Saskatchewan College of Occupational Therapists

Audit Instructions

for

Audited Members

July 30, 2025

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IMPORTANT REMINDERS:

Do not provide evidence of confidential or personal health information. If any information needs to be provided as proof of goal completion, ensure that any confidential or sensitive information is redacted before uploading it to the database system.

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 SCOT 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 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. 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 Executive Director (ed@scotsk.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's recommendation before making a decision.
- The Executive Director will notify the member of 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 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@scotsk.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.
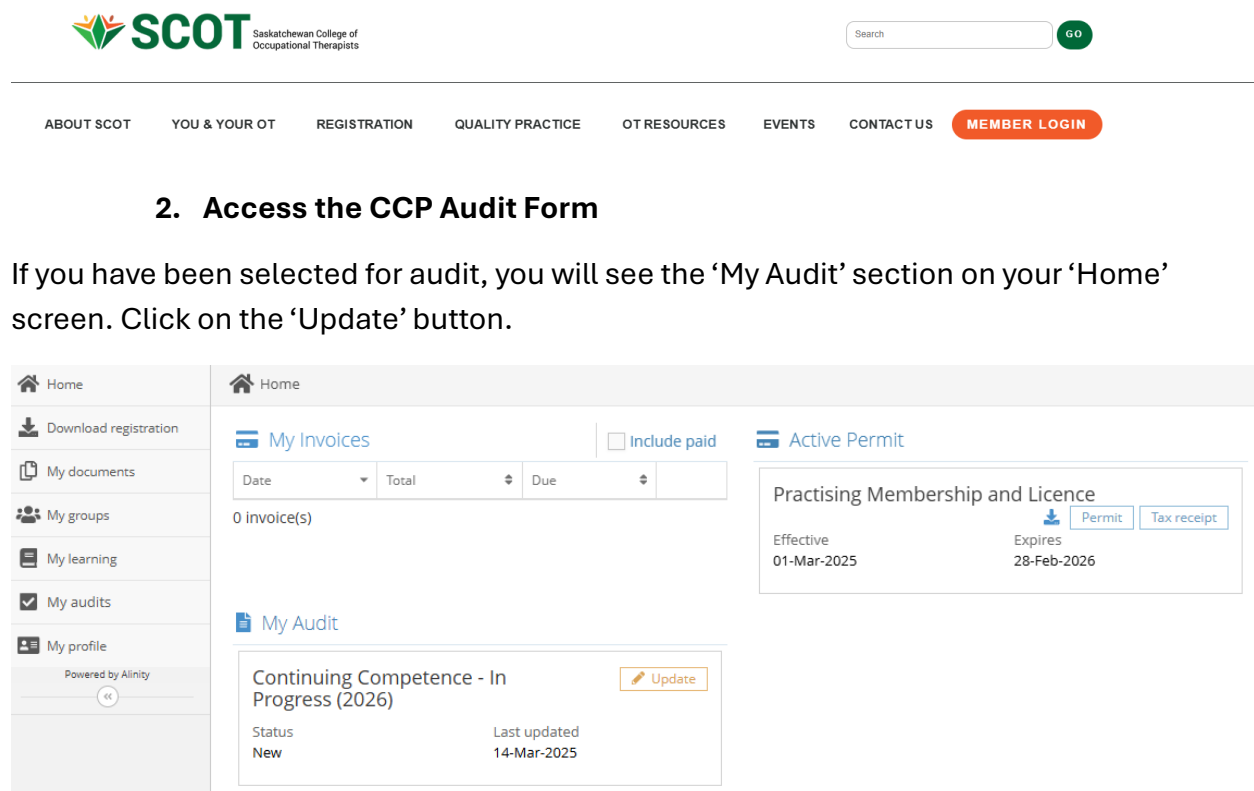- Council's decision is final.

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. Review and Submit CCP Information for Audit
1. Log 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. Access 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 time out 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@scotsk.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:
*

| yyyy-mm-dd |

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, 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@scotsk.ca to request editing access.

COMPLETED LEARNING ACTIVITIES

Add   To add another activity, click the ADD button.

Activity

Date Completed   * Activity Completed

yyyy-mm-dd   -

* 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
*

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.

*

‹ Page 1   2024/2025 Goal 2 ›

Submit   Save for later

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

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@scotsk.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.

