



Continuing Competence Program: Frequently Asked Questions

Have a question about the Continuing Competence Program (CCP)? NANB has collected general frequently asked questions (FAQs) about the program below.

1. Why are nurses required to participate in the CCP as part of their annual registration renewal?

CCPs are considered best practice, and they are not new or unique to the profession of nursing. Most regulated health professions in Canada have a CCP. As self-regulated professionals, nurses are accountable to maintain their competence throughout their nursing career to ensure they are prepared to provide safe and competent nursing care. The CCP is one way that NANB fulfills its mandate to protect the public, by ensuring that registered nurses and nurse practitioners in NB have the required knowledge skills and judgment to provide safe and competent nursing care.

2. Why do I have to do an annual self-assessment?

In our evolving health-care system, nurses must continually enhance and expand their knowledge and skills to maintain the level of competence required for their role.

Under the standards of practice, all RNs and NPs have a responsibility to recognize and practice within their own level of competence. The self-assessment is a process of determining your areas of strength and identifying any learning needs.

The standards of practice are used for the self-assessment because all RNs and NPs must practice in accordance with their regulatory standards and reviewing those standards on a regular basis allows for refamiliarization with the regulatory body's expectations and requirements for RN and NP practice in NB.

3. Why do I have to develop a learning plan?

Learning plans are considered best practice as a way to develop meaningful strategies to address learning needs that have been identified either through formal feedback or through your own self-reflection.



4. How many Indicators should I choose for my learning plan?

Focusing on one or two indicators per year is suggested; however, the number of indicators chosen is a personal decision. Caution should be exercised when choosing the number of indicators to focus as you want to ensure that your learning plan goals can be accomplished.

Your plan should support how you are going to meet your goals. NANB recommends that Goals be Specific, Measurable, Attainable, Relevant and Timely (SMART). For more information on SMART goals visit the [NANB CCP webpage](#).

5. Will I have to develop a learning plan next year?

Yes. Each year nurses are required to complete all components of the CCP, including developing a learning plan annually. The learning plan should be developed at the beginning of the practice year.

6. Do the activities in my learning plan need to fall within specific dates?

Yes. Learning activities should be scheduled to occur and completed within the practice year and therefore should be completed by the end of the practice year.

Please note that the CCP is a prospective process. Prior to your registration renewal for the upcoming practice year or at the beginning of the practice year, you should complete your self assessment and develop a learning plan with activities to complete in the coming year. At the end of the practice year (prior to renewal), or as you complete learning activities, you must evaluate the impact of the learning activities on your nursing practice. For a practical guide on the steps and the timeline that should be followed to complete your CCP, please refer to The [Four Steps to meeting the CCP Requirements poster](#).

7. My employer requires that I complete a list of mandatory learning sessions each year, is this the same as the CCP?

No, the mandatory learning or continued education requirements identified by your employer is not the same as the CCP. Employers have a role in ensuring employee competency and meeting mandatory learning requirements, such as those identified by Accreditation Canada for example. Therefore, they request that specific mandatory learning sessions be completed periodically, which is often yearly. This is not to be confused with the CCP, which is a personal and professional



responsibility that requires that you reflect on your own nursing practice yearly, and set learning goals to ensure you are knowledgeable of your practice standards and are meeting these standards in your nursing practice. However, depending on the indicators that you have selected and your CCP learning goals, some of the mandatory learning sessions requested by your employer may be part of the learning activities that you identify in your learning plan that will allow you to meet your learning goals.

8. What would happen if I didn't participate in CCP?

If the CCP requirements have not been met, you will not be able to proceed with your registration renewal. Remember you cannot work as an RN or an NP without an active registration with the NANB.

9. I have completed a CCP in another jurisdiction this year. Do I need to participate in NANB's CCP?

Yes. You will need to do the NANB self-assessment as it is based on the NANB *Standards of Practice for Registered Nurses* or *Standards of Practice for Nurse Practitioners*. You may choose to use the same learning plan that you initiated in another jurisdiction (transfer the information into your NANB CCP), or you may choose to create a new one. You will also need to complete the evaluation step in the CCP process at the end of the practice year, even if it was initiated in another province/territory.

