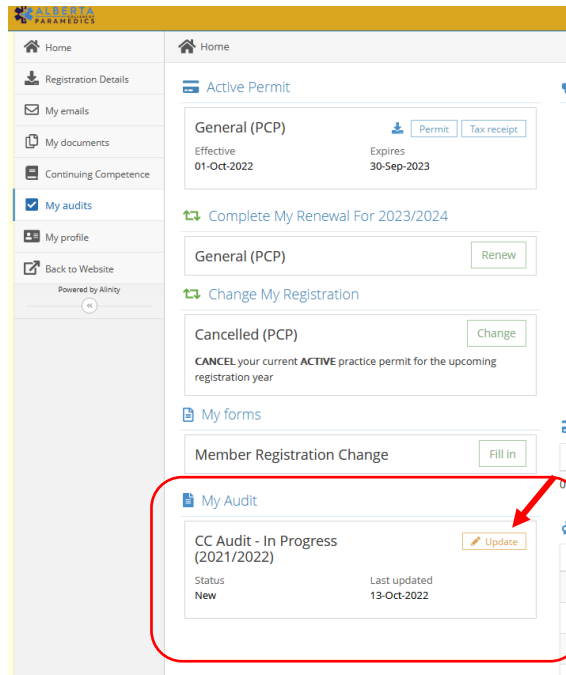


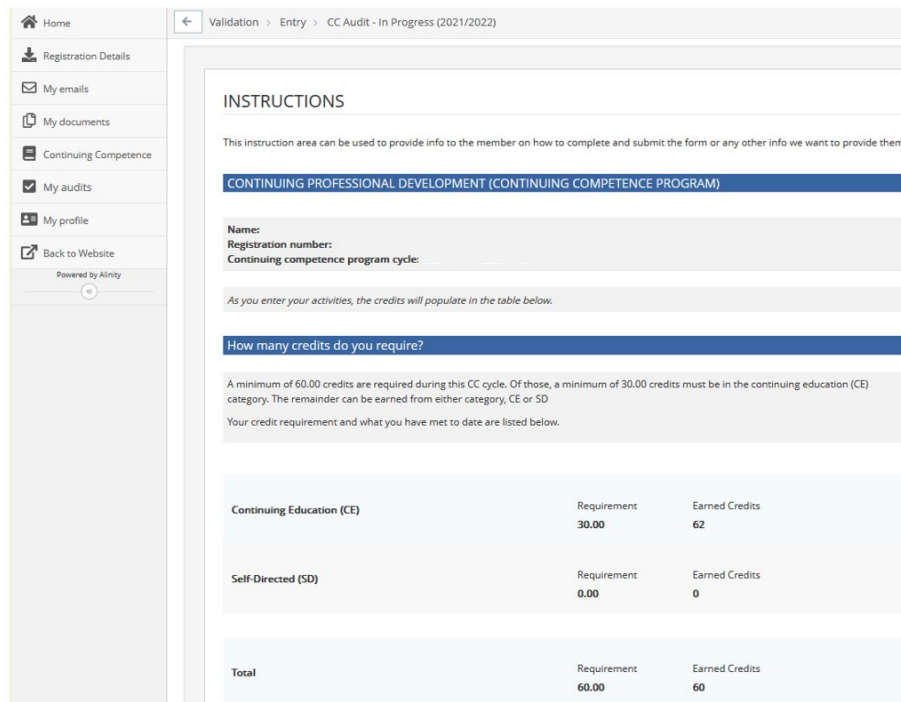
## Entering Supporting Documentation for a Continuing Competence Audit

In the event you are selected to participate in the Continuing Competence Audit, you will gain access to the *My Audits* page on the left sidebar menu. You will also be able to access the audit form directly on your home page.

**Step one:** Click the **Update** button



When you click on update, the audit form will open. This page is the Continuing Competence form with the CC activities you entered for credits in the year that is being audited.



The screenshot shows the 'CC Audit - In Progress (2021/2022)' form. The breadcrumb trail is 'Validation > Entry > CC Audit - In Progress (2021/2022)'. The form contains the following sections:

**INSTRUCTIONS**  
This instruction area can be used to provide info to the member on how to complete and submit the form or any other info we want to provide them.

