Professional Practice Advisor 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. This document will refer to the “auditors” as “reviewers.”

Upon notification of selection in the audit process, a list of reviewers is provided to audited members. Audited members are asked to declare any real or potential conflicts of interest with the reviewers by filling out the CCP Audit Conflict of Interest Declaration Form and sending to the CCP Chairperson (competence@scot.sk.ca) within one week of receiving the list of auditors. The chairperson then sends the list to admin@scot.sk.ca to ensure that reviewers do not audit a member’s learning plan with an identified conflict of interest.

6. Audit Reviewers

Two audit reviewers will be assigned by SCOT staff to each audited member. Reviewers will not be assigned to audit members with whom they or the member have identified a conflict of interest.

Auditors must be eligible to be a SCOT practicing member, be a member of the Continuing Competence Committee, and must have attended an orientation session on the audit process.

Each auditor will independently assess the audit submissions that have been signed to review and will meet with another reviewer if both reviewer recommendations are not consistent with each other.

7. 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 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.

8. 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 or exemption to the Continuing Competency Program.
- Appeals of SCOT committee decisions must be made in writing to the SCOT Professional Practice Advisor (practiceadvisor@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 Professional Practice Advisor will notify the member in writing of council’s decision.
- Council’s decision is final.

B. Completing & Submitting CCP Audit Review Form

1. Log into the Regulatory Database

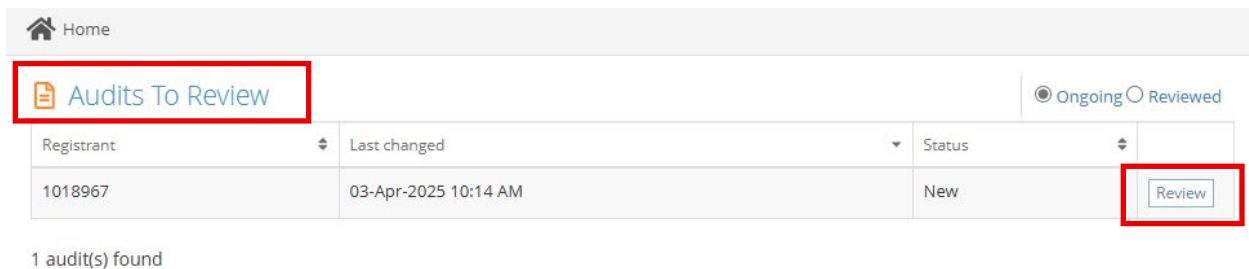
If you are an audit reviewer, log into the regulatory database using the link provided in the reviewer notification email or by selecting the “MEMBER LOGIN” button on the SCOT website.

2. Access the CCP Audit Review Forms

On the dashboard at the top, if you have been assigned any audits that are ready for review, you will see a section called “Audits To Review”. A list of registrant ID numbers and the status of the form will be listed.

A “New” status indicates that you have not yet submitted the audit review form.

Click on “Review” to review one of the audits listed.



Home

Audits To Review ● Ongoing ○ Reviewed

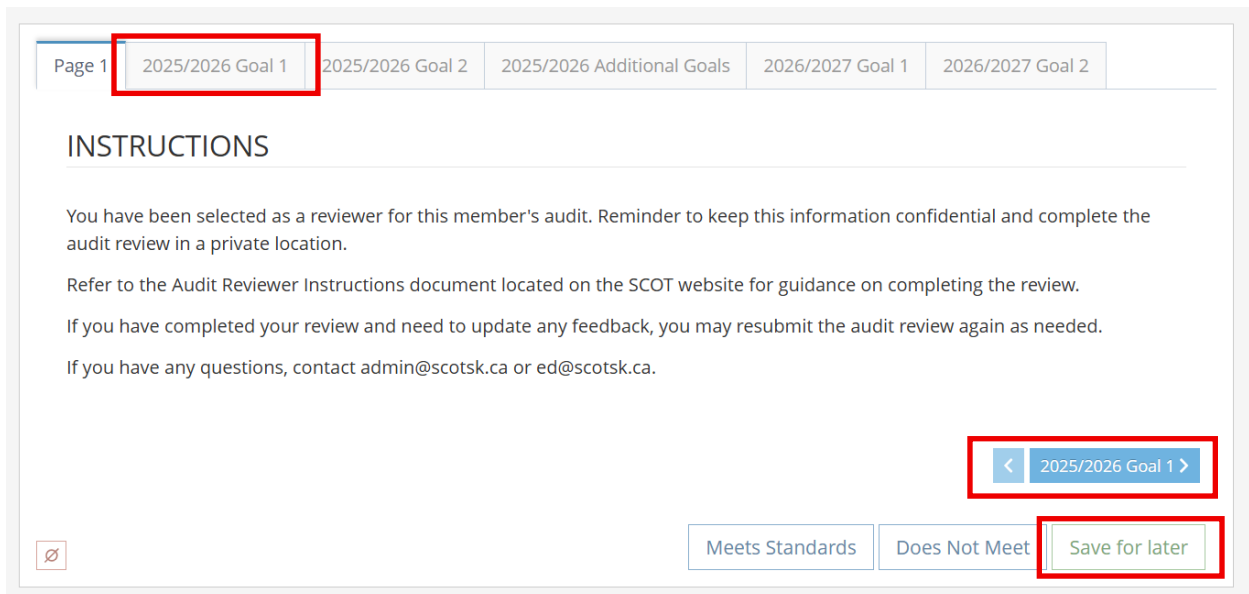
Registrant	Last changed	Status	
1018967	03-Apr-2025 10:14 AM	New	Review

