



Alberta College of  
Speech-Language Pathologists  
and Audiologists

*Hear. Speak. Connect.*

# Registration Standards & Guidelines

October 2018





# Registration Standards and Guidelines

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## 1. WHAT IS THE ALBERTA COLLEGE OF SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS (ACSLPA)?

ACSLPA is the organization that regulates the professional practice of speech-language pathologists and audiologists in the province of Alberta and protects the public. The Alberta government has given ACSLPA this power and has described the rules and responsibilities for this kind of work in the [Health Professions Act \(HPA\)](#).

ACSLPA's main responsibilities are:

- Registering speech-language pathologists and audiologists who are qualified to practice in Alberta
- Creating, maintaining and making sure the standards of practice for speech-language pathologists and audiologists in Alberta are followed
- Creating, maintaining and making sure standards for continuing competence in the practice of speech-language pathologists and audiologists in Alberta are followed
- Having a process to address complaints by the public about the practice of speech-language pathologists and audiologists in Alberta

ACSLPA also:

- Develops professional practice guidelines and other resources to help ACSLPA members in their practice
- Helps ACSLPA members with professional practice concerns
- Develops communications and educational materials for ACSLPA members and the public (i.e., ACSLPA website, *Communication Matters* (monthly electronic news bulletin), Information Sheets)
- Holds an annual conference and other professional development opportunities
- Annual recognition and awards program for the professions
- Coordinates special projects/activities that support and benefit the professions and/or the public

## 2. WHO NEEDS TO REGISTER WITH ACSLPA?

Every speech-language pathologist or audiologist, who meets the requirements for registration and provides professional services to the public as described in the HPA, must be registered with ACSLPA before providing any professional services in the province of Alberta.

If you are a speech-language pathologist or audiologist who wants to:

- Provide professional services directly to the public,
- Teach the practice of speech-language pathology or audiology to members of ACSLPA or to students of your profession, or
- Supervise members of ACSLPA who provide professional services to the public, then you must be registered with ACSLPA.

Professional services are described in the HPA as follows:

**3(1)** In their practice, speech-language pathologists do one or more of the following:

- (a) Assess, diagnose, rehabilitate and prevent communication and oral motor and pharyngeal dysfunctions and disorders,
- (b) Teach, manage and conduct research in the science and practice of speech-language pathology, and
- (c) Provide restricted activities authorized by the regulations.

**(2)** In their practice, audiologists do one or more of the following:

- (a) Assess auditory and vestibular function and diagnose, rehabilitate, prevent and provide appropriate devices and treatment for auditory and vestibular dysfunction,
- (b) Teach, manage and conduct research in the science and practice of audiology, and
- (c) Provide restricted activities authorized by the regulations.

### ***Providing Services from Outside of Alberta (Telepractice)***

ACSLPA has the official and legal responsibility to protect the people of Alberta by regulating ethical<sup>1</sup> practice of speech-language pathologists and audiologists in Alberta. Under the HPA you must be registered with ACSLPA and practice in Alberta following the Standards of Practice and Code of Ethics. Even if you provide professional services to the Alberta public from outside of Alberta, you must be registered with ACSLPA.

If you are a member of ACSLPA providing professional services to clients living outside of Alberta, you are responsible for knowing and following the laws of the area in which you are practicing.

***It is illegal under the HPA for you to work or volunteer as a speech-language pathologist or audiologist in Alberta, or provide professional services to the public within Alberta, without being registered with ACSLPA.***

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<sup>1</sup> Following the rules or standards for approved behaviour or practice.

### 3. WHAT ARE PROTECTED PROFESSIONAL TITLES?

The *Health Professions Act* (HPA) lists protected professional titles in health professions. These titles help people find qualified professionals and health services easily. You may only use the following protected professional titles if you are a member of ACSLPA:

<i>Speech-Language Pathologist Titles</i>	<i>Audiologist Protected Titles</i>
<ul style="list-style-type: none"><li>• Speech-language pathologist</li><li>• Speech therapist</li><li>• Speech pathologist</li><li>• SLP</li><li>• R.SLP</li></ul> <p><b>NOTE:</b> A speech-language pathologist may use the title "pathologist" only combined with the terms "speech", "speech and language" or "speech-language".</p>	<ul style="list-style-type: none"><li>• Audiologist</li><li>• Aud</li><li>• R.Aud</li></ul>

The HPA also protects the use of the words "college", "registered," and "regulated," and they may only be used by members of regulated colleges.

#### ***Using the Protected Title "Doctor"***

Under the HPA and the *Speech-Language Pathologists and Audiologists Profession Regulation*, you may use the protected title "Doctor" or "Dr." when providing a health service in accordance with ACSLPA's (2018) *Use of the Protected Title "Doctor" or "Dr." When Providing a Health Service Advisory Statement*. Eligibility criteria and application to obtain authorization to make use of the title "Doctor" or "Dr." when providing a health service are also available on the ACSLPA website.

[Advisory Statement: Using Your Protected Professional Designation The Right Way](#)

## 4. WHAT ARE THE MEMBERSHIP CATEGORIES?

### 4.1 Regulated Membership Categories

There are three categories under this type of membership:

- 4.1.1. General Register Member
- 4.1.2. Courtesy Register Member
- 4.1.3. Non-Practicing Member

#### 4.1.1. General Register Member

##### About this category:

- Required for speech-language pathologists and audiologists working in clinical, administrative, teaching or research settings, including those volunteering in their profession in Alberta.
- These members are issued an annual Practice Permit (to December 31) and may use the protected titles of their profession.
- These members are able to vote, and be on the ACSLPA Council or regulatory committees.
- These members will receive ACSLPA communications.

##### To be a member under this category, you must:

- Hold a master's degree, or equivalent, in speech-language pathology or audiology.
- Meet the current qualifications, good character and English language proficiency requirements of ACSLPA.
- Demonstrate you have the required level of Professional Liability Insurance (See Appendix 3).
- Participate in the *Continuing Competence Program*.