It is required to indicate on your renewal or application for registration, that you have completed your CCP. Meeting the CCP requirements is mandatory for your application for registration or renewal.

10. Is completion of the learning module mandatory every year?

Yes. The learning module is the third step of NANB's CCP, and completion of the learning module is mandatory. If you haven't completed the module you will not be able to register for the coming year.

11. Why does NANB have a CCP audit?

The purpose of the CCP audit is to ensure nurses are participating in the CCP as required. The audit is another way NANB meets its mandate of ensuring its members are continuing to learn and maintain their competency as an RN or NP, which contributes to public safety.



12.What happens if I am selected to participate in the CCP audit?

Your CCP plan is reviewed for completeness and relevance to the learning needs identified in your self-assessment. NANB staff will reach out to you to address any gaps or issues, as required. NANB staff will review your plan to see if it meets the requirements of the program. There are two possible outcomes:

- Your plan meets all the requirements - you will be notified by e-mail and no further action is required.
- Your plan does not meet the requirements because more information is needed - you will be notified by e-mail, with a request to submit additional information. Please ensure your e-mail is current in your My Profile

13.Have I been selected to participate in the audit because there are concerns about my practice?

No.

14.Can my CCP audit be used in a professional conduct process?

No. The CCP is not meant to be punitive in nature. The program is meant to promote activities that will promote and maintain member's continuing competence. For these reasons, the content of your CCP (i.e. self-assessment, learning goals and evaluation of your learning goals) would not be used in a professional conduct process.

15.Should I send certificates of completion or attendance records for my learning activities to NANB?

No, but we do recommend keeping them in your personal files at home.

16.Can my CCP learning plan be revised during the year if I change jobs/roles?

Yes. Your learning plan is a living document that can and should be revised throughout the year if your learning needs and goals change.



17. I haven't been registered in the last two years. How do I complete the CCP?

You will need to reflect on your past nursing practice, and your anticipated area of practice upon your return, and your learning needs for the future. When you reinstate your registration, you will begin participating in the CCP.

Visit the [NANB webpage](#) for more information on how to complete your CCP.

18. I haven't practiced nursing in the last year due to a medical leave of absence from work. Am I required to participate in CCP?

When you reinstate your registration, you will need to begin your CCP for the coming year. This will start by completing your self-assessment and developing a learning plan for the coming year. If you need guidance, please reach out to practiceconsultation@nanb.nb.ca for support as you begin your CCP.

19. I'm going to be off on maternity leave and will only be working a few weeks in the registration year. Do I have to participate in CCP?

Yes. To hold an active practice registration, you must participate in CCP. You will need to start with your self-assessment and develop a learning plan. You may not have the opportunity to complete your learning plan, but your CCP should be initiated.

20. I'm a new graduate. Do I have to participate in CCP?

Yes. When you get your initial licensure as a nurse, you'll begin participating in CCP. During your first registration year you will start by completing the self-assessment and develop a learning plan for the upcoming year. You will also need to complete the mandatory learning module.

21. I'm retiring from my job and I'm planning to work casual after retirement. Do I need to participate in CCP?

Yes. Every nurse is required to participate in the CCP if they hold a registration to practise as an RN or an NP, regardless of employment status or the number of hours they work each year.



22. I'm going to be off for an extended period of time due to medical reasons. Am I required to participate in CCP?

When you reinstate your registration, you will need to begin your CCP for the coming year. This will start by completing your self-assessment and developing a learning plan for the coming year. If you need guidance please reach out to practiceconsultation@nanb.nb.ca for support as you begin your CCP.

23. NANB directed me to revise my learning plan and I need help! What should I do?

We're here to help. Start by reviewing the feedback provided and the required learning plan criteria. Identify which criteria you didn't meet and revise your plan accordingly. If you still need help, please reach out to us at practiceconsultation@nanb.nb.ca

24. Are education hours a mandatory requirement of CCP?

No. Mandatory education hours are not a requirement of the CCP at this time.

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