1 audit(s) found

3. Read the Instructions and Navigate Between Pages

An instructions page will appear. Read the instructions and then click on the tab at the top to progress to each goal or click on the blue button at the bottom to progress to the next goal. The goals do not need to be reviewed in order, and you can go back and forth between the tabs.

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



Page 1 | **2025/2026 Goal 1** | 2025/2026 Goal 2 | 2025/2026 Additional Goals | 2026/2027 Goal 1 | 2026/2027 Goal 2

INSTRUCTIONS

You have been selected as a reviewer for this member's audit. Reminder to keep this information confidential and complete the audit review in a private location.

Refer to the Audit Reviewer Instructions document located on the SCOT website for guidance on completing the review.

If you have completed your review and need to update any feedback, you may resubmit the audit review again as needed.

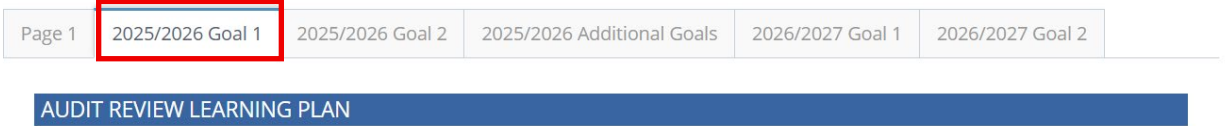
If you have any questions, contact admin@scotsk.ca or ed@scotsk.ca.

< 2025/2026 Goal 1 >
Meets Standards | Does Not Meet | **Save for later**

4. Audit 2025/2026 & 2026/2027 Learning Plans

i. Page Layout

Click on the “2025/2026 Goal 1” tab to audit the first goal. The member’s learning plan will appear on the page with questions for each reviewer to complete for each section.

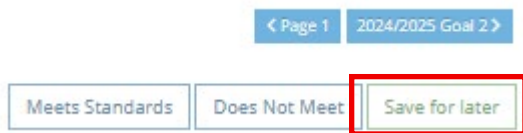


There are four main sections of the Audit Review Learning Plan for the 2025/2026 goals: Goal, Completed Learning Activities, Evaluation, and Overall Goal Feedback.



ii. Saving the Form

If you do not wish to complete the audit all in one sitting, you may click the “Save for later” button in the lower right corner. The page will time out after 30 minutes of inactivity. It is recommended that you click “Save for later” before submitting the form to ensure all your comments are saved.



iii. 2025/2026 Goal Exemption

Some members may not have 2025/2026 goals due to their membership status during the 2025/2026 membership year. If you are auditing a member that did not have 2025/2026 goals, bright red text as shown below will appear for the 2025/2026 Goal 1 and Goal 2. You may move to the 2026/2027 Goal 1 and Goal 2 tabs to complete the audit review of those goals.

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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AUDIT REVIEW LEARNING PLAN

Not applicable. You did not have a learning plan for this registration year.

< Page 1
2024/2025 Goal 2 >

iv. Goal

Review the member’s Professional Learning Goal and respond to the corresponding questions by selecting a response from the drop-down menu.

Reviewer Feedback

When you select an answer from the drop-down menu, standard feedback is automatically provided.

