



**COLLEGE OF
DIETITIANS OF MANITOBA**
Registered Dietitians. Promoting Standards

Continuing Competence Program

Handbook

Edition: January 2019

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Continuing Competence Program

Handbook

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1. INTRODUCTION TO CDM CONTINUING COMPETENCE PROGRAM

The CC Program Handbook contains an example of completed CC Program submissions, guidelines for allocation of points for professional development activities, a list of activities that are not accepted by the CC Program and a question and answer section.

Please review the CC Program Handbook before completing your CC submission.

What is Continuing Competence?

Competence is more than the accomplishment of discrete and isolated tasks. Rather, it involves the interaction and integration of knowledge, critical thinking, judgment, attitudes, skills, values and beliefs. It also includes the ability to generate learning and evolve and adapt to changing situations and different environments.

When you enter the dietetics profession your competence is measured by the Canadian Dietetics Registration Examination. You are required to remain competent throughout your career.

Maintaining competence is the responsibility of each professional. Participating in professional development activities contributes to achieving continued competence as do other activities you undertake such as self-assessment and performance appraisals with your employer. Each individual Registered Dietitian is accountable for her/his own practice, for setting goals for professional development and undertaking professional development activities to meet those goals.

Regulatory bodies are required by government to implement continuing competence programs to provide reasonable assurance to the public that the members who are licensed to practice as registered dietitians are competent.

Overview of CDM Continuing Competence Program

The CDM Continuing Competence Program is a program to monitor each member's participation in professional development activities. It is not possible for such a monitoring program to guarantee competence; however, it is a reasonable method for CDM to use for granting continued licensure. The program requires each member to set goals for professional development and demonstrate participation in professional learning activities to achieve the set goals.

Each member must submit their completed Continuing Competence Program on an annual basis in order to receive renewal of their CDM licensure. Failure to comply with the CDM Continuing Competence Program is a violation of the Code of Ethics and Regulations and may result in a member's license being revoked or having a condition put on their license to practice.

Your CC submission will be screened to ensure you have met the minimum standards of the program. It is not the purpose of the screening program to review all your professional development activities. If your submission is selected for random audit, you will be required to submit supporting documentation for the professional development activities that you submitted in your CC submissions.

For more information about what is supporting document, please see the [Points Allocation Guideline Sheet](#).

2. SELF-ASSESSMENT

Reflecting on where you are in your professional development and where you would like to be in the future is an important component of professional development.

Assessing your areas of strengths and areas for further development can assist you in formulating professional development goals. Your professional development activities will be guided by your professional development goals.

As a Registered Dietitian, you are held accountable to the [“Professional Standards for Dietitians in Canada”](#). These standards can be used to assess your current level of competence and determine areas for further improvement.

Registered Dietitians practice in very diverse areas. The knowledge and skills you need to further develop will depend upon the area you practice in and what your goals for the future are.

3. CONTINUING COMPETENCE PROGRAM

Points to Remember:

- Read all the instructions before completing your submission.
- You are required to meet the Continuing Competence Program requirements as part of your CDM license renewal.
- **Goals for Professional Development *must*** be submitted with your renewal.
- **Summary of Professional Development Activities *must*** be submitted with your renewal.
- **Relevance to Practice *must*** be submitted with your renewal.
- Retain your supporting documentation for submission in case you are selected for random audit.
- All documentation must indicate that the CC activities have been completed, the information is accurate, and activities have not been previously submitted, by checking off the 'Declaration' section.

Helpful Information to assist in completing your CC submission:

Goals for Professional Development

When writing your goals, consider the SMART criteria and include as many of these components as you can in your goals:

S pecific:	Be specific as possible
M easurable:	Is it possible to measure your goal? How will you know if you achieved your goal?
A chievable:	Be realistic and consider what activities you can undertake to meet your goal.
R esults	Can you identify an outcome of your goal? Will you be able to demonstrate the result of your learning?
T ime	Can you define a time frame for your goal?

Ensure that your goals relate to professional development and not personal or career development. The [example of CC submission](#) illustrates professional development goals as they relate to increasing knowledge or skills in specific areas related to dietetic practice.

Personal/career goals such as establishing a career or networking with colleagues do not relate to your competence and should not be included with your CC program submission.