#### 4.1.2. Courtesy Register Member

##### About this category:

- Required for speech-language pathologists and audiologists from outside of Alberta who will be providing professional services in Alberta for one or more of the following:
  - Giving a training course or clinical presentation at an approved teaching site.
  - Conducting or participating in a research program.
  - Conducting or engaging in an accreditation visit.
  - Demonstrating equipment or techniques in direct clinical care.
- May use the protected titles of their profession.

**NOTE:** In these situations you are granted this type of membership only for the time you need to complete the task, up to a combined total of twelve months.



**To be a member under this category, you must:**

- Be able to practice legally in a jurisdiction<sup>2</sup> outside of Alberta.
- Demonstrate, to the Registrar’s satisfaction, you are trained and qualified to practice in your profession.
- Demonstrate you have the required level of Professional Liability Insurance (see Appendix 3) if having direct clinical contact with clients while in Alberta.

**4.1.3. Non-Practicing Member**

**About this category:**

- For speech-language pathologists and audiologists who are not active in their practice (example: maternity leave).
- These members do not hold a Practice Permit, and may not practice.
- These members may use the protected titles of their profession followed by the phrase “(Non-Practicing).”
- These members are able to vote.
- These members will receive ACSLPA communications, and are offered conference member rates.

**To be a member under this category, you must:**

- Hold a master’s degree, or equivalent, in speech-language pathology or audiology.
- Meet the good character and English language proficiency requirements of ACSLPA.

**4.2 Non-Regulated Membership Categories**

There is only one category under this type of membership:

4.2.1. Honourary Member

**4.2.1. Honourary Member**

**About this category:**

- For speech-language pathologists and audiologists who are no longer active in their practice (example: retired).
- These members cannot use the protected titles of their profession.
- These members will receive ACSLPA communications and are offered conference member rates.

**To be a member under this category, you must:**

- Have been a member in good standing of the Speech, Language and Hearing Association of Alberta (SHAA) prior to 2002 and/or, of ACSLPA for a minimum of 25 years, or
- Have been approved by Council, after applying in writing and based on your contributions to ACSLPA or to the practice of speech-language pathology or audiology.

<sup>2</sup> Area or place of official control and the power to enforce rules.

**NOTE:** Remember that under the *Health Professions Act (HPA)*, it is against the law to work or volunteer as a speech-language pathologist or audiologist in Alberta without being registered with ACSLPA and holding a current Practice Permit. Any member in a non-regulated membership category may move to the Registered Member category during the membership year by:

- 1) submitting the required fees,
- 2) submitting a *Status Change Form*, and
- 3) meeting all the requirements described above when re-applying for Registered Member status.

## 5. HOW DO I REQUEST A REGISTRATION APPLICATION PACKAGE?

You may download a Registration Application Package from the ACSLPA website at: [www.acslpa.ab.ca](http://www.acslpa.ab.ca).

- Click on *For ACSLPA Members*, and then
- Click on *Registration and Fees*

You may also ask us to send you application by letter mail or email.

## 6. WHAT ARE THE REGISTRATION REQUIREMENTS?

Following the *Speech-Language Pathologists and Audiologists Profession Regulations*, to apply, you must:

1. Have:
  - a) At least a master's degree in speech-language pathology or audiology from an approved university level program, and
  - b) Completed the requirements for academic coursework and clinical practice experience. (See Appendix 1 for ACSLPA Coursework Requirements and Appendix 2 for Clinical Practice Hours Requirements), or
  - c) Be a registered in good standing with a regulatory organization in another province in Canada, or
  - d) Have qualifications that the Registration Committee decides are equivalent to item a) above. (NOTE: To decide this, the Registration Committee may ask an applicant to complete examinations, assessment, training or educational programs).
2. Demonstrate that your professional practice is current by showing you have one of the following:
  - a) Graduated from an approved program within the three years before applying or
  - b) Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before applying or
  - c) Successfully completed approved, refresher<sup>3</sup> education courses in your profession within the three years before applying.
3. Demonstrate you have required level of Professional Liability Insurance. (See Appendix 3)
4. Meet the English language proficiency requirements of ACSLPA. (See Appendix 4)

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<sup>3</sup> A study course that is a review of previous education.

5. Demonstrate good character and reputation by submitting:

- A satisfactory Police Information Check including a Vulnerable Sector Check (PIC/VSC), or equivalent (See Appendix 5),
- A written reference or letter of good standing (if ACSLPA asks for it), and/or
- Information in the ACSLPA registration form for professional behaviour that is acceptable to the Registrar.

## 7. HOW DOES ACSLPA REVIEW & PROCESS MY REGISTRATION APPLICATION?

### 7.1 General Information

The Registration Coordinator manages all registration questions and may be reached at:

Tel: 780-944-1609 or 1-800-537-0589

Fax: 780-408-3925

Email: [registration@acslpa.ab.ca](mailto:registration@acslpa.ab.ca)

After receiving your application, the Registration Coordinator will review the application and tell you about any missing documents. NOTE: **Missing documents will delay the review process.**

After they've received all the necessary documents, the Registrar will review your application and will then:

- Approve you for registration and issue an annual practice permit; or
- Approve you for registration and issue an annual practice permit with specific conditions, limits, or restrictions on your practice, or
- Refer your application to the Registration Committee.

The Registrar will refer your application to the Registration Committee if they:

- Decide that you need further assessment to determine if you meet the registration requirements, or
- Have reasonable doubts about whether you meet the registration requirements, or
- Suggest the Registration Committee refuse your application.

After the Registration Committee reviews your application, they will do one or more of the following:

- Approve your registration and issue you an annual practice permit.
- Approve your registration, issue you an annual practice permit with specified conditions on practice.
- Defer your application until you successfully complete an examination the Registration Committee specifies.
- Defer your application until you successfully complete any additional training that the Registration Committee specifies.
- Refuse your application.

You will be notified by email of the Registration Committee’s decision and their reasons. Under section 30(3) of the *Health Professions Act*, if the Registration Committee refused, delayed, or approved your application with conditions or limitations, you have the right, within 30 days of receiving the notice, to request a review of the decision. You must request your review in writing (email is acceptable), set out the reasons why your application for registration should be approved with or without conditions, and then send it to the Registrar. The Registrar will give a copy of your written request to the ACSLPA Council, who will then review your application. You will be notified within 30 days, of the place, date and time that the review will happen, and of any applicable fees for the review.