SCOT Saskatchewan College of Occupational Therapists

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:

*

| yyyy-mm-dd |

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.'

8. View CCP Audit Form Submission

Once you have submitted your form, the 'My Audit' notification in your SCOT account will display the 'view' button. This means that you have sent the audit form to SCOT, and you may view the information you have submitted by clicking on 'View'. However, you will not be able to make any changes to the form.

9. Resubmit Form with Additional Information

If you submitted the form and realized that you had additional information to submit on the form, please contact SCOT staff (admin@scotsk.ca) to make this request.

If the reviewers have not yet initiated the review and it is prior to the submission deadline, SCOT staff will send the form back to you and allow you to edit the form further. Only sections requested for editing will be made editable.

There also may be situations where SCOT staff may send the form back to you to make a correction, add additional information, or ask a clarification question before the auditors are assigned to review your form.

Once the form is sent back to you to make corrections, the 'My Audit' notification will display as 'Update'. Click on the 'Update' button to open the form.

Once you open the form, there may be a message from SCOT staff that will appear on the top or bottom of the page.

Only the areas to be updated will be made editable by SCOT staff. All other sections will be locked for editing. Any field boxes or dropdown menus that will be editable will be displayed as the color white. Any field boxes or dropdown menus that are locked and are not editable will display a gray color.

Once you have made the appropriate corrections and/or responded to the SCOT staff message, you may click the green button to submit the form back to SCOT staff.

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.

The audit will either meet standards or will not meet standards.

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 Meets Standards

If your submission meets CCP audit standards, you will be notified by SCOT staff by e-mail. The form will be approved in the system and the 'My audit' box will no longer be visible. You may go to the 'my documents' section of your account to find your continuing competency review form. Clicking on the title of the document will allow you to view the document.

4. Audit Standards Not Met

If your submission does not meet the CCP audit standards, SCOT staff will notify you by e-mail and will provide you with the required actions which may include one or more of the following:

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

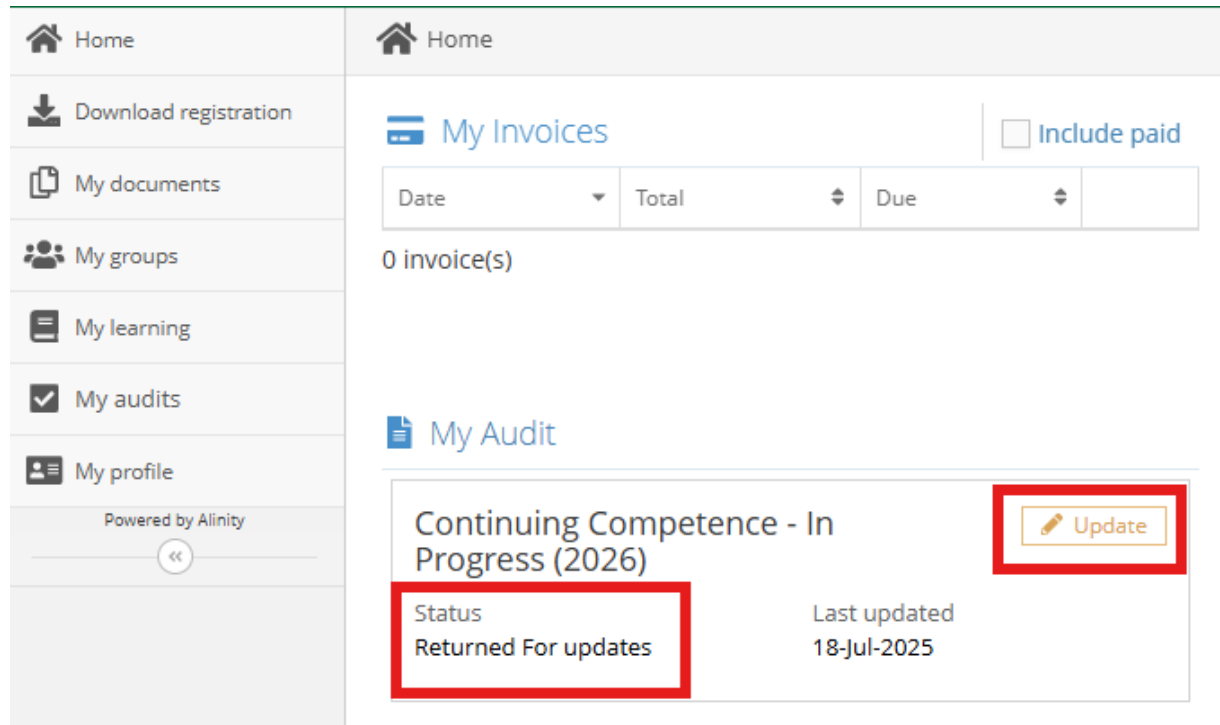## D. Resubmission Process (If Required)
1. Resubmission Notification and Form Access