**CONTINUING PROFESSIONAL DEVELOPMENT (CONTINUING COMPETENCE PROGRAM)**

Name:  
Registration number:  
Continuing competence program cycle:

*As you enter your activities, the credits will populate in the table below.*

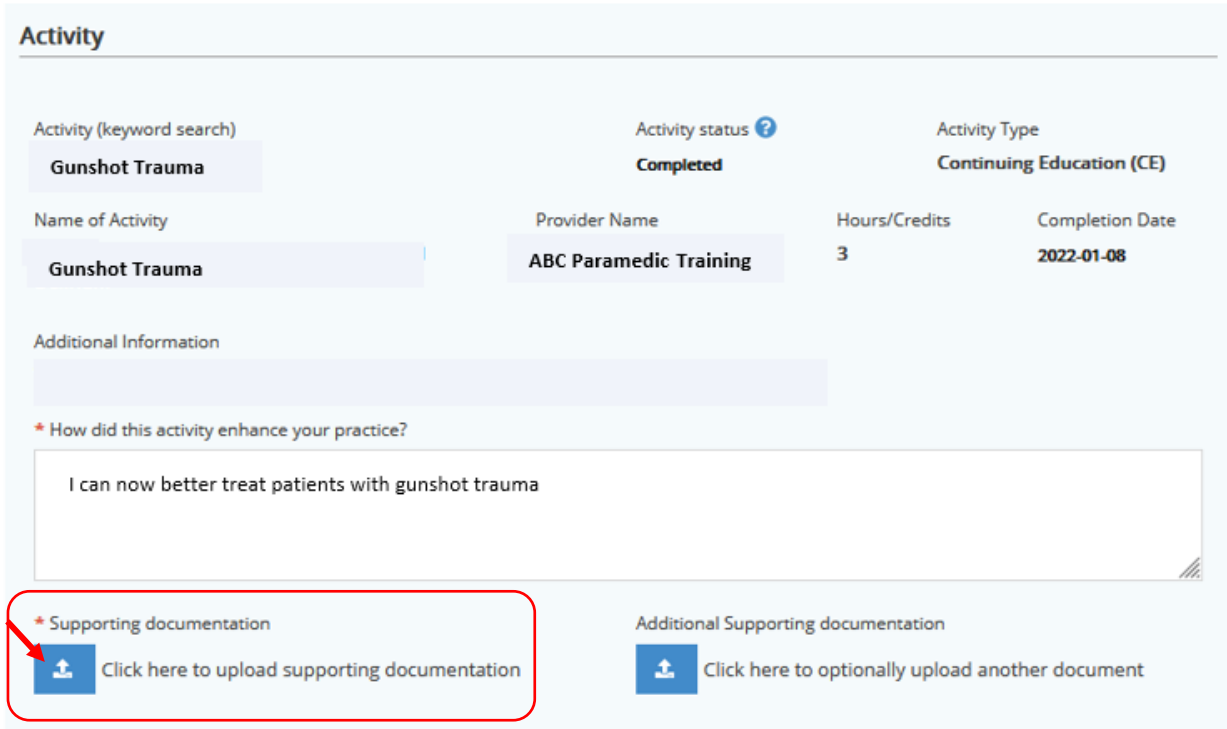
**How many credits do you require?**

A minimum of 60.00 credits are required during this CC cycle. Of those, a minimum of 30.00 credits must be in the continuing education (CE) category. The remainder can be earned from either category, CE or SD  
Your credit requirement and what you have met to date are listed below.

Category	Requirement	Earned Credits
Continuing Education (CE)	30.00	62
Self-Directed (SD)	0.00	0
<b>Total</b>	<b>Requirement 60.00</b>	<b>Earned Credits 60</b>

You are required to upload proof-of-completion documentation for each activity that you have claimed.

**Step two:** To upload a document, click on the **UP ARROW** icon in the ‘Supporting Documentation’ section to upload your document:



**Activity**


Activity (keyword search): **Gunshot Trauma**      Activity status <sup>?</sup>: **Completed**      Activity Type: **Continuing Education (CE)**


Name of Activity	Provider Name	Hours/Credits	Completion Date
<b>Gunshot Trauma</b>	<b>ABC Paramedic Training</b>	<b>3</b>	<b>2022-01-08</b>

Additional Information

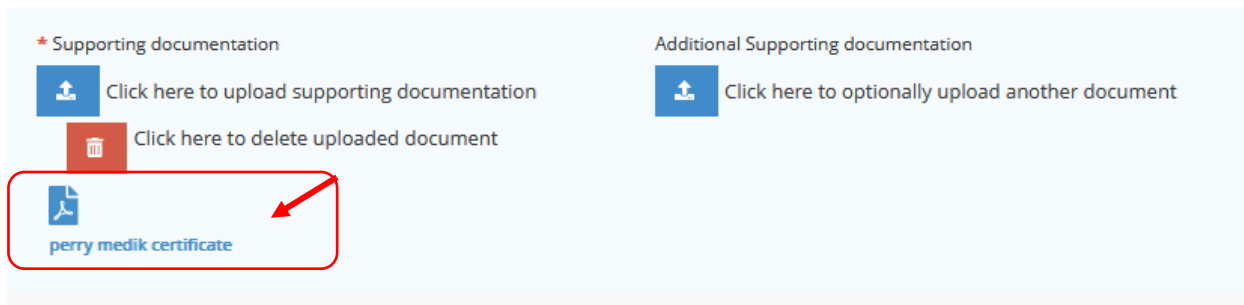
\* How did this activity enhance your practice?

I can now better treat patients with gunshot trauma


\* Supporting documentation  Click here to upload supporting documentation


Additional Supporting documentation  Click here to optionally upload another document


**Step three:** Once you have located and uploaded your document, you will see the document saved here:




\* Supporting documentation

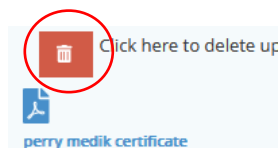
 Click here to upload supporting documentation


 Click here to delete uploaded document


 **perry medik certificate**

Additional Supporting documentation  Click here to optionally upload another document

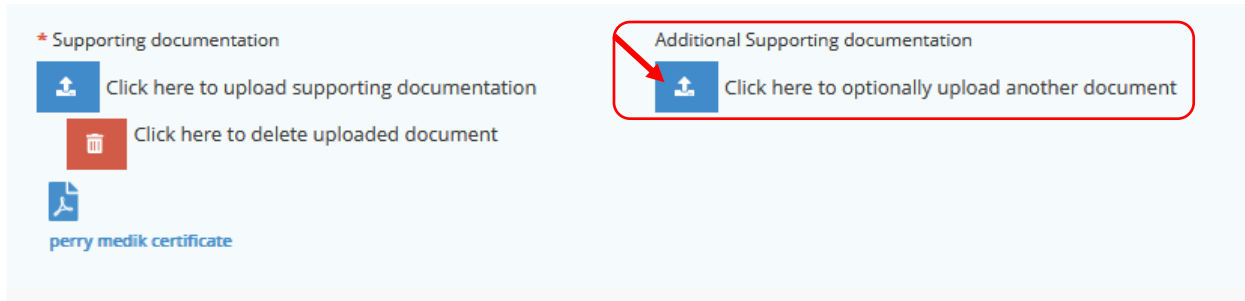
**Step four:** If you’ve made a mistake, you can delete the uploaded document and repeat the above steps to upload the correct document.



 Click here to delete up

 **perry medik certificate**

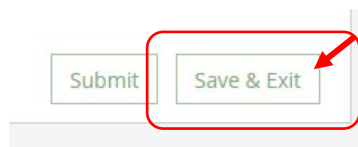
**Step five:** If you have two supporting documents, you can upload the second document here:



**Step six:** Once you have uploaded all your documents, you do have the option to add any additional CC activities that you did not previously claim in the year being audited.

This is optional and can be done by clicking on  at the bottom of the page.

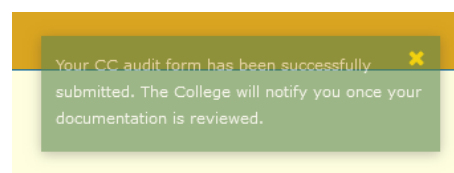
**Step seven:** If you haven't finished and want to come back later, click on the **SAVE & EXIT** button at the bottom of the page.



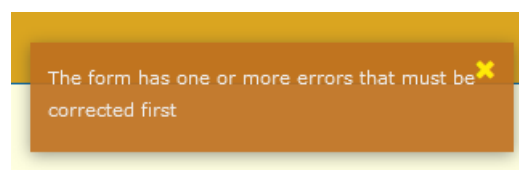
**Step eight:** If you have finished uploading all your documentation, click on the **SUBMIT** button to submit your form for review

**PLEASE NOTE: You cannot submit your audit form until you have uploaded a document for each activity that you have claimed.**

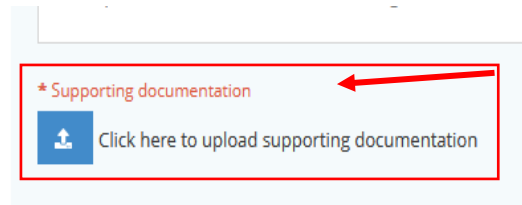
Once you have successfully submitted the CC audit form you will see this green box with a message popup in the top right corner of your portal.



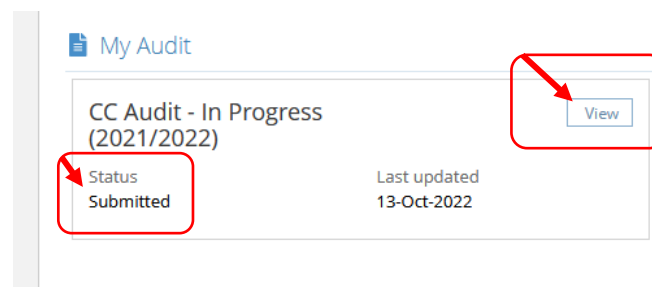
If there was an error or one of the documents didn't load properly, you will see this orange box with an error message in the top right corner of your portal.



The error is also noted in red beside the activity.



After you have submitted the audit form, you will be able to see your audit status in the *My Audit* section of your portal. You can view your audit form but you will no longer be able to make any edits to the form.



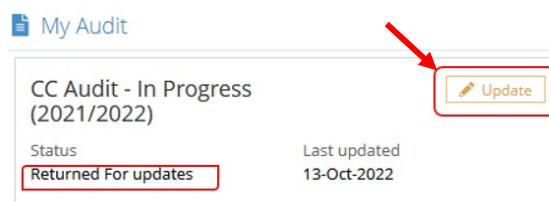
The College will be in contact with you within 10 business days of receiving your submitted audit.

### Further Action Required

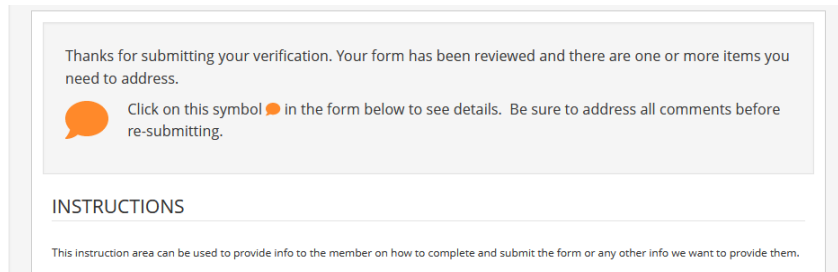
If the College has any questions regarding your documentation, comments will be left within the form. You will be notified by email that further action or clarification is required and you will be able to make edits to the form again or respond to the outstanding comments. *Please note, the email will include a due date for all further required action to be completed.*

After logging into your portal, you will notice see that in your *My Audit* section, the *view* button has changed back to **Update** and the status will now be *Returned for Updates*.

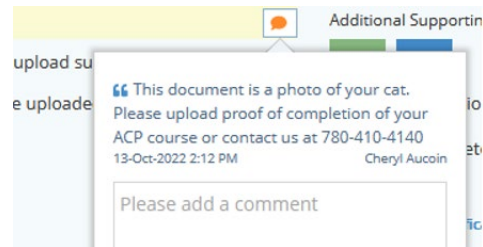
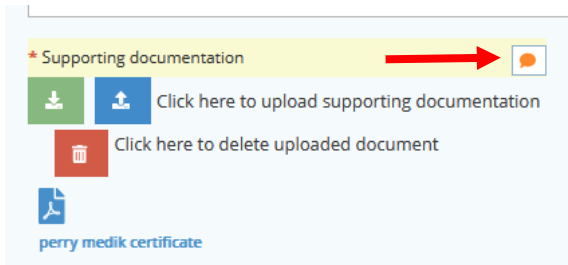
**Step one:** Click on the **Update** button



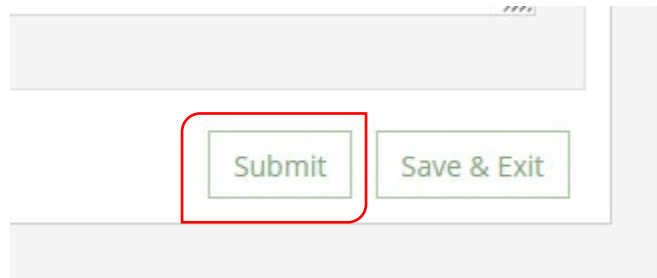
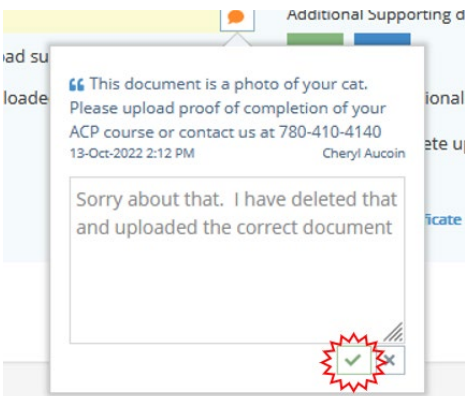
You will see these instructions at the top of the form:



**Step two:** When there is a comment for you to address you will see an orange speech bubble. Click on the icon to read the comment.



**Step three:** Once you have addressed the issue you will need to respond to the comment and then re-submit your audit form. ***Please note that you must submit a response to each comment.***



Once you have re-submitted your audit form, the College will contact you about the outcome of your audit review.

If you have any questions, please contact [CC@ABparamedics.com](mailto:CC@ABparamedics.com).