NOTE: Registration applications expire two years after the date we receive them.

In the interests of privacy, ACSLPA staff will only discuss the specifics of an application or registration with the individual applicant or member, unless written permission has been granted to allow disclosure of information to a third party.

## 7.2 Time Required to Process Registration Applications

The length of time required for a registration decision will vary, but in general, is as follows:

Applicant Type	Approximate Minimum Length of Time Required to Process Application*
New Graduates of a Canadian Accredited Program	1 – 2 weeks
New Graduates of a United States (US) Program	1 – 2 weeks
Applicants from a Provincial Regulatory Organization in Canada (BC, SK, MB, ON, QC, NB, NL)	1 – 2 weeks
Applicants from a Provincial/Territorial or National Association in Canada or the US (NS, PEI, NWT, SAC or ASHA)	1 – 2 weeks
Applicants Educated Outside of Canada or the US	4 – 6 months**

**\*NOTE:** This is the minimum length of time we need to process your application after you have submitted all the required documents.

**\*\*NOTE:** This is not the length of time it will take to become registered; this is the length of time it will take to receive an initial decision.

## 7.3 Specific Information for Each Applicant Type

### 7.3.1 New Graduate of a Canadian Accredited Program

*Applicable if you have completed your education in Canada within the previous three years and have not yet been employed in your profession.*

#### You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree; documents must be original and sent to ACSLPA directly from the university where you received your qualifications.  
**NOTE:** If you haven't yet received your graduate degree, the university program director must submit a letter directly to ACSLPA, verifying you have completed all academic and clinical requirements, and the date on which you will receive your graduate degree. You must ask the university to send the official transcript to ACSLPA immediately following your convocation.
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications. (See Appendix 2)
- Evidence you have the required Professional Liability Insurance. (See Appendix 3)
- Evidence of your English language proficiency if your first language is not English. (See Appendix 4)
- A satisfactory Police Information Check including a Vulnerable Sector Check, or equivalent. (See Appendix 5)
- The application fee and registration fee

#### After we've reviewed these required documents, we will notify you by email whether or not your application has been successful. If your application is successful:

- 1) We will process the applicable registration fee.
- 2) You will receive instructions for downloading and printing your annual practice permit and receipt.
- 3) You will receive information and instructions for completion of the jurisprudence education requirements of the College. (See Appendix 6)

### 7.3.2 New Graduate of a United States (US) Accredited Program

*Applicable if you have completed your education in the US within the previous three years and have not yet been employed in your profession*

#### **You must submit:**

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications.

**NOTE:** If you haven't yet received your graduate degree, the university must submit the following directly to ACSLPA:

- A current transcript listing all your completed courses to date, and
- A letter from the university program director verifying that all academic and clinical requirements have been met, and the date on which the graduate degree will be conferred.

You must ask the university to send the official transcript to ACSLPA immediately following your convocation. This must be specifically requested by the applicant.

- A handbook, syllabus, or calendar that gives a detailed description of your program of study and clinical practicum. Course descriptions should include:
  - i. Course objectives and format
  - ii. Total number of hours
- A completed *Coursework Requirements Form*. (See Appendix 1)
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications. (See Appendix 2)
- Evidence you have the required Professional Liability Insurance. (See Appendix 3)
- Evidence of your English language proficiency if your first language is not English. (See Appendix 4)
- A satisfactory Police Information Check including a Vulnerable Sector Check, or equivalent. (See Appendix 5)
- The application fee and registration fee

#### **After we've reviewed these required documents, we will notify you by email whether or not your application has been successful. If your application is successful:**

- 1) We will process the applicable registration fee.
- 2) You will receive instructions for downloading and printing your annual practice permit and receipt.
- 3) You will receive information and instructions for completion of the jurisprudence education requirements of the College. (See Appendix 6)

### 7.3.3 Applicants from a Provincial Regulatory Organization in Canada

*Applicable if you are moving to practice in Alberta from British Columbia (BC), Saskatchewan (SK), Manitoba (MB), Ontario (ON), Quebec (QC), Newfoundland (NL), or New Brunswick (NB)*

#### **You must submit:**

- A completed *Registration and Practice Permit Application Form*.
- A letter confirming your current registration in good standing in a fully practicing membership category forwarded directly to ACSLPA from the issuing regulatory organization.  
**NOTE:** Canadian regulated jurisdictions include: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and New Brunswick.
- A copy of your official transcripts and record of clinical practice hours, forwarded by your current provincial regulatory body.
- Evidence you have the required Professional Liability Insurance. (See Appendix 3)
- Evidence of your English language proficiency if your first language is not English. (See Appendix 4)
- A satisfactory Police Information Check including a Vulnerable Sector Check, or equivalent. (See Appendix 5)
- The application fee and registration fee.

#### **After we've reviewed these required documents, we will notify you by email whether or not your application has been successful. If your application is successful:**

- 1) We will process the applicable registration fee.
- 2) You will receive instructions for downloading and printing your annual practice permit and receipt.
- 3) You will receive information and instructions for completion of the jurisprudence education requirements of the College. (See Appendix 6)

### 7.3.4 Applicants from a Provincial/Territorial or National Association in Canada or the US

*Applicable if you are moving to practice in Alberta from Nova Scotia (NS), Prince Edward Island (PEI), Northwest Territories (NWT), Yukon Territory (YT), Nunavut (NU), or from a non-regulatory professional organization, specifically either SAC or ASHA.*

#### **You must submit:**

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications.
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications. (See Appendix 2)
- A handbook, syllabus, or calendar that gives a detailed description of your program of study and clinical practicum. Course descriptions should include:
  - i. Course objectives and format
  - ii. Total number of lecture hours
- Your current résumé.
- Evidence you have the required Professional Liability Insurance. (See Appendix 3)
- Evidence of your English language proficiency if your first language is not English. (See Appendix 4)
- A satisfactory Police Information Check including a Vulnerable Sector Check, or equivalent. (See Appendix 5)
- A completed *Registration/Certification/License Verification Form* (included in the *Registration Application Package*) or written letter confirming your current membership in good standing in a fully practicing membership category (as described in heading 4.1.1) forwarded directly to ACSLPA from the organization.
- A written reference from a speech-language pathologist or audiologist colleague or recent employer. (*Reference Request Form* is included in the *Registration Application Package*)
- The application fee and registration fee.