If your submission does not meet audit standards and you are required to resubmit the form with additional information, SCOT staff will notify you of the deadline for resubmission and the form will be sent back to you.

Once the form has been sent back to you, when you login to your account, you may see a message in the top right corner of the screen.
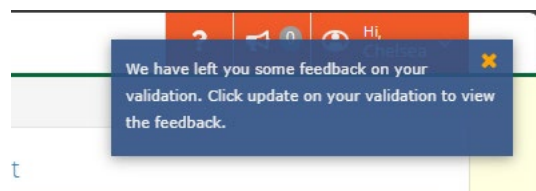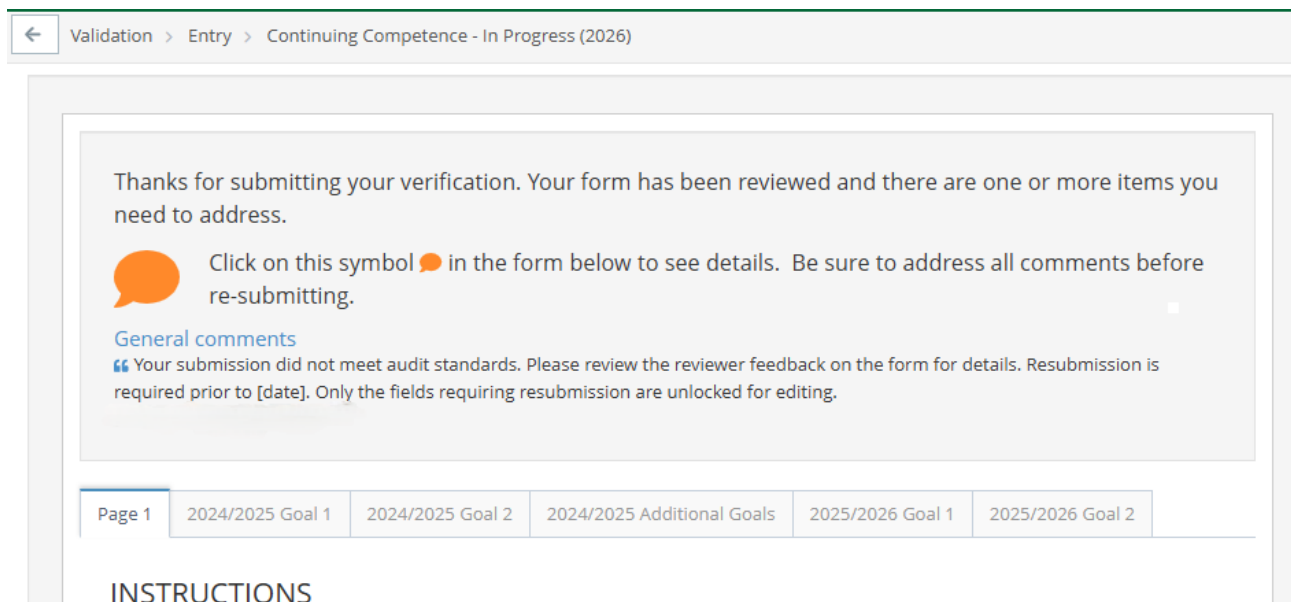
Your audit will appear on the home screen of our account. The status will indicate 'Returned for updates.' Click on the 'Update' button to access the form.

2. **General Messages from SCOT Staff**

Once you open the form, a general message from SCOT staff will appear at the top of the form with the resubmission deadline date.