If you select one of the drop-down options and if you would like to provide additional feedback, you may do so in the “Comment” box. This is optional unless “Other” is selected, then a comment is required.

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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AUDIT REVIEW LEARNING PLAN

GOAL

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

The questions, response options, and corresponding feedback for this section are shown in the images below.

Question:

* Is the goal specific?

-

- Goal is Specific
- Goal is not Specific
- Other

Response Options & Corresponding Feedback:

* Is the goal specific?

Goal is Specific

Goal is specific and well-defined. It is clear what will be achieved by completing this goal.

* Is the goal specific?

Goal is not Specific

What you are working towards is vague or unclear. Clarify your goal by adding details to address the who, what, where, when, and why. Identify what you will achieve and what you will do.

* Is the goal specific?

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

* Is the goal measurable?

-

Goal is Measurable
 Goal is not Measurable
 Other

Response Options & Corresponding Feedback:

* Is the goal measurable?

Goal is Measurable

Goal is measurable. It includes criteria to indicate when the goal will be achieved.

* Is the goal measurable?

Goal is not Measurable

What you are working towards may be infinite or endless. How will you know when you have completed your goal? What data will you use to determine goal completion?

* Is the goal measurable?

Other

See reviewer's comments below.

Customized feedback:

Comment

The feedback provided by reviewers will be provided to the audited members as appropriate. All feedback will be reviewed for consistency and updated as needed by the Continuing Competence Committee Chairperson and Professional Practice Advisor prior to being sent to the members. If a reviewer re-reviews and updates their comments after reconciling with another auditor, the most recent audit form submission feedback will be reviewed and considered for sending to the member.

Review the Domain and Competency the member has chosen to correspond with their goal and select a response to the corresponding question from the drop-down menu.

Question:

** Does the goal correlate with the selected competency and domain from the Competencies for Occupational Therapists in Canada, 2021?*

-

Goal correlates with the selected domain and competency

Goal does not align with the selected domain and competency

Other

Response Options & Corresponding Feedback:

** Does the goal correlate with the selected competency and domain from the Competencies for Occupational Therapists in Canada, 2021?*

Goal correlates with the selected domain and competency

Goal correlates well with the selected competency and domain.

** Does the goal correlate with the selected competency and domain from the Competencies for Occupational Therapists in Canada, 2021?*

Goal does not align with the selected domain and competency

An alternative domain and competency may be better aligned with the goal or the relationship between the goal and the selected competency and domain are unclear.

** Does the goal correlate with the selected competency and domain from the Competencies for Occupational Therapists in Canada, 2021?*

Other

See reviewer's comments below.

Customized feedback:

Comment

Review the target date the member has chosen to correspond with their goal and respond to the corresponding questions by selecting a response in the drop-down menu.

Question:

** Is the target completion date within the corresponding registration year?*

Target date does not align with registration year

Target date aligns with registration year

Target date does not align with registration year

Other

Response Options & Corresponding Feedback:

** Is the target completion date within the corresponding registration year?*

Target date aligns with registration year

The goal target completion date is within the corresponding registration year.

** Is the target completion date within the corresponding registration year?*

Target date does not align with registration year

The goal target completion date is not within the corresponding registration year. Annual learning plans need to be started after March 1st and completed prior to the end of February of the same registration year.

** Is the target completion date within the corresponding registration year?*

Other

See reviewer's comments below.

Customized feedback:

Comment

Review Learning Activities/Resources the member has chosen to correspond with their goal and respond to the corresponding questions by selecting a response in the drop-down menu.

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

Question:

* Do the learning activities/resources align with the goal?

-

Learning activities/resources align

Learning activities/resources do not align

Other

Response Options & Corresponding Feedback:

* Do the learning activities/resources align with the goal?

Learning activities/resources align

The learning activities/resources align with the goal.

* Do the learning activities/resources align with the goal?

Learning activities/resources do not align

The learning activities/resources do not align with the goal. Determine if the learning goal needs to be reworded or if the learning activities/resources need to be changed to better align with the learning goal.

* Do the learning activities/resources align with the goal?

Other

See reviewer's comments below.

Customized feedback:

Comment

[Empty text box for comment]

Question:

* Does the initial reflection identify why the goal was selected?

Initial reflection identifies goal selection rationale

-

Initial reflection identifies goal selection rationale

Initial reflection does not identify goal selection rationale.

Not applicable

Other

Response Options & Corresponding Feedback:

* Does the initial reflection identify why the goal was selected?