Consider the goals you plan to work towards the upcoming year. Record these on the goal section of your submission. These goals should guide your learning over the upcoming year, however, you may submit other professional development activities that arose during the year.

The goals you submit may or may not be completed in a one-year period. Thus, it is acceptable to carry over a goal from one year to the next.

Some goals may take several years to achieve, or an individual may find that although they planned on working on a specific goal this year, circumstances prevented that and yet it is still a goal they have planned for themselves.

Instructions for Completing your CC submission

Things to remember when completing CC:

Also, when completing this section, members should include enough detail so that a screening assessor or member of the audit committee would be able to understand what the activity was.

Point Value Column - The point value column is based on each member's professional judgment of the benefit of the activity to her/him. The [Points Allocation Guideline Sheet](#) is provided as a general reference, but members may assign a higher or lower value if they feel that is more appropriate.

Please list the sessions for all workshops and conferences when sessions are offered. For example, DC Conference – if you list “DC Conference” as your activity and assign a point value of 10, you will be asked to provide a listing of the sessions you attended. In simply listing the conference, you are not providing any information about your professional learning.

You may carry over points for two years if you have achieved more than 15 points for submission this year. If you choose to carry over points, those professional development activities **must not** be reported at this time as activities must only be reported once.

Each member is responsible for maintaining their records, submitting 15 points annually and ensuring that professional development activities are submitted only once. For example, if you have 20 points of professional development for the 2009-2010 year, you may report 15 points now and report the five points the following year. However, if you report all 20 this year, you will need to report 15 new points the following year.

Professional Standards - This column is also based on each member's best interpretation of how an activity relates to the standards. Members are encouraged to choose the standard they feel best fits the activity, or if needed, record more than one standard if an activity appears to relate to more than one standard.

Relevance to Practice

For each activity describe the knowledge and/or skills gained, how the activities are relevant to your practice/professional development and how they impacted on your practice/professional development. If you are not a practicing dietitian, describe the knowledge and/or skills that you gained.

Retain all supporting documentation in your files for seven (7) years. If you are chosen for random audit, you will submit the appropriate supporting documents as listed on the [Points Allocation Guideline Sheet](#).

Members are encouraged to refer to the CC Program handbook when completing their submissions yearly.

Instructions:

1. Go to www.collegeofdietitiansmb.ca and login. Your username is your email address and your password is your license number. Navigate to the Members Portal.
2. Click on 'My Continuing Competence.'

Goals:

- Your goals that you have been working on from this past reporting year (i.e. April 1, 2018 to March 31, 2019) should appear.
- To enter your future goals (i.e. April 1, 2019 to March 31, 2020), click on "Add Future Goal". A page entitled "Professional Development Goals - Future" will appear.
- Enter your first goal and when completed, save it. You will notice that a page will come up stating "added a future goal". For your subsequent goals, complete the same steps.
- You must submit a minimum of two goals per year.

Summary of Professional Development Activities

Activities recorded must have taken place between April 1, of two years prior to March 31, of this year and must not have been previously submitted.

- Click on the "Add Activity" icon. A page entitled "Add a Professional Development Activity" will appear.

- Please complete the Title and Description of the event. A lengthy description is not required. Please indicate if the session is a webinar, workshop, conference session, grand rounds etc. There is a limit of 100 characters for this section.
- **Which professional development goal does this activity support?** This section pertains to entering the corresponding goal that you set from the past year. If the activity is not related to one of your goals, you may leave this section blank.
- **Relevance to Practice.** All members are required to complete the Relevance to Practice section. Please indicate what knowledge you gained in completing the activity, how the activity is relevant to your practice, how the activity impacted your practice / professional development? (If it did impact your practice / professional development). There is a limit of 500 characters for this section.
- Once you have completed your first activity, press “Save”. Once saved, you will see a message indicating “your activity has been updated”, and you can proceed to enter your next activity. Remember to always press “Save” in order to save your activity information and proceed to another activity.
- Once you have completed inputting all your activities for this renewal submission, click on the “submit” button located at the bottom of this page.