#### **After we've reviewed these required documents, we will notify you by email whether or not your application has been successful. If your application is successful:**

- 1) We will process the applicable registration fee.
- 2) You will receive instructions for downloading and printing your annual practice permit and receipt.
- 3) You will receive information and instructions for completion of the jurisprudence education requirements of the College. (See Appendix 6)



### 7.3.5 Applicants Educated in a Program Not Accredited in Canada or the US

*Applicable if you were educated in a program that is not accredited in Canada or the US and are applying to ACSLPA as a first point of entry to practice in Canada.*

#### **You must submit:**

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications.
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications. (See Appendix 2)
- An original academic credentials assessment from one of the credentialing agencies listed below under heading *7.4 List of Credentialing Agencies* below.

**NOTE:** The cost of the academic credential assessment is your responsibility.

- A handbook, syllabus, or calendar that give a detailed description of your program of study and clinical practicum. Course descriptions should include:
    - i. Course objectives and format
    - ii. Total number of lecture hours
  - The application fee.
  - Your current résumé.
  - Evidence of your English language proficiency if your first language is not English. (See Appendix 4)
  - A written reference from a speech-language pathologist or audiologist colleague, or recent employer. (*Reference Request Form* is included in *Registration Application Package*)
- NOTE:** If you are unable to obtain official copies of your transcripts and other documents because of a situation you cannot control, you must submit a letter explaining your situation and you may give certified, true copies of your original documents.

**After the Registration Committee has reviewed these required documents, our standard requirement is successful completion of the Speech-Language and Audiology Canada (SAC) Certification Examination.**

We need to receive all of your documents **at least six weeks** before the next SAC examination application deadline, so that we can recommend you to write the next exam.

**NOTE:** You are responsible for the cost of writing the SAC Certification Examination, and the results are valid for up to three years from the date written.

**After you've successfully completed the SAC certification examination, you will be approved for registration, and must then submit:**

- The applicable registration fee.
- A satisfactory Police Information Check including a Vulnerable Sector Check, or equivalent. (See Appendix 5)
- Evidence you have the required Professional Liability Insurance. (See Appendix 3)

**You will then be registered with the condition that you must practice under the supervision of an approved speech-language pathologist or audiologist for a minimum period of 12 weeks.**

You must then find a professional to supervise you and submit their name to ACSLPA for approval. An approved supervisor must:

- be a practicing member of ACSLPA,
- have a minimum of 5 years of clinical experience in their respective profession,
- be of good character and reputation,
- be in good standing with ACSLPA and not be subject to any complaints or investigations at the time of the supervision, and
- be approved as a supervisor by the Registrar.

ACSLPA will give the approved supervisor their guidelines and reporting forms. (Refer to Appendices 7a and 7b for sample supervision forms)

**As a new regulated member, you will receive:**

- 1) Instructions for downloading and printing your annual practice permit (with the condition that you practice under supervision) and receipt.
- 2) Information and instructions for completion of the jurisprudence education requirements of the College. (See Appendix 6)

After you successfully complete the period of supervised practice, the conditions are removed and you will be issued a new practice permit valid for what remains of the registration/calendar year.

## **7.4 List of Credentialing Agencies**

### **International Qualifications Assessment Service (IQAS)**

4<sup>th</sup> Floor, Sterling Place, 9940 – 106 Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655

Fax: 780-422-9734

Email: [iqas@aecd.gov.ab.ca](mailto:iqas@aecd.gov.ab.ca)

Website: <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html>

You will need to request the *Specialized Assessment*. Please complete the *Release of Assessment*

*Results to Other Institutions/Organizations* section of the form so that they will send us a copy of the assessment report.

**World Education Services**

45 Charles Street East, Suite 700, Toronto, ON M4Y 1S2

Tel: 416-972-0070

Fax: 416-972-9004

Email: [canada@wes.org](mailto:canada@wes.org)

Website: <http://www.wes.org/ca>

You will need to request the *Comprehensive Course-by-Course Report*.

**University of Toronto**

Comparative Education Service - Admissions and Awards

315 Bloor Street West, Toronto, ON M5S 1A3

Tel: 416-978-2185

Fax: 416-978-7022

Website: <http://learn.utoronto.ca/ces.htm>

## 7.5 Translation of Documents

You must also send us an official English translation for all documents not written in English.

ACSLPA will accept translations from:

- The consulate, high commission, or embassy (in Canada) of the country that issued the documents.
- A Canadian consulate, high commission, or embassy in the country from where you emigrated.
- A translator accredited<sup>4</sup> by a professional association of translators in Canada.
- A translator accredited by a federal, provincial or municipal government in Canada.

All translations must be original and accompanied by the translator's statement confirming:

- That the translation is accurate and authentic.
- That the translator belongs to one of the categories listed above (identification number and/or seal, name, address and telephone number are required).
- The full, printed name and signature of the translator.

**NOTE:** You are responsible for the cost of getting your documents officially translated.

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<sup>4</sup> Officially recognized as having the essential qualifications.

## 8. HOW DO I RENEW MY REGISTRATION & PRACTICE PERMIT?

### 8.1 *Renewing Your Registration*

As a member of ACSLPA, you are required to renew your registration annually using the online registration renewal system. Each member is assigned a unique username and password that will allow you to access the system. You may also access the system throughout the year to update your profile if you have a change in address, change in employer, etc.

The ACSLPA registration year is from January 1 – December 31. As a member, you will receive an email notice at the beginning of October advising you of the registration renewal requirements, deadlines, and general tips for completing the process. You must submit the completed registration renewal, the annual fee payment, and any other requested documentation to the ACSLPA office no later than December 1 of each year.