Initial reflection identifies goal selection rationale

The initial reflection identifies why the goal was selected.

* Does the initial reflection identify why the goal was selected?

Initial reflection does not identify goal selection rationale.

The reason(s) the goal was selected are not identified within the initial reflection.

* Does the initial reflection identify why the goal was selected?

Not applicable

n/a - Initial reflection was not a requirement.

* Does the initial reflection identify why the goal was selected?

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

* Does the initial reflection describe how the goal is related to the identified competency?

-

Initial reflection describes competency relation

Initial reflection does not describe competency relation

Not applicable

Other

Response Options & Corresponding Feedback:

* Does the initial reflection describe how the goal is related to the identified competency?

Initial reflection describes competency relation

The initial reflection describes how the goal is related to the identified competency.

* Does the initial reflection describe how the goal is related to the identified competency?

Initial reflection does not describe competency relation

The initial reflection does not describe how the goal is related to the identified competency.

* Does the initial reflection describe how the goal is related to the identified competency?

Not applicable

n/a - Initial reflection was not a requirement.

* Does the initial reflection describe how the goal is related to the identified competency?

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

** Does the initial reflection describe how the learning activities and resources will develop the member's skills, attitudes, and/or judgement with the selected learning goal?*

-

Initial reflection identifies the effects of completing the learning activities and resources

Initial reflection does not identify the effects of completing the learning activities and resources

Not applicable

Other

Response Options & Corresponding Feedback:

** Does the initial reflection describe how the learning activities and resources will develop the member's skills, attitudes, and/or judgement with the selected learning goal?*

Initial reflection identifies the effects of completing the learning activities and resources

The initial reflection includes a description of how completing the identified learning activities and resources will develop your skills, attitudes, and/or judgement in relation to the selected learning goal.

** Does the initial reflection describe how the learning activities and resources will develop the member's skills, attitudes, and/or judgement with the selected learning goal?*

Initial reflection does not identify the effects of completing the learning activities and resources

The initial reflection does not include a description of how completing the identified learning activities and resources will develop your skills, attitudes, and/or judgement in relation to the selected learning goal.

** Does the initial reflection describe how the learning activities and resources will develop the member's skills, attitudes, and/or judgement with the selected learning goal?*

Not applicable

n/a - Initial reflection was not a requirement.

** Does the initial reflection describe how the learning activities and resources will develop the member's skills, attitudes, and/or judgement with the selected learning goal?*

Other

See reviewer's comments below.

Customized feedback:

Comment

v. Completed Learning Activities

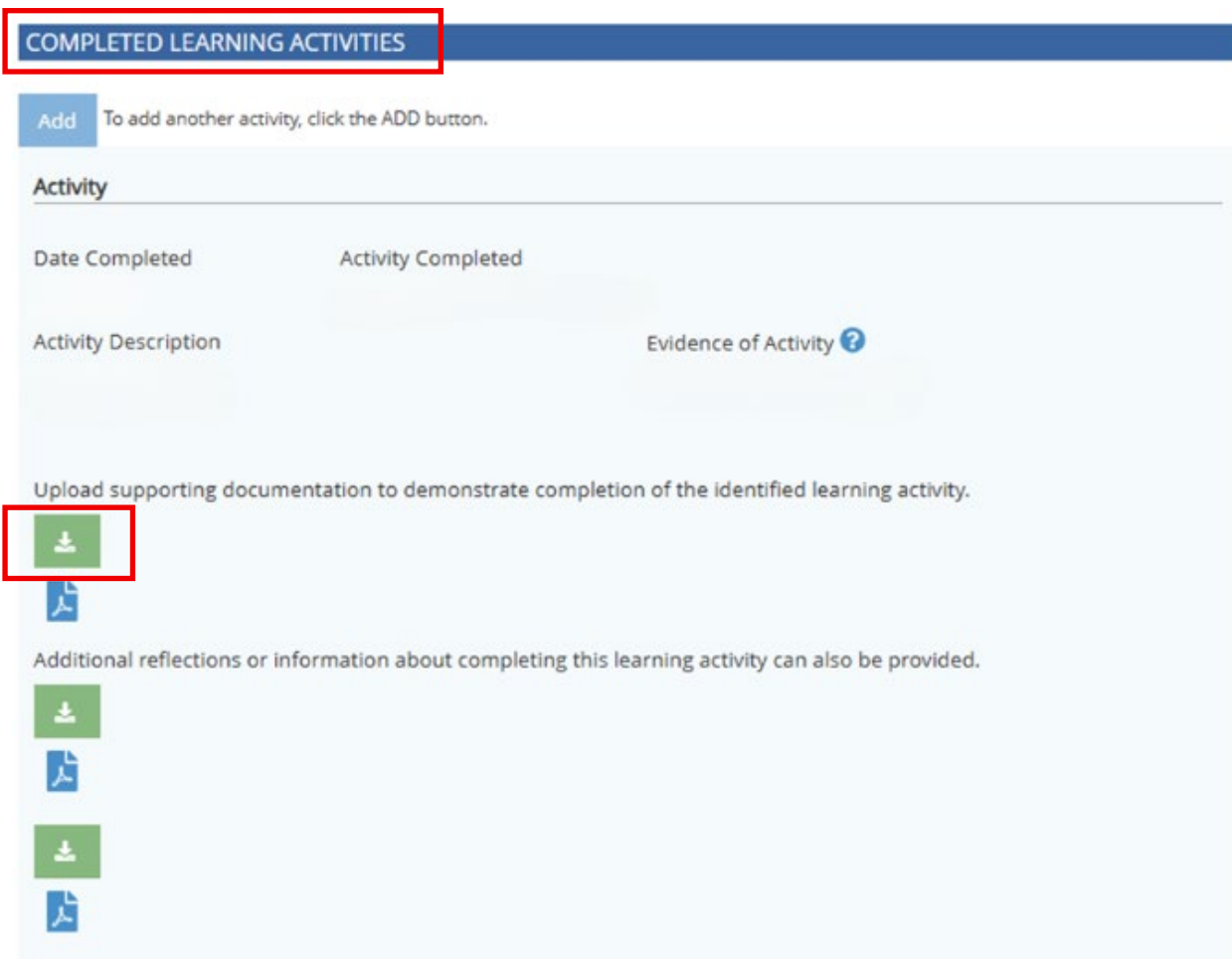
This section is only relevant for the 2025/2026 goals.

Each member was required to identify the learning activities they completed towards achieving their goal. A minimum of one learning activity was required and a minimum of one and a maximum of three documents were uploaded per each learning activity identified.

Review all the members' completed learning activities and respond to the corresponding questions by selecting a response from the drop-down menu.





Documents containing the evidence of completed learning activities can be viewed by clicking on the green download button.

Members may have uploaded a document with their reflections on their overall goal within the completed learning activities section. **Consider the reflections within the completed learning activities section when reviewing the member's overall reflection.**



COMPLETED LEARNING ACTIVITIES

Add To add another activity, click the ADD button.

Date Completed	Activity Completed	Activity Description	Evidence of Activity ?
			
			
			
			

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

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

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)

Question:

* Are the completed learning activities related to the indicated goal?

-

Completed activities related to goal

Completed activities not related to goal

Other

Response Options & Corresponding Feedback:

* Are the completed learning activities related to the indicated goal?

Completed activities related to goal

The completed activities are related to the indicated goal.

* Are the completed learning activities related to the indicated goal?

Completed activities not related to goal

The completed activities are not related to the indicated goal.

* Are the completed learning activities related to the indicated goal?

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

* Does the submission contain documentation or evidence to substantiate that the learning goals have been achieved?

-

Sufficient documentation/evidence

Missing or insufficient documentation/evidence

Other

Response Options & Corresponding Feedback:

* Does the submission contain documentation or evidence to substantiate that the learning goals have been achieved?

Sufficient documentation/evidence

There is sufficient evidence and/or documentation demonstrating that completion of the learning activities has resulted in goal completion.

* Does the submission contain documentation or evidence to substantiate that the learning goals have been achieved?

Missing or insufficient documentation/evidence

There is missing or not enough evidence and/or documentation to demonstrate that the learning activities and/or goal was completed.

* Does the submission contain documentation or evidence to substantiate that the learning goals have been achieved?

Other

See reviewer's comments below.

Customized feedback:

Comment

vi. Evaluation

This section is only relevant for the 2025/2026 goals. The “Goal status” will be marked as “Complete.”

EVALUATION

Goal status

Complete

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.

Review the Reflection provided in the Evaluation section of the learning plan. If the member provided reflections for each completed learning activity and/or provided reflections in an uploaded document within the completed activity section, please incorporate those reflections into account when auditing this section.