YOUR CC SUBMISSION IS NOW COMPLETE. PRINT A COPY OF YOUR CONTINUING COMPETENCE SUBMISSION FOR YOUR OWN RECORDS. RECORDS ARE TO BE KEPT FOR SEVEN (7) YEARS.:

Members are not required to submit supporting documentation with your renewal. Supporting documentation is only required if you are selected for random audit.

Remember:

- ✓ Keep of a copy of your continuing competence submission for your records.
- ✓ Complete ‘Goals for Professional Development’ and ‘Summary of Professional Development Activities.’
- ✓ Ensure that you have checked off the ‘Declaration’ Box.
- ✓ Retain supporting documentation in your files and only submit if you are chosen for random audit.

Activities that do not Qualify for CC Program

For an activity to qualify for the CDM Continuing Competence Program, it must be an activity that was targeted towards professionals and is related to an area of dietetic practice. Professional level courses for areas of management or specific skill development may also qualify if they will enhance your professional development.

Activities that are targeted towards the general public are not considered appropriate for submission. These types of activities may be beneficial to expand your knowledge in an area outside of your practice (e.g. a dietitian practicing in a management position attends a public forum on osteoporosis) or may be necessary to assist you in your practice (e.g. a dietitian in private practice reads fad diet books to enable her to discuss them with clients) but they are not at a level that is judged to be professional development.

Some learning activities may be required by your employer but may not be related to your professional development as a registered dietitian (e.g. fire safety training, orientation, working groups for accreditation). These are not accepted as professional development activities for your CC Program submission.

It is not possible to develop a comprehensive listing of activities that are not acceptable, however the following are examples of activities that are not accepted for submission for the CDM Continuing Competence Program:

- Sessions/conferences geared to the public, i.e.,
 - Computer classes
 - Healthy Vegetarian Eating
 - Keeping Your Skeleton Happy
 - Growing Local Conference
- Food Handler Training Certificate – levels 1 and 2
- Walmart Diabetes Day
- Nutrition Month presentations and displays
- DC membership
- Language Training
- Fitness Leadership certification
- Reading books written for the general public
- Watching videos or movies geared to the general public
- Personal interest courses – e.g. CPR training, pre-retirement planning, cooking classes
- Networking with colleagues
- Phone calls with colleagues

- Regular meetings with staff or colleagues (note that if a specific professional development activity occurred as part of a meeting, this can be specifically documented and submitted, but should not be reported simply as a meeting)
- Teaching a course. The time spent teaching is considered employment. You may submit the research that was done in order to prepare for the course or if it is a course you have taught before you may submit the research done to update a specific lecture.
- Media interviews
- Presentations to the public
- Courses taken for upgrading and/or remediation as required by the Board of Assessors.
- Any course work, workshops, seminars, completed during dietetic internship/practicum.
- Any course work done as a registration requirement is not eligible for CC, including the CDRE.

If you have questions about whether an activity is acceptable, it is your responsibility to contact the CDM Office to clarify the activity before you complete your CC Program submission.

My Continuing Competence

2018

Goals for Professional Development 2018-2019

List the goals you have been working towards over the current year, April 1 to March 31.

You must submit a minimum of 2 goals for each year.

ADD GOAL

1. Develop skills in media relations by attending one workshop and reading at least two articles.
2. Development management and leadership skills in the area of legislation and regulations.
3. Obtain more knowledge in benchmark concepts and their application in food service administration by attending at least one seminar.

Goals for Professional Development 2019-2020

What goals are you planning to work towards in the *upcoming year*, April 1 to March 31? If your goals change during the upcoming year you may submit additional goals or a revised list of goals with your next year's submission.

ADD FUTURE GOAL

1. Enhance knowledge of diabetes prevention, especially in First Nations populations by attending at least one seminar on this topic.
2. Improve understanding of teaching principles and improve skills by attending a seminar and doing individual reading.

Professional Development Activities to be Submitted for 2018-2019

Members are required to submit 15 professional development points (to a maximum of 25 points)



IMPORTANT

Activities submitted must have taken place between April 1, 2017 and March 31, 2019 and must not have been previously submitted. It is each member's responsibility to maintain their records and submit 15 points annually.