***It is your responsibility as a member to see that ACSLPA has your current contact information, including your email address.***

***It is your responsibility as a member to contact the ACSLPA office if you have not received a registration renewal notice by the middle of October of each year.***

During the registration renewal process, as a member, you are required to enter your information into the online system, including:

1. Updates to your personal information
  - a) This includes your contact information, employment information, etc.
2. Current qualification hours include ACTUAL hours spent in professional practice activities, including the following:
  - a) clinical practice, consulting, administration/management in a clinical or clinically related area, professional development, including coursework at a post-secondary institution, research and/or education of students in SLP, audiology or a related field. Any of the professional practice activities listed here that are accrued as part of doctoral or post-doctoral studies post-qualifying professional degree would also be considered.

NOTE: ACSLPA may need to verify your reported hours.

- b) You must have completed one of the following requirements to demonstrate current practice of your profession:
  - i. Graduated from an approved program not more than three years before applying or
  - ii. Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before applying, or

- iii. Successfully completed approved, refresher<sup>5</sup> education courses in your profession within the previous three years.

If you have not completed one of the above requirements, you will need to complete the requirements stated in Section 11 of this document.

### 3. Professional liability insurance information

- a) According to ACSLPA policy, all speech-language pathologists and audiologists on the General Register must give evidence of having a minimum of \$1,000,000 (one million dollars) Professional Liability Insurance to obtain registration and a practice permit.

### 4. Continuing Competence Program (CCP) information

- a) Under the *Health Professions Act* (HPA), you must meet the requirements of the Continuing Competence Program of ACSLPA for registration renewal.
- b) As a speech-language pathologist or audiologist on the General Register, you must submit your CCP information as part of the registration renewal process. This includes an evaluation/reflection for the goal(s) you've completed in the previous year and a new goal(s) for the upcoming year.
- c) You also need an external feedback to support learning component once every three years.

Please refer to the ACSLPA website for further information on CCP requirements, FAQs, and examples of completed program components.

### 5. Registration renewal fee payment information

## **8.2 Late Submission/Failure to Submit Registration Renewal**

It is important not to let your registration lapse. It is illegal under the *Health Professions Act* (HPA) for you to work or volunteer as a speech-language pathologist or audiologist in Alberta or provide professional services to the public within Alberta without being registered with ACSLPA.

Following the rules of the HPA, if you do not complete your registration renewal and submit the required payment by December 31, ACSLPA will notify you that your registration and practice permit have expired, that you cannot work or volunteer as a speech-language pathologist or audiologist in the province of Alberta, and that your registration and practice permit will be cancelled after 30 days.

If you have had your registration and practice permit cancelled and wish to reapply to ACSLPA, you will need to pay the reinstatement fee and meet all current registration requirements at the time you reapply.

**NOTE:** Under Alberta law, ACSLPA cannot give extensions for you to renew your registration nor ignore late submissions. It is your responsibility as a regulated member to guarantee that your registration renewal is completed as soon as possible before the final deadline.

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<sup>5</sup> A study course that is a review of previous education.

## 9. HOW CAN I MAKE STATUS CHANGES?

If you will be leaving practice for an extended period of time (e.g., maternity leave), you may want to change your status to *Non-Practicing* while you are not working. Under this status, you may not work or volunteer as a speech-language pathologist or audiologist in Alberta. You may use the protected titles of your profession followed by “(Non-Practicing)”. Similarly, if you are currently *Non-Practicing*, you will need to change your status back to Registered **before** you return to work.

You may request a status change requests during the annual registration renewal process, or at any time of year using the *Status Change Form* that you can find on the ACSLPA website. All registration fees or refunds are listed on the *ACSLPA Fee Schedule* that you can also find on the website.

## 10. HOW DO I RESIGN FROM ACSLPA?

If you decide that you no longer want to practice as a speech-language pathologist or audiologist in Alberta, you should submit a request to resign from ACSLPA. You can do this using the *Status Change Form* that you can find on the ACSLPA website or using the online registration system of the College during registration renewal.

Once you have resigned from ACSLPA, you can no longer work or volunteer as a speech-language pathologist or audiologist in Alberta or use the protected titles of your profession.

If you want to reapply for registration at a later date, after resigning from ACSLPA, you must then meet all the registration requirements in place at the time you apply, including the requirements for current qualifications. You may also need to successfully complete a written examination and/or some time under supervised practice.

## 11. WHAT IF I'M A MEMBER AND I DON'T MEET CURRENT QUALIFICATIONS REQUIREMENTS?

To either register or renew your registration, as per the *Speech-Language Pathologists and Audiologists Profession Regulation* you must give evidence that your professional practice is current by having:

- a) Graduated from an approved program not more than three years before applying, or
- b) Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before applying, or
- c) Successfully completed approved, refresher<sup>6</sup> education courses in your profession within the previous three years.

As a regulated member of ACSLPA, if you are applying for registration renewal or a status change to a regulated membership category and, specifically, do not meet the currency hour requirements, you will typically be required to demonstrate current competence through successful completion of a period of supervised practice.

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<sup>6</sup> A study course that is a review of previous education.

## 11.1 Supervised Practice

The purpose of supervised practice is to update your knowledge base and skills, to re-establish your professional networks, and to provide you with support as you return to a more active level of practice.

In order to be considered acceptable to the Registrar, a period of supervised practice must include the following features;

### 11.1.1 The supervisor must;

- a) be a practicing member of ACSLPA,
- b) have a minimum of 5 years of clinical experience in their respective profession,
- c) be of good character and reputation,
- d) be in good standing with ACSLPA and not be subject to any complaints or investigations at the time of the supervision, and
- e) be approved as a supervisor by the Registrar.

11.1.2 A supervised practice plan (refer to Appendix 8a and 8b of this document), must be developed and accepted by the Registrar, the supervisor, and the member or applicant prior to the commencement of the supervised practice period.

