



Administrative Policy No: 007

Continuing Competency Program (CCP) Mandatory Requirements

Licensed Opticians and Licensed Contact Lens Practitioners are autonomous in their continuing education, which will enhance their professional competence and practice. The mandatory CCP program requirements provide a framework for registrants to engage in continuous self-reflection and identify any learning needs that will help them maintain or enhance their knowledge, skills, and attitudes to ensure public safety.

Purpose & Policy Statement:

As authorized by Section 4(3)(d) of the Opticians Act, the Saskatchewan College of Opticians (SCO) must establish and maintain a continuing competence program to promote high practice standards among members. SCO's Continuing Competency Program (CCP) is the program that fulfills this legislative requirement and supports the SCO's mandate to serve and protect the public.

All Licensed Opticians in Saskatchewan, practicing and non-practicing, in all licensing categories, are required to participate in and comply with the SCO's continuing competence program requirements. The purpose of this policy is to outline the mandatory requirements of the Continuing Competency Program and define the process the SCO will follow to address noncompliance which will result in non-licensure.

Program Components & Requirements:

Each 3-year cycle begins on April 1st and ends on March 31st of the third year of the cycle. The initial launch of the CCP program was April 1, 2025.

- All registrants who register for the 2025 licensure year will be in year one of the CCP cycle.
- Registrants who are first-time applicants will be placed on the current cycle, and requirements may be prorated. Proration may be recommended on a half-year basis.

- Registrants who are reinstating their license, or who transfer from another jurisdiction through labor mobility, will be placed on the current cycle, and requirements may be prorated.

At the **start** of each 3-year cycle, each registrant is responsible for:

1. Taking the online competency assessment.
2. Create a minimum of six (6) learning goals. These 6 learning goals are to be created in **year one** of the 3-year cycle after the competency assessment is completed.
3. Registrants will then complete two learning goal plans each year of the 3-year cycle.

Year One: Assessment + 6 learning goals created + completed 2 (two) learning goal plans.

Year Two: Have completed 4 (four) learning goal plans.

Year Three: Have completed 6 (six) learning goal plans.

At the end of the 3rd year (March 31), a new 3-year cycle starts, and the above schedule of requirements are to be repeated and completed in this new cycle.

Each of the CCP components is detailed further in the CCP Information Guide ([CCP-Guide-2025-2028.pdf](#))

Annual licenses to practice will be issued for each licensing year when the CCP requirements are fulfilled each year, as outlined above. Registrants are required to sign a continuing competence declaration during online renewal of their license. By signing this declaration, registrants confirm they have met the mandatory CCP requirements and acknowledge their accountability for meeting the requirements as defined in this policy. Failure to comply with these requirements will result in the non-issue of their license and therefore must cease all fitting and dispensing until requirements have been fulfilled. If requirements still have not been fulfilled 30 days after March 31, the registrant will be removed from the SCO register.

Program Audit

An audit of the program is necessary to determine whether the program is being used appropriately, whether it is being used as intended, and whether requirements are being met. At the end of each cycle, no less than 2% of registrant programs submitted will be randomly selected for audit. The audit will be conducted by QAC to ensure registrants' continuing competency is supported by SMART goal creation, that their programs contain activities that align with their goals, and that appropriate reflection has occurred. All

personal identifiers will be removed during the auditing process to maintain registrant confidentiality and eliminate any possibility for bias.

Failure to comply with an audit, or if the completed audit shows evidence of a registrant intentionally providing false or misleading information during the audit, this can be considered professional misconduct and will be referred to the Professional Conduct Committee. A referral of such nature would only be pursued if the Quality Assurance Committee considers that there is a risk to public safety that cannot adequately be addressed through education and/or remediation.

Policy No. 007	Policy: Continuing Competency Program (CCP) Mandatory Requirements (former "Policy on Continuing Competency Program" 2024)
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