ADD ACTIVITY

Professional Development Activities to be Submitted for 2018-2019

Title and Description of PD Activity	Speaker & Host (if applicable)	Date of Activity	Duration (hours)	Point Value	Professional Standard	Meet Goal
Employee Recognition Workshop Relevance to Practice: The Employee Recognition workshop was very helpful in providing suggestions for creative recognition which I can implement with my staff.	WRHA	05/12/18	3	3	3	3
Media and the Message Workshop List of Sessions Attended: 1. What to say 2. What not to say 3. Communication roadblocks 4. How to handle misunderstandings Relevance to Practice: This hands-on workshop not only provided good information on preparing for a media interview but also increased my awareness of the importance of developing your own message. It provided excellent tips on how to get your message across during an interview. The hands-on training and feedback were extremely valuable and will increase my confidence and comfort level in providing media interviews.	DC	10/02/18	7	7	2,4	2
Provincial Conference – Ethical Choice & Accountability in Health Care Relevance to Practice: The Ethical Choice session increased by understanding of the complexity of decisions that are made in my work environment and factors that should be considered when making difficult decisions. This is very relevant to decisions I face with regards to employees and I will use the tools from the session in making future decisions.	MB Health	11/14/18	1	1	2,6	3
Fundamental of personnel law for managers and supervisors. List of sessions attended: 1. Law for managers 2. Personnel law for employees 3. Changing policies and procedures 4. Progressive discipline. Relevance to Practice: This conference provided an excellent foundation of the important laws that impact on my area of work in terminology and examples that were relevant to my work setting. I found the session on progressive discipline most beneficial and will use this information to adapt some of my policies and procedures.	Human Resources Council	12/01/18	7	7	2,3,4	3
TOTAL POINTS:						18 POINTS

Submit your Continuing Competence for 2018-2019

You must submit your complete Continuing Competence Program goals and activities to the College by March 31 annually to receive renewal of your license.



IMPORTANT: Submit your continuing competence **only once** per year, April 1 – March 31

- * Yes, I have completed by Continuing Competence Program goals and activities.

SUBMIT

EXECUTIVE SUMMARY OF PROFESSIONAL STANDARDS FOR DIETITIANS IN CANADA

(Full document can be found on the CDM website: www.collegeofdietitiansmb.ca > Resources > For All Dietitians > Professional Standards for All Dietitians in Canada)

Standards of Practice is an umbrella term that includes key documents which describe the responsibilities of each dietitian and define safe dietetic practice. These documents include professional standards, ethical guidelines, entry-level competencies, provincial regulations, standards of care and practice guidelines.

Professional Standards are based on the values, priorities, and practice of the professional. They describe the minimal levels of performance against which actual performance can be compared, are intended to guide daily practice and are applicable to all dietitians regardless of area of practice or setting. Although it is recognized that individual dietitians will strive to exceed the requirements of the standards, performance below these standards is considered unacceptable.

Six Professional Standards have been identified for dietitians.

Standard 1: Provision of Service to a Client

The dietitian uses a client-centered approach to provide and facilitate an effective dietetic service.

Indicators:

- collaborates with the client and/or *appropriate others*
- *manages* available resources effectively and efficiently in meeting the needs of the client
- applies a *research-based* approach in providing a dietetic service
- uses *critical thinking* to analyze, synthesize, and apply information to improve the quality and effectiveness of service
- creates a client-centered environment conducive to achieving client outcomes.

Standard 2: Unique Body of Knowledge

The dietitian has an in-depth scientific knowledge of food and human nutrition and integrates this knowledge with that from other disciplines including health and social sciences, education, communication and management.

Indicators:

- has the knowledge relevant to her/his area of practice
- knows how and where to locate needed information
- shares knowledge and information with appropriate others
- is informed about the unique body of knowledge possessed by dietitians in a variety of roles, and the contribution of dietitians as related to other service providers
- seeks to strengthen innovation and excellence in practice by supporting the development and use of new knowledge in dietetics
- creates an environment that assists individuals to acquire new knowledge and skills.

Standard 3: Competent Application of Knowledge

The dietitian competently applies the unique body of knowledge of food and human nutrition, and competently integrates this knowledge with that from other disciplines including health and social sciences, education, communication and management.