Process:
1. You will receive a temporary practice permit with the condition that you must practice under supervision for a specified minimum number of hours. There may also be additional conditions on the practice permit (these will clearly be outlined as required).
2. Your supervised practice will include both direct and indirect supervision – refer to supervised practice plan Appendix 8a and 8b for further information.
3. Your supervisor will review written reports, charting, etc. during the supervised practice time.
4. Your supervisor may ask you to complete additional requirements for directed readings and related activities.
5. This period of supervised practice will allow you to gain experience in a number of areas that would be reflective of clinical practice.

11.1.3 The completed supervised practice plan and any other information requested by the Registrar must be submitted upon completion of the supervised practice, and the Registrar must be satisfied that the member or applicant has demonstrated that they are currently competent to practice as an audiologist or speech-language pathologist. Once this occurs, we will remove the condition for supervised practice and you will be issued a new practice permit for what remains of the registration/calendar year.

## **11.2 Members Who Have Not Practiced For A Period of Greater Than Five Years**

Members or applicants who have not practiced at all within the 5-year period prior to their renewal or application will be expected to complete a 450-hour supervised practice re-entry requirement (roughly the equivalent of three months of full-time work) **and** will also be expected to successfully complete the Speech-Language & Audiology Canada (SAC) Certification Examination, as prescribed by the Registrar.

**11.2.1** The duration of supervised practice may be extended if the Registrar is not satisfied that the member or applicant has demonstrated competence to practice.

## **11.3 Members Who Have Practiced Greater Than 50 Hours and Less Than 1250 Hours in the Previous Five Years**

Members or applicants who have completed **some** practice within the past 5 years (i.e., >50 but <1250-hour requirement) will be required to complete a supervised practice period based on the extent of the deficiency, as reported over the past five registration renewals. The number of hours will be determined using the following formula:

$$\frac{\text{deficiency in hrs}}{1250 \text{ hrs}} = \frac{x}{450 \text{ hrs}^*}$$

\*where 450 hours refers to the length of supervised practice period that is typically required of members or applicants who have not accrued any practice hours over the preceding five-year period (the typical “maximum” supervised practice period).

**11.3.1** The duration of supervised practice may be extended if the Registrar is not satisfied that the member or applicant has demonstrated competence to practice.

## **11.4 Members Who Are $\leq$ 50 Hours Short of the 1250 Hour Requirement**

Members or applicants who are  $\leq$  50 hours short of the 1250-hour threshold will be given the option of either:

- a) completing a supervised practice period of a minimum of 18 hours duration, or
- b) obtaining an attestation of competence, in a form prescribed by the Registrar, from their employer or from a colleague who is also an ACSLPA member of the same profession.

**11.4.1** The duration of supervised practice may be extended if the Registrar is not satisfied that the member or applicant has demonstrated competence to practice.

## **11.5 Members whose currency hours continue to fall short of requirements post-supervision.**

If a member or applicant successfully completes the supervised practice period and has demonstrated competence to the satisfaction of the Registrar, but continues to fall below the minimum currency threshold of 1250 hours over a five-year period at the time of the next registration renewal, the member will be required to:

- a) complete the self-assessment tool (SAT), as prescribed in ACSLPA’s Continuing Competence Requirements.



- b) meet with the Registrar or designate to review the completed SAT and to engage in discussion related to the setting of competence goals for the upcoming competence cycle.
- c) complete an external feedback related to their competence goal as for that year (prior to the next registration renewal).
- d) Meet with the Registrar or designate to renew the completed external feedback as related to the competence goal.

This process may be repeated up to a maximum of four renewals prior to requiring another period of supervised practice, the length of which will be determined as per 2.3 above.

**11.6** The Registrar may refer any matter requiring a decision by the Registrar to the Registration Committee or Continuing Competence Committee for advice prior to making a final decision.

**11.7** The Registrar, when issuing a registration and practice permit to allow the member or applicant to gain the required experience, shall apply the following conditions;

- a) the member must practice only under the supervision of a regulated member,
- b) the member must complete their supervised practice within a time limit set by the Registrar, and
- c) other conditions set by the Registrar if appropriate in the circumstances.

## 12 ACSLPA COURTESY REGISTER REQUIREMENTS AND CONDITIONS

The ACSLPA Courtesy Register allows practitioners to be registered in Alberta for a short term for a narrowly focused specific purpose, provided they are registered in good standing in another jurisdiction.

### Requirements

An applicant requesting registration on the courtesy register is eligible to be registered if they meet the following requirements to the satisfaction of the ACSLPA Registrar:

- (1) Complete the approved application form, including a description of the purpose for which registration is requested and the start and end dates required to complete the purpose. The application form includes the following declarations:
  - a. Commitment to abide by regulations, practice standards, guidelines, and the Code of Ethics in Alberta, and
  - b. Commitment to cease practice and notify the Registrar immediately if their registration in the home jurisdiction is cancelled, suspended, or has conditions imposed upon it, or if they become the subject of a complaint or investigation in the home jurisdiction
- (2) Pay the registration fee (if required)
- (3) Provide:
  - a. proof of registration and good standing in another regulated jurisdiction (the home jurisdiction), recognized by the Registrar as having regulation substantially equivalent to that set out by the *Alberta Health Professions Act*
  - b. confirmation of the expiry date of registration in the home jurisdiction
  - c. confirmation of professional liability insurance coverage in Alberta if the purpose of registration is to provide a health service to the public

- d. proof of eligibility to work in Canada if the home jurisdiction is outside of Canada, and
- e. evidence satisfactory to the Registrar that the applicant has the necessary competencies to carry out the purpose for which the registration is requested.

### Duration of Courtesy Registration

- (1) A courtesy registration may be approved for a period of up to one year for a purpose approved by the Registrar.
- (2) The period of registration will not be approved for any longer than is reasonable to complete the purpose for which registration is requested.
- (3) If the person’s registration is set to expire in their home jurisdiction before the expiry of their courtesy registration, they will have to provide confirmation of renewal at least one week before the expiry date in their home jurisdiction.
- (4) The Registrar will cancel or suspend a courtesy registration, at the Registrar’s discretion, if the registration in the home jurisdiction has lapsed for any reason and/or for any period of time.
- (5) A person registered on the Courtesy Register may submit subsequent applications for registration on the Courtesy Register or General Register, but is not eligible for renewal.

