



Eligibility of Repeat Courses for the Continuing Competency Program

Policy Number: CCC-3

Date of Approval	Responsible Authority	Last Revised
July 16, 2014	CMLTM Council (Continuing Competency Committee)	December 6, 2023

Policy

The Continuing Competence Program (CCP) requires members to participate in Continuing Education (CE) activities to ensure our members expand their knowledge and maintain their competency in the areas of practice outlined in the CMLTM Self-Assessment.

In their pursuit of knowledge, members may choose to repeat courses from time to time to refresh their knowledge in an area of practice. While repeat courses may serve to refresh and update a member’s knowledge in an area of practice, excessive repetition of the same courses does not serve to expand a member’s knowledge. As CMLTM Board of Assessors Re-Entry to Practice policy BOA-6 has established that members who have not practiced in more than five years require a refresher course, the CCP will accept a repeat course after five years as a refresher. More frequent repeats would be considered a review and not eligible for credits hours.

Therefore, a course will not be accepted more than once in any 5-year audit period and may not be repeated to make up a shortage of CE hours in any 5-year audit period.

References

CMLTM Board of Assessors policy BOA-6 – Re-Entry to Practice.

Revision History

- September 12, 2012 – Date of Approval
- June 21, 2017
- September 23, 2022
- December 6, 2023 – Last Date of Revision