Indicators:

- uses the skills necessary to apply the knowledge relevant to her/his area of practice
- collaborates with clients and/or appropriate others
- identifies food and nutrition issues through the assessment of data, documentation from the literature and critical analysis of information
- formulates goals and objectives, and develops an action plan designed to meet these goals and objectives
- implements, monitors and modifies the action plan
- evaluates the action plan through critical appraisal of the process and outcomes
- establishes and maintains appropriate information and communication systems
- applies knowledge gained from experience, clinical judgments, and research findings to professional practice.

Standard 4: Continued Competence

The dietitian is responsible for life-long learning to ensure competence in her/his area of practice.

Indicators:

- uses an organized and focused approach in assessing her/his level of competence, determining her/his strengths and competence gaps/learning needs, and developing a plan to meet those needs
- strives for excellence in the profession by participating in, supporting and promoting the use of self-assessment methods and feedback from appropriate others to review and implement changes to practice
- invests the time, effort and other resources needed to maintain and/or improve the knowledge, skills, attitudes and judgments required for her/his practice.

Standard 5: Ethics

The dietitian practices in accordance with the ethical guidelines of the profession.

Indicators:

- demonstrates, through example and behaviour, adherence to the code of ethics for the dietetic profession
- practices within her/his level of competence
- recognizes her/his knowledge or skill limitations and when necessary seeks the help, guidance and expertise of others
- reports unsafe practice or professional misconduct to the appropriate person or agency

- protects a client's right to autonomy, respect, confidentiality, dignity and access to information
- promotes and supports ethical behaviour in practice and in research
- uses discussions with colleagues to resolve or interpret ethical issues and conflicts in practice.

Standard 6: Professional Responsibility and Accountability

The dietitian is accountable to the public and is responsible for ensuring that her/his practice meets legislative requirements and Standards of Practice for the profession.

Indicators:

- assumes responsibility and accountability for her/his own professional actions
- ensures that her/his practice complies with current legislation and the Standards of Practice of the profession
- follows and continually strives to make changes to pertinent legislation, guidelines and policies and procedures to ensure consistency with Standards of Practice
- *advocates* for improvements in practice
- acts to ensure that public safety is maintained.

4. ACCESSING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

There are many different options for accessing professional development opportunities. Some opportunities are available through the examples listed below. This is not an inclusive list.

Members should select professional development opportunities that will assist them in achieving their goals. If you are uncertain as to whether an activity can be considered as a professional development activity for submission to the CDM Continuing Competence Program, consult the [Points for Allocation Guideline Sheet](#).

If your activity is listed on this form or is similar, it can be included. The criteria an activity should meet include:

1. It is at a professional level (e.g. attending a presentation for the public regarding healthy eating would not qualify).
2. It is related to your area of practice or an area you are planning to practice in (e.g. a registered dietitian is currently working in a term position in a community setting however would like to work in a tertiary care centre so a course in enteral and parenteral nutrition could be appropriate).
3. You can demonstrate the benefit to your professional development (e.g. a course on using new technology for education would be relevant to someone who educates clients and who could consider implementing the new technology into her/his practice).

As registered dietitians' practice in a wide variety of practice settings, it is not possible to compose an inclusive list of appropriate activities. Members should use professional judgment in determining appropriate activities to meet their goals. If you would like to discuss the suitability of a professional development activity, you may contact the CDM Office.

5. CONTINUING COMPETENCE PROGRAM SCREENING

The CDM Continuing Competence Program has a screening component for submissions.

At the time of renewal, all Continuing Competence Program submissions (not including those selected by random audit) are reviewed to ensure that 15 points have been submitted and activities meet program guidelines.

A random audit of Continuing Competence Program submissions occurs each year. Five percent of the membership is randomly selected for audit. The remaining submissions are screened.

The purpose of the screening is to:

1. Ensure that members have submitted a minimum of two professional development goals for the reporting year and two professional development goals for the upcoming year.
2. Ensure that activities reported on 'Summary of Professional Development Activities' meet the criteria for acceptable professional development activities.
3. Ensure that each member has submitted a minimum of 15 points of acceptable professional development.
4. Forward any submissions that do not meet the above screening criteria to the Board of Assessors to review.

If the Board of Assessors reviews the submission and agrees with the concerns identified by the screening assessors, the Board of Assessors may renew the registration, subject to terms and conditions for up to one year. The Registrar will inform the CDM member of the recommendations of the Board of Assessors.

6. CONTINUING COMPETENCE PROGRAM AUDIT

The CDM Continuing Competence Program has a random audit component. Each year 5% of the submissions will be randomly selected for audit.

Members who are randomly selected for audit will be notified by email and mail and will be required to submit supporting documentation as listed on the [Points Allocation Guideline Sheet](#) form.

Members will be required to submit the above documentation with 14 business days of the date of the audit.

The submissions randomly chosen for audit are reviewed by the Continuing Competence Audit Committee.

Once the audit is completed, members are notified of the results for this submission, in writing.

7. FREQUENTLY ASKED QUESTIONS

- Q. *How can I set goals when I do not know what activities I will be able to undertake in the upcoming year?*
- A. The goals you set should be related to your goals for your professional development. With expanding opportunities using technology or using reading appropriate literature, it should be possible to meet at least a portion of a goal that you set during the reporting period. It is not necessary to finish a goal within one year.
- Q. *If I participate in a professional development activity that does not relate to one of the goals I set, do I have to set a goal for that activity?*
- A. Opportunities may present themselves during the year which are very applicable to your professional development. If you had not set a goal related to an activity you do not need to ‘work backwards’ and set another goal. Simply record this activity and leave ‘Meets Goal 1-4’ blank for that activity.
- Q. *Can I submit more than 15 points one year and submit less than 15 the next year?*
- A. No. Each year you must submit 15 points for professional development activities. If you choose to report more than 15 points for a given reporting year, you must still submit 15 points the following year.
- Q. *How do I “carry-over” points?*
- A. Each member is responsible for recording their professional development activities and reporting the required number of points from their total activities. Activities for a given reporting year can be accomplished during the previous TWO years. For example, activities to be reported in March 2008, can be accomplished between April 1, 2006 and March 31, 2008.

If you wish to carry over points, you must remember to report them only ONCE. For example, if you participate in a professional development activity in June 2008, you may report that activity on your Continuing Competence submission in March 2009, or you may NOT report it at that time and “carry-over” the points from that activity on report in on your Continuing Competence submission in March 2010.

- Q. *How do I know if an activity is professional development or part of my daily work?*
- A. Professional Development activities are generally planned activities chosen to meet set goals. As described previously, some activities may present themselves and fit well with your overall professional development even though they do not fit within a specified goal you had set.

Activities such as consulting with a colleague regarding a question, whether it be in person, by phone, or by email, is part of providing appropriate nutritional care or ensuring optimal nutritional care for your individual clients - this is **not** professional development.

Preparing a presentation using materials and resources you have available to you that does not require any additional research on materials on your part is **not** professional development. Participating in activities such as general lifestyle/healthy living classes may be part of your personal development but does **not** qualify as professional development. It is not possible to list an inclusive list of activities that do or do not qualify. Use the “Guidelines for Points Allocation” form and the “Activities that do not qualify for CC program (page 9) as a guide. If you wish clarification about the merit of a specific activity, contact the CDM Office.

Q. How can I fully support my goals if only allowed to submit a maximum of 25 points?

A. It is not the purpose of the Continuing Competence Program to do a complete audit of each member’s professional development activities. Each member is responsible for ensuring their own competence and undertaking whatever activities may be necessary to maintain continuing competence. The CC program looks at a “snapshot” of each member’s professional development activities to ensure that they are undertaking appropriate types of activities. Many members will undertake much greater than 25 points of activities in order to meet their goals. As there is no specific point value that can guarantee competence, the program has determined that 15 points per year is a reasonable expectation based on the requirements of other dietetic colleges and other similar continuing competence programs.

Q. Is it possible to “catch-up” points versus carry over?

A. No. In order to receive membership renewal with the College of Dietitians of Manitoba you must submit a minimum of 15 points **each** reporting year.

Q. Can courses be split between two years? For example, I took a course that was allocated 30 CPE hours thorough the Commission on Dietetic Registration. Can I claim 15 points this year and 15 next year for this course?

A. No, you cannot split points between renewal years. You must claim **all** points from the course in one reporting year.