### Acceptable Purposes of a Courtesy Registration

The Registrar may approve courtesy registration, at the Registrar’s sole discretion, for purposes including the following:

- (1) conducting a speech-language pathology or audiology training course or clinical presentation at an approved site;
- (2) conducting or engaging in an approved research program through a recognized research organization;
- (3) conducting or engaging in an accreditation program visit;
- (4) demonstrating equipment or techniques to be used in providing clinical care;
- (5) completing an internship or residency (or similar on-the-job training) for the purpose of developing specific clinical skills or competencies;
- (6) providing short-term SLP or audiology services for the purpose of ensuring continuity of care for a client who is travelling or returning to Alberta if treatment was started in the home jurisdiction;
- (7) providing short-term SLP or audiology services to ensure continuity of care through an employer that provides services in multiple jurisdictions if the Alberta SLP or audiologist who would normally provide care is temporarily unavailable; and
- (8) providing short term specialist SLP or audiology services if no local SLP or audiologist with the necessary competencies is available to provide services in a reasonable timeframe or within reasonable geographic proximity to the client, given the circumstances of the situation.

**COST** – effective January 1, 2019

#### Courtesy Registration

Up to 30 calendar days	No charge
Beyond 30 calendar days (not to exceed 1 year in total duration)	\$100.00

[Click here](#) to access the Courtesy Registration application form.

### **13.1 Information About Regulated Members That Must Be Available to the Government and the Public**

You will see when you're completing your registration or renewal that we ask for certain information about you as a regulated member that is required by law. Under the *Health Professions Act* (HPA), ACSLPA must be able to give the following information about you as regulated member if anyone of the public requests it. This information is limited to:

- Your full name and your unique registration number
- Any restrictions or conditions placed on your practice permit
- The status of your practice permit, including whether it is suspended or cancelled
- Your practice discipline recognized by ACSLPA

The ACSLPA General Register is updated daily, and is available on the ACSLPA website at:

<https://acslpa.alinityapp.com/webclient/RegistrantDirectory.aspx>. As an ACSLPA regulated member you should also be aware that Alberta Health collects health service provider information from us and other regulatory colleges by law under the HPA to allow for:

- Provider authorization and authentication
- Centralized source of current data
- Effective health workforce planning
- Health service provider identification

You are responsible for seeing that ACSLPA has accurate and current information for your file, and you must let us know of any changes to your information (i.e., name, contact information, employer/practice information).

### **13.2 Your Name as a Regulated Member on the General Register**

Your name must be the same name that is on the General Register and that you use in your practice. To inform the College of a name change, you must use the form available on the College website. You must also give ACSLPA proof of the name change. Government-issued marriage, name change, or divorce certificates are all acceptable.

If you are a new applicant, you must submit original documents for a name change if the name used on your registration application form is different from the name stated on other documents in your application (e.g., official transcripts). ACSLPA will keep a copy on file and we will return the original to you. We also accept notarized<sup>7</sup> copies.

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<sup>7</sup>A notarized copy is a photocopy of an original document that has been certified by a notary public to be a true and accurate copy of the original document. A notarized copy may also be referred to as a certified copy.

## APPENDIX 1 – ACSLPA COURSEWORK REQUIREMENTS

The *ACSLPA Coursework Requirements Form* is included in the *Registration Application Package*. We use this to determine if you have completed the requirements for coursework. There is a specific ACSLPA Coursework Requirements form available for each of the professions: one for speech-language pathology, and one for audiology.

ACSLPA coursework requirements reflect the minimum requirement necessary to practice as a speech-language pathologist or audiologist in Alberta. You may use both graduate and undergraduate university level coursework to demonstrate you have completed the academic coursework requirements in some categories. We only accept graduate level courses for the Major and Minor Professional Areas; we will not accept coursework completed at a diploma or certificate level.

**Clock hours** means the total number of hours of course instruction. For example, a course that is scheduled for three hours per week over a 12-week period would be calculated as (3 hours/week x 12 weeks) = 36 clock hours. Hours of self-study are not applicable.

Your program of study must include a minimum of the following hours:

Coursework Category	Courses Within Category	Minimum Requirement
<b>Basic Knowledge Specific to Profession</b>	<ul style="list-style-type: none"> <li>Anatomical, physiological and neurological basis of speech, language and hearing function (i.e., anatomy &amp; physiology, neurosciences, neuroanatomy, related to speech and hearing)</li> </ul> <p><b>Speech-Language Pathology Majors</b></p> <ul style="list-style-type: none"> <li>Fundamentals pertaining to the use of speech and language processes (i.e., linguistics, psycholinguistics, normal acquisition of speech and language, phonetics, phonology)</li> </ul> <p><b>Audiology Majors</b></p> <ul style="list-style-type: none"> <li>Physical basis and processes of the production and perceptual processes of hearing (i.e., hearing science, acoustics)</li> </ul>	<b>135 clock hours</b> or 9 credits
<b>Major Professional Area</b>	<p><b>Speech-Language Pathology Majors</b></p> <ul style="list-style-type: none"> <li>Articulation/phonological disorders</li> <li>Preschool/school-aged language development and literacy</li> <li>Developmental language disorders</li> <li>Acquired language disorders</li> <li>Cognitive communication disorders</li> <li>Voice and resonance/structurally related disorders</li> <li>Fluency disorders</li> </ul>	<b>405 clock hours</b> or 27 credits

