

## Policy

<b>Type:</b>	Quality Assurance		
<b>Number:</b>	2.1		
<b>Name:</b>	Self-Assessment: General Requirements		
<b>Status:</b>	Final	<b>Version:</b>	3
<b>Date Approved:</b>	September 22, 2014	<b>Date Revised:</b>	December 2, 2019

**Policy Statement:** All kinesiologists registered in the General Class before the start of the Self-Assessment Period will participate in Self-Assessment. Kinesiologists who are registered after the start date will be exempt from that year's Self-Assessment.

### Procedure:

- 1) Kinesiologists complete the Self-Assessment biennially during the 90-day Self-Assessment period: December 1<sup>st</sup> to March 1<sup>st</sup> of the next calendar year.
- 2) Kinesiologists will be notified in writing of the requirement to complete the Self-Assessment approximately two weeks prior to the start of the Self-Assessment Period.
- 3) Notice of the start of the Self-Assessment period will be posted on the College's website approximately two weeks prior to the start date of the Self-Assessment Period.
- 4) Kinesiologists are required to complete the Self-Assessment in full on the online Self-Assessment Portal made available by the College.
- 5) Kinesiologists are required to provide the College with confirmation of their completion of the Self-Assessment by clicking the "Submit" button within the Self-Assessment Portal.
- 6) As part of the completion of the Self-Assessment, eligible kinesiologists are required to:
  - a. Identify a minimum of three learning goals;
  - b. Develop their Individual Learning Plan (ILP) for the two years ahead, including one activity per learning goal;
  - c. Provide a brief personal assessment of the effectiveness of Continuing Professional Development (CPD) activities undertaken in the previous years towards achieving their learning goals; and
  - d. Complete and retain the ILP in the form and manner specified in the Portfolio Contents and Format Policy.

- 7) Kinesiologists are to retain a copy of the most recently completed Self-Assessment, including the ILP, in the kinesiologist's Portfolio.
- 8) Any changes to the timing of the Self-Assessment Period will generally be communicated to kinesiologists via email and the College website at least 12 months in advance of the revised start date of the Self-Assessment Period.
- 9) Kinesiologists are not normally required to submit their completed Self-Assessment and ILP to the College unless requested to do so by the Quality Assurance Committee, an assessor or a College employee.
- 10) Kinesiologists who fail to complete their Self-Assessment by the March 1<sup>st</sup> deadline will be selected for a Peer and Practice Assessment and may be referred to the Inquiries, Complaints and Reports Committee for non-compliance.
- 11) The Quality Assurance Committee will consider extenuating circumstances for kinesiologists who anticipate that they will be unable to meet the deadline for completion of the Self-Assessment. Deferrals may be granted for the following reasons: serious illness, and death of a family member. The Quality Assurance Committee has the authority to determine additional reasons for granting deferrals as situations arise.
- 12) Aggregate data will be used by the College to inform the development of programs and tools to support kinesiologists' practice and professional development.
- 13) Kinesiologists selected for Peer and Practice Assessments may have their Portfolio reviewed by staff or an assessor to confirm completion and retention of Self-Assessments and ILPs.
- 14) Any time period imposed on the College in this policy may be extended or condensed when deemed necessary by the College and does not affect the validity of the College's actions or the kinesiologist's duty to comply with the quality assurance program.