Respond to the corresponding questions by selecting a response from the drop-down menu.

Question:

* Within the reflection, does the member identify how completing the goal has helped them develop their skills, attitudes, and/or judgement in their practice?

-

Skill, attitude, and judgement development included in reflection

Skill, attitude, and judgement development not included in reflection

Other

Response Options & Corresponding Feedback:

* Within the reflection, does the member identify how completing the goal has helped them develop their skills, attitudes, and/or judgement in their practice?

Skill, attitude, and judgement development included in reflection

Within the reflection, you have identified how completing the goal has helped to develop your skills, attitudes, and/or judgements in your practice.

* Within the reflection, does the member identify how completing the goal has helped them develop their skills, attitudes, and/or judgement in their practice?

Skill, attitude, and judgement development not included in reflection

The reflection does not include how completing the goal has helped you to develop your skills, attitudes, and/or judgements in your practice.

* Within the reflection, does the member identify how completing the goal has helped them develop their skills, attitudes, and/or judgement in their practice?

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

* Does the member include in their reflection the effects and impacts that completing their goal has had on their practice?

-

-
- Effects and impacts on practice included in reflection
- Effects and impacts on practice not included in reflection
- Other

Response Options & Corresponding Feedback:

* Does the member include in their reflection the effects and impacts that completing their goal has had on their practice?

Effects and impacts on practice included in reflection

Within your reflection, you have described the effects and impacts that completing your goal has had on your practice.

* Does the member include in their reflection the effects and impacts that completing their goal has had on their practice?

Effects and impacts on practice not included in reflection

The reflection does not include the effects and/or impacts that completing your goal has had on your practice.

** Does the member include in their reflection the effects and impacts that completing their goal has had on their practice?*

Other

See reviewer's comments below.

Customized feedback:

Comment

Question:

** Does the member within the reflection identify how completing the goal has enhanced their competence with respect to the domain and competency selected from the Competencies for Occupational Therapists in Canada, 2021 associated with their goal?*

-

-
- Competency enhancement included in reflection
- Competency enhancement not included in reflection
- Other

Response Options & Corresponding Feedback:

** Does the member within the reflection identify how completing the goal has enhanced their competence with respect to the domain and competency selected from the Competencies for Occupational Therapists in Canada, 2021 associated with their goal?*

Competency enhancement included in reflection

Within your reflection, you have identified how completing the goal has enhanced your competence with respect to the domain and competency selected.

* Does the member within the reflection identify how completing the goal has enhanced their competence with respect to the domain and competency selected from the Competencies for Occupational Therapists in Canada, 2021 associated with their goal?

Competency enhancement not included in reflection

The reflection does not include a description of how completing the goal has enhanced your competence with respect to the domain and competency selected.

* Does the member within the reflection identify how completing the goal has enhanced their competence with respect to the domain and competency selected from the Competencies for Occupational Therapists in Canada, 2021 associated with their goal?

Other

See reviewer's comments below.

Customized feedback:

Comment

vii. Overall Goal Feedback

After reviewing each 2025/2026 and 2026/2027 goal and corresponding information, there is an opportunity to recommend whether the goal meets audits standards or not. Choose one of the drop-down menu options. The corresponding feedback is shown in the images below.

Question:

OVERALL GOAL FEEDBACK

* Reviewer's overall feedback on your Continuing Competence Submission

-

Successfully Meets Audit Standards

Almost Meets Audit Standards

Does Not Meet Audit Standards

Not applicable

Response Options & Corresponding Feedback:

* Reviewer's overall feedback on your Continuing Competence Submission

Successfully Meets Audit Standards

Your CCP submission meets audit standards.

If it is unclear whether the member met audit standards for this goal, if you want to discuss this goal with another reviewer, and/or the member may benefit from feedback, but a resubmission of this goal would not be required, you may select “Almost Meets Audit Standards”.

* Reviewer's overall feedback on your Continuing Competence Submission

Almost Meets Audit Standards

Your CCP submission was close to meeting audit standards. Incorporate the feedback offered into future CCP submissions.

* Reviewer's overall feedback on your Continuing Competence Submission

Does Not Meet Audit Standards

Your CCP submission does not meet audit standards. Resubmission is required within 30 days of notification from SCOT.

Choose not applicable if the member was not required to have goals and there is no information to audit.

* Reviewer's overall feedback on your Continuing Competence Submission

Not applicable

Not applicable. There was no learning plan for this year.