Coursework Category	Courses Within Category	Minimum Requirement
<b>Major Professional Area (cont'd)</b>	<ul style="list-style-type: none"> <li>● Neurologically based/motor speech disorders</li> <li>● Augmentative and alternative communication</li> <li>● Dysphagia</li> </ul> Professional practice issues specific to SLPs	
<b>Major Professional Area</b>	<b><i>Audiology Majors</i></b> <ul style="list-style-type: none"> <li>● Hearing measurement</li> <li>● Audiological assessment</li> <li>● Electrophysiological and other diagnostic measurements</li> <li>● Basic and advanced concepts in amplification (systems, selection, fitting, verification and validation)</li> <li>● Implantable hearing devices</li> <li>● Calibration and maintenance of instrumentation</li> <li>● Auditory and vestibular disorders (peripheral and central)</li> <li>● Assessment and management of tinnitus, hyperacusis</li> <li>● Pediatric audiology</li> <li>● (Re)habilitation procedures applied to children, adults, the elderly, specific populations (developmental delay, occupational hearing loss)</li> <li>● Professional practice issues specific to audiology</li> </ul>	<b>405 clock hours</b> or 27 credits
<b>Other Coursework Related to Professional Practice</b>	<ul style="list-style-type: none"> <li>● Basic principles and methods involved in conducting research (i.e., statistics, research methods)</li> <li>● Psychological and social aspects of human development (i.e., psychology or education courses pertinent to communication disorders)</li> <li>● Professional practice/issues, administrative organization of programs (i.e., professional issues, principles of clinical practice)</li> </ul>	<b>180 clock hours</b> or 12 credits

Coursework Category	Courses Within Category	Minimum Requirement
<b>Minor Professional Area</b>	<p><b><i>Speech-Language Pathology Majors</i></b></p> <ul style="list-style-type: none"> <li>Hearing disorders; screening procedures/basic audiometric testing; application of audiometric information to the speech-language assessment; (re)habilitation of speech-language in hearing impaired; use, care and maintenance of hearing aids, assistive listening devices and amplification systems</li> </ul> <p><b><i>Audiology Majors</i></b></p> <ul style="list-style-type: none"> <li>Speech and language development, delays and disorders (screening/identification programs for speech, language and hearing problems throughout the lifespan; potential impact of hearing loss on speech and language acquisition; screening procedures for speech-language delays and disorders)</li> </ul>	<b>45 clock hours or 3 credits</b>
	<b>TOTAL HOURS IN ALL CATEGORIES</b>	<b>765 CLOCK HOURS (MINIMUM)</b>

**NOTE:** You can separate your hours into different requirement areas, but you cannot count the same hours twice, in two different requirement areas. For example: you could put 75 of the 150 hours into one requirement area, and 75 into another, but you cannot count all 150 hours in two different requirement areas.

## APPENDIX 2 – CLINICAL PRACTICE HOURS REQUIREMENTS

The *Summary of Clinical Practice Hours Form* is included in the *Registration Application Package* and is used to check that you have met the requirements for completed clinical practice. There is a specific *Summary of Clinical Practice Hours Form* for each of the professions: one for speech-language pathology, and one for audiology.

The *Summary of Clinical Practice Hours Form* must be completed and signed by the Program Director of your Speech-Language Pathology or Audiology educational program. Your university must send the original, signed document directly to ACSLPA. We will not accept photocopies.

As an applicant you need a minimum total of 350 hours of university supervised clinical practice within your academic program of study. The clock hours you report must reflect the number of hours of client contact. In that 350-hour requirement, you also need a minimum of 20 hours of clinical practice in your minor professional area.

You may not include observation hours in meeting ACSLPA clinical practice requirements.

## APPENDIX 3 – PROFESSIONAL LIABILITY INSURANCE (PLI) REQUIREMENTS

Under ACSLPA policy, as a speech-language pathologist or audiologist on the General Register, you must submit evidence of having a minimum of \$1,000,000 (one million dollars) Professional Liability Insurance in order to obtain your registration and practice permit.

You must submit your completed *Professional Liability Insurance Declaration Form* (included in the *Registration Application Package*) to ACSLPA, providing the following for each of your employers:

- Policy Name
- Policy Number
- Policyholder
- Policy Provider
- Amount of Coverage
- Effective dates
- Your signature and date you signed

If you are in the process of getting your Professional Liability Insurance, you may be given registration and a practice permit for a 30-day period with a condition that you cannot have contact with clients until you can demonstrate you have the required Professional Liability Insurance.

**NOTE:** Most registered speech-language pathologists and registered audiologists work for employers who have Professional Liability Insurance policies for their employees and volunteers. It is important to note that if you do **ANY** private practice or consulting, you must have your own PLI (not an employer policy). For example, if you're a regulated member who has PLI coverage through your employer, but also sees clients through a private practice, you must carry your own PLI coverage because your employer's PLI coverage does not cover your clients seen outside of that workplace.



The ability to speak and write in English fluently is required of all speech-language pathologists and audiologists in Alberta.

Applicants must give evidence of English language proficiency through one of the following:

- Graduation from a program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP). Please provide an official transcript sent directly from the university to ACSLPA in a sealed envelope.
- Graduation from a university program in audiology (for audiology applicants) or speech-language pathology (for SLP applicants) from a non-CACUP university program taught in the English language (this must include all didactic learning and clinical practice). Please provide an academic credential assessment report from an academic credential agency recognized by the Registrar confirming the language of instruction and/or official attestation sent directly from the university to the Registrar in a sealed envelope.
- Provide evidence of English language proficiency through one of the following English language tests:

- ***Test of English as a Foreign Language (TOEFL)***

The ACSLPA minimum requirements are minimum speaking and listening scores of 26, a minimum reading score of 22 and a minimum writing score of 24. We will only accept the Internet-based test (iBT).

Further information on the TOEFL is available at: <http://www.toefl.org>. You may use **Code 7698** to have your results sent directly to ACSLPA.

- ***International English Language Testing System (IELTS) (AC or GT)***

The ACSLPA minimum requirements are a speaking score of 7.5, a listening score of 8.0, a reading score of 7.5 and a writing score of 7.5. Further information on the IELTS is available at: <http://www.ielts.org>

ACSLPA recognizes the English language proficiency requirements in all other regulated Canadian jurisdictions. Applicants who are practicing regulated members in another Canadian jurisdiction are not required to provide further demonstration of English language proficiency if they have already demonstrated English language proficiency in the course of becoming registered in that other jurisdiction.

At the discretion of the Registrar, applicants who are new graduates or practicing regulated members in another regulated Canadian jurisdiction may have to demonