



Document Control of Continuing Competency Program Documents

Policy Number: CCC-6

Date of Approval	Responsible Authority	Last Revised
December 15, 2018	CMLTM Council (Continuing Competency Committee)	December 15, 2018

Policy

Continuing Competency Program documents will have a date of revision. The date of revision will be updated by the office when new revisions are submitted by the Committee responsible for updating each document, at the frequency indicated in Table 1.

Table 1

Document	Responsibility to Update	Frequency of Review/Updating
CCC Policies	CCC	5 years or as required
Terms of Reference (TOR-2)	CCC	5 years or as required
Handbook (including Credit Guide)	CCC	5 years or as required
CE Credit Assessment Application Form	CCC	5 years or as required
Continuing Competency Program Credit Guide	CCC	5 years or as required
Approved and Not-Approved CE Activities List	CCC	As required
Career Summary Form	CCC	5 years or as required
Self-Assessment Tool	CCC	5 years or as required
Summary Log Sheet (online)	CCC	5 years or as required
Auditor Summary Sheet	CCC	5 years or as required
Auditor Additional Information Sheet	CCC	5 years or as required
Audit Notice Letters	CMLTM	As required
Audit Result Letters	CMLTM	As required
Step-by-Step Guide to Online Submission of Continuing Competency Portfolio	CMLTM	As required
Online Professional Portfolio Management System	CMLTM	As required

Revision History

- December 15, 2018 – Date of Approval
- June 24, 2026 – Last Date of Revision