Customized feedback:

Additional feedback can be provided.

Comment

viii. Repeat for each goal

Click on the blue buttons at the bottom of the page (or the tabs at the top) to navigate to each goal and complete the same process.

5. 2025/2026 Additional Goals

Please select “Not applicable” from the drop-down menu on the 2025/2026 Additional Goals page. As goals must be completed within each registration year and can no longer be progressed, this section is no longer relevant and will be removed for future audits.

* Reviewer's overall feedback on your Continuing Competence Submission

Not applicable

Not applicable. There was no learning plan for this year.

6. Final Audit Outcomes

On the last page of the audit form (2026/2027 Goal 2), there will be an opportunity to provide an overall audit recommendation.

FINAL AUDIT OUTCOMES

Please provide your final recommendation(s).

- Audit standards met; no further follow-up required.
- Resubmission of the following:
- Participation in the Mentorship Program to:
- Review and implement practice improvement recommendations:
- Inclusion and participation in the next annual continuing competency program audit.
- Other:

If you are recommending that the member meets audit standards, you may also provide practice improvement recommendations and/or additional customized comments. However, this is not required. Keep in mind that the feedback provided throughout the audit will be shared with the member after review (and edits, if needed, by the Continuing Competence Committee Chairperson and Professional Practice Advisor). This section can be used for providing overall feedback or a summary of the main feedback provided.

Audit standards met; no further follow-up required.

Resubmission of the following:

Participation in the Mentorship Program to:

Review and implement practice improvement recommendations:

Comment:

Inclusion and participation in the next annual continuing competency program audit.

Other:

Comment:

If you are recommending that the member resubmit one or more goals, please indicate which one(s) by clicking on the associated boxes. The Overall Goal Feedback section at/near the bottom of each goal page should be consistent with the final selections made.

- Resubmission of the following:**
- 2024/2025 Goal 1
 - 2024/2025 Goal 2
 - 2024/2025 Goal 3
 - 2024/2025 Goal 4
 - 2025/2026 Goal 1
 - 2025/2026 Goal 2

If you are recommending that the member participate in the SCOT Mentorship Program, please identify one or more of the four options indicated. If the selections do not cover the intent of the Mentorship Program for this member, please include this information in the “Other” comment box.

Participation in the Mentorship Program to:

- Help identify the member's strengths, performance, and challenges as they relate to the development of their Professional Development Plan.
- Assist in planning strategies to bridge gaps in the learning process.
- Support, guide, and encourage the member's development of their Professional Development Plan.
- Act as a facilitator or mentor while the selected member takes the actions necessary to achieve their goals.

If you recommend practice improvements, provide comments:

Review and implement practice improvement recommendations:

Comment:

If you are recommending that the member participate in the next annual continuing competency program audit, you may also provide rationale for the recommendation in the “Other” comment box.

Inclusion and participation in the next annual continuing competency program audit.

Any additional comments and/or recommendations may be provided in the “Other” comment box.

Other:

Comment:

7. Save Audit Form

Once you are ready to submit the form, it is recommended that you click on “Save for later” to make sure all information you have inputted is saved, as the system times out approximately every 30 minutes.

< 2025/2026 Goal 1 >

Meets Standards

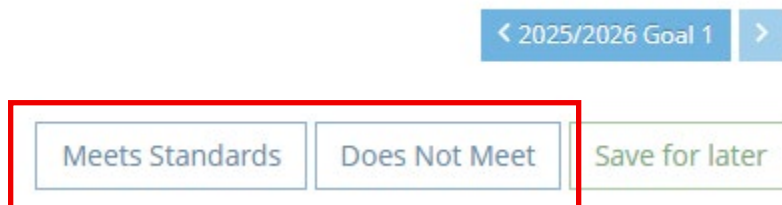
Does Not Meet

Save for later

You may also click on “Save for later” at any time and come back to reviewing the form later date/time. Once you click on “Save for later”, you may need to login to the system again. If this occurs, your information has been saved, but you will need to login as a privacy/security measure. This is to prevent other people from accessing your profile on the registrant database system.

8. Submit Audit Form

If you are recommending that the member meets audit standards, select “Meets Standards.” If you are recommending that the member does not meet audit standards, select “Does Not Meet.”



The screenshot shows a navigation bar with a blue button labeled “< 2025/2026 Goal 1 >”. Below it, three buttons are displayed: “Meets Standards”, “Does Not Meet”, and “Save for later”. The “Meets Standards” and “Does Not Meet” buttons are enclosed in a red rectangular box.

9. Form Block Reasons

If you submit the audit form and the audit form remains, it means that a question was missed and requires a response. Review the current page and look for any answers with red/orange font. This indicates the question(s) that are still needing a response. You may want to double check for this on all goal pages before submitting it again. The form will be blocked until all questions are responded to.

** Within the reflection, does the member identify how completing the goal has helped them develop their skills, attitudes, and/or judgement in their practice?*

Comment

Since Other has been selected, please provide a comment.

10. View Audit Form Submissions

Once you have successfully submitted an audit review form, you will be directed back to the “Home” screen. The forms that you have already audited and submitted will be visible if you select the “Reviewed” button.

All Audit review forms that you have not yet submitted will be displayed when the dial next to “Ongoing” is selected.

Audits To Review

Ongoing Reviewed

Registrant	Last changed	Status	
1019147	12-Mar-2025 2:35 PM	New	Review
1019384	12-Mar-2025 10:49 AM	New	Review

2 audit(s) found

To view all your submitted audit review forms, click on the dial next to “Reviewed.”

The status of the audit form that you just submitted will be identified as “Submitted” and will indicate in brackets whether you recommended that it “Meets Standards” or “Does Not Meet” standards.

Audits To Review

Ongoing Reviewed

Registrant	Last changed	Status	
1019062	16-Apr-2025 10:59 AM	Submitted (Meets Standards)	Review
1018967	09-Apr-2025 7:55 PM	Complete (Meets Standards)	Review
1019374	03-Apr-2025 7:01 PM	Submitted (Does Not Meet)	Review
1019072	12-Mar-2025 4:12 PM	Complete (Meets Standards)	Review
1019064	12-Mar-2025 3:50 PM	Submitted (Meets Standards)	Review

7 audit(s) found

1 2

11. Request Audit Review Resubmission

If you submit an audit review form and you want to update or change one of your responses, contact admin@scot.sk.ca or practiceadvisor@scot.sk.ca. If the audit form has not yet been approved, SCOT staff will be able to send it back to you to update and resubmit.

C. Audit Results

The Chairperson of the Continuing Competence Committee and Professional Practice Advisor will contact the reviewers and/or return audited forms to the reviewers if the audit recommendations require additional review and/or consideration, even if both auditors agree on the audit recommendations. This process ensures consistency and fairness among all audited members.

1. Meets Audit Standards

If both reviewers recommend that a member's submission meets audit standards, no reconciliation will be required.

The Chairperson of the Continuing Competence Committee and Professional Practice Advisor will review the feedback from both auditors and will only edit the feedback if needed to ensure consistency and correct any small spelling/grammar edits if needed. If significant edits to the feedback are needed or if there are any questions about the auditor's feedback, the form may be sent back to one or more of the auditors to adjust and provide additional information/clarification.

The audit will then be approved and the final version of the feedback and results will be shared with the audited member.

2. Does Not Meet Audit Standards

If both reviewers recommend that the member's audit submission does not meet audit standards and if all recommendations and feedback are consistent, then no reconciliation is required.

The Chairperson of the Continuing Competence Committee and Professional Practice Advisor will review the feedback from both auditors and will only edit the feedback if needed to ensure consistency and correct any small spelling/grammar edits if needed. If significant edits to the feedback are needed or if there are any questions about the auditor's feedback, the form may be sent back to one or more of the auditors to adjust and provide additional information/clarification.

3. Reconciliations

If the audit recommendations do not match between the two reviewers, SCOT staff will send both audit review forms back to the two reviewers and ask that the two members meet either by phone or virtually to reconcile their recommendations. Reviewers may also meet in person if needed. The Continuing Competence Committee Chairperson or SCOT staff can set up a Teams meeting for the two reviewers as requested.

If the auditors require assistance or cannot reach a consistent recommendation, the Chairperson of the Continuing Competence Committee and/or the Professional Practice Advisor may be contacted. An additional auditor may also be assigned to review the audit if necessary.

4. Resubmission Recommendations

If both auditors recommend that the same goal information be resubmitted, the audit form will be sent to the member with the feedback and only the sections that require resubmission will be made editable.

Once the member resubmits their audit information, staff will reassign the audit review form to the same two reviewers for feedback on the resubmitted information.

Auditors will receive notification by email if and when this occurs.

D. Assistance

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