The same message will appear at the bottom of the form and will always be visible while you navigate between each page of the form. If you have any questions or comments about resubmitting the form, you may input it into the comment box. Keep in mind that once you click on 'Submit', your form will be resubmitted, and you will no longer have access to edit the form. SCOT staff would then need to return the form to you for any further editing. Please contact SCOT staff (ed@scotsk.ca) if you submitted the form unintentionally.

This comment box is only to be used to communicate directly with SCOT staff about any technical issues or questions/clarifications about filling out the form. Do not provide any resubmitted information in this comment box. All resubmitted information is to be edited in the corresponding section as indicated on the form.

> Your submission did not meet audit standards. Please review the reviewer feedback on the form for details. Resubmission is required prior to [date]. Only the fields requiring resubmission are unlocked for editing.

Comments for administration

Is it possible to meet with someone at SCOT to receive assistance with updating my goal?

Submit   Save for later

3. Read Reviewer Comments

Reviewer feedback will be found on each applicable page. Navigate between each page by clicking on the tab at the top or by clicking on the blue buttons near the bottom of the page.

| Page 1 | 2024/2025 Goal 1 | 2024/2025 Goal 2 | 2024/2025 Additional Goals | 2025/2026 Goal 1 | 2025/2026 Goal 2 |

AUDIT LEARNING PLAN

GOAL

You may also navigate between pages by clicking on the blue buttons near the bottom of each page.

‹ 2024/2025 Additional Goals   2025/2026 Goal 2 ›

Feedback from the reviewers can be found after each section of the form. An example of reviewer feedback is shown in the image below.

> **Reviewer 1's Feedback:**
>
> **Is the goal specific?** *Goal is specific and well-defined. It is clear what will be achieved by completing this goal.*
> *Additional Comments:*
>
> **Is the goal measurable?** *Goal is measurable. It includes criteria to indicate when the goal will be achieved.*
> *Additional Comments:*
>
> **Reviewer 2's Feedback:**
>
> **Is the goal specific?** *Goal is specific and well-defined. It is clear what will be achieved by completing this goal.*
> *Additional Comments:*
>
> **Is the goal measurable?** *Goal is measurable. It includes criteria to indicate when the goal will be achieved.*
> *Additional Comments:*

At the bottom of each applicable page, there will be feedback about your goal.

If the submission for one of your goals meets audit standards, it may have similar feedback to what is shown in the image below.

> **Reviewer 1's Feedback - Overall:**
>
> *Your CCP submission meets audit standards.*
> *Additional Comments:*
>
> **Reviewer 2's Feedback - Overall:**
>
> *Your CCP submission meets audit standards.*
> *Additional Comments:*

If one of your goals did not meet audit standards, similar feedback as to what is displayed in the image below will be visible. The feedback will include a reminder of the resubmission deadline as well as the specific items required for review and/or editing before resubmitting the form.

> **Reviewer 1's Feedback - Overall:**
>
> *Your CCP submission does not meet audit standards. Resubmission is required within 30 days of notification from SCOT.*
> *Additional Comments:*
>
> **Reviewer 2's Feedback - Overall:**
>
> *Your CCP submission does not meet audit standards. Resubmission is required within 30 days of notification from SCOT.*
> *Additional Comments:*
>
> **The following needs to be resubmitted for this goal:**
>
> *- Update the Professional Learning Goal to be more specific and measurable.*
> *- Review the Competency selected to ensure it aligns well with the revised goal statement.*
> *- Review the learning activities/resources section and ensure they correlate with your revised goal statement.*

‹ 2024/2025 Goal 1 | 2024/2025 Additional Goals ›

4. Identify Sections to Edit for Resubmission

Each section that requires review and/or editing for resubmission will be indicated with a comment directly in the corresponding section. The comment notification will appear as an orange or blue comment bubble icon. New comments will be orange and there may be a yellow bar notifying you of the comment.

Previous comments on the form can be viewed by clicking on the blue comment button. The comment button may also turn blue if you save the form before submitting it.


Click on each comment bubble icon to view each comment.

Once you have completed the task identified in the comment bubble, provide a comment indicating that you completed the task.

Clicking on the **'x'** icon will allow you to erase your comment and retype information into the comment.

Click on the **checkmark** icon to close the comment box once you have provided a comment.

