

COMPETENCY SUPPORT REPORT (CSR)

Fiscal Year: December 1, _____, to November 30, _____

*Please report your competency information online, OR submit this form via email, fax, or mail.
Please print.*

The Competency Support Program is explained in Article 14 of the OPFA Bylaw. Please take this obligation seriously as it is a record of your competency. Competency reporting is due no later than January 15 after which the Late Reporting Fee will be applied to your account.

Note: If you answer No to any of the questions below, or if you fail to maintain a 3-year rolling total of 60 hours or more, you are not in compliance with the Bylaw, and you will be considered to be not in good standing which may result in suspension.

1. Personal Practice Focus (PPF)

a) I had a Personal Practice Focus (PPF) in place for the past fiscal year Yes /No

If No, explain how and when you will address it:

b) My PPF has been prepared, updated, or confirmed within the past 3 fiscal years, and since my last significant job change Yes /No

If No, explain how and when you will address it:

2. Learning Plan (LP)

a) I had a Learning Plan (LP) in place for the past fiscal year

Yes /No

If No, explain how and when you will address it:

b) My LP has been prepared, updated, or confirmed within the past 3 fiscal years and since my last significant job change Yes /No

If No, explain how and when you will address it:

c) Over the past fiscal year, the goals in my Learning Plan (choose one)

i. have been met

ii. are progressing as planned

iii. have not been met-explain how and when you will address it:

3. **Record Retention:** I have copies of these documents in my personal files at home (not at my place of work) and are readily accessible for possible Audit or Peer Review along with my current and previous PPF and LP. Yes / No

If No, explain how and when you will address it:

4. **Continuing Education** (you must maintain a 3-year rolling total of 60 hours or more): During the past fiscal year, I completed _____ hours of relevant Continuing Education.

5. **Professionalism and Ethics** (the documents below can be found in the Standards and Guidance section of the website after you log in):

I have reviewed the OPFA Code of Ethics in the past year (Reg. Part I) Yes / No

If No, explain how and when you will address it:

I have reviewed the OPFA Acts of Misconduct in the past year (Reg. Part II) Yes / No

If No, explain how and when you will address it:

I have reviewed the OPFA Standards of Practice (By-law 13.4)

Yes / No

If No, explain how and when you will address it:

I am familiar with approved OPFA Practice Guidance and Practice Bulletins Yes / No

If No, explain how and when you will address it:

Date of last Peer Review (optional): _____

Associate Members (Associate R.P.F.) & Provisional Members with Scope (R.P.F. in Training with Scope) Only:

I have reviewed my approved Scope of Practice, and confirm that I continue to only work within it:

Yes / No

If No, explain why & how you will address it:

Provisional Members with Scope (R.P.F. in Training with Scope) Only: I have maintained the certification needed for my scope of practice:

Yes/No

In No, explain why & how you will address it:

I certify that the information contained in this Competency Support Report is accurate, complete, and true:

OPFA SEAL

Name (Print): _____

Signature: _____

Member number: _____ Date: _____

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