You may edit your comments any time before you submit the form.
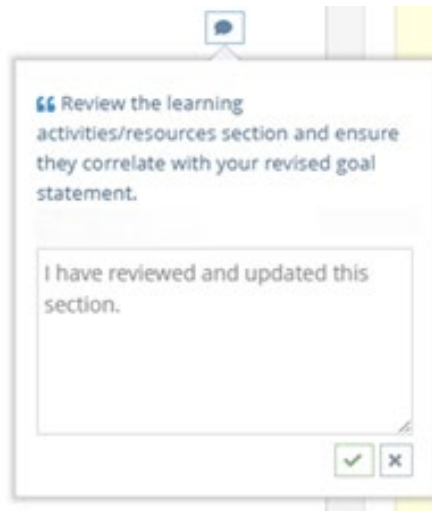
If you attempt to submit the form before responding to the comments, you may be asked to "please respond to the comment" before submitting the form.

5. Edit Items for Resubmission

Only the items requiring resubmission will be unlocked for editing. All other sections will be locked.

If the section is editable, the comment box and dropdown menus will contain your previous information submitted, but the background will be the color 'white' as shown in the images below.

GOAL

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

*

This goal is pertinent to the following Domain:

*

D. Excellence in Practice

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

If the section is locked and is not editable, the background will be a 'grey' color.

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

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)

*

If a section is required for resubmission but the form is not allowing you to edit the information for that section, you can send a comment to SCOT staff in the 'Comments for administration' comment box at the bottom of your screen. Submit the form once you have edited all other items available for editing. SCOT staff will then ensure the section is unlocked for editing and return the form for you to edit the remaining section(s).

> ❝ Your submission did not meet audit standards. Please review the reviewer feedback on the form for details. Resubmission is required prior to [date]. Only the fields requiring resubmission are unlocked for editing.

Comments for administration

I am unable to edit the initial reflection as it is locked for editing.

Submit   Save for later

6. Save and Submit the Form

If you want to update some information now and then return to the form later, you can click on 'Save for later' to save your progress.

We also encourage you to **save your progress** before submitting the form if you have had the form open for more than 30 minutes to ensure all input information is saved. Once you have reviewed and updated the information and responded to each comment, select 'Save for later' in the bottom right corner of the screen.

❮ 2025/2026 Goal 1 ❯

Submit   Save for later

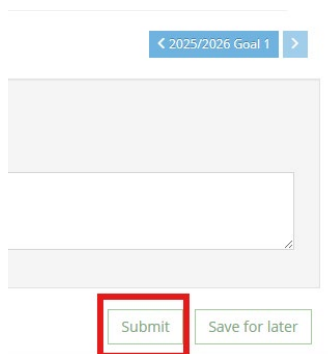To access the form again from the home screen, click on 'Update' to access the form.

Once you are ready to submit the form, you can select 'Submit'.

From the homepage, the status of the form will be 'Submitted' and you may click on 'View' to review your resubmission.

If you resubmitted the form unintentionally, contact SCOT staff (ed@scotsk.ca) to request that the form be returned to you.

7. Resubmission Results

Once your audit form has been resubmitted to SCOT, your resubmission will be reviewed and a determination will be made. Once your audit resubmission results are ready, SCOT staff will notify you by email.

If your resubmission meets CCP audit standards, the resubmitted form will be approved in the system and the 'My audit' box will no longer be visible on the dashboard of your

account. You may go to the 'my documents' section of your account to find your continuing competency review form. Clicking on the title of the document will allow you to view the document.

Documents		
Name ⇕	Uploaded ▼	
2025/2026 Continuing Competence Review Form 14-Mar-2025 01:48 PM	14-Mar-2025 12:48 PM	
2024/2025 14-Feb-2025 09:39 AM	14-Feb-2025 8:39 AM	
2025/2026 14-Feb-2025 09:39 AM	14-Feb-2025 8:39 AM	
2024/2025 Learning Plan Form 14-Feb-2025 09:39 AM	14-Feb-2025 8:39 AM	
Legacy	21-Dec-2024 11:39 AM	
Legacy	21-Dec-2024 11:35 AM	
Legacy	21-Dec-2024 11:29 AM	

You have 7 document(s)

If your resubmission does not meet the CCP audit standards, SCOT staff will notify you by e-mail and will provide you with the required actions which may include one or more of the following:

- Making practice improvements.
- Receiving mentorship.
- Participating in the audit the following year.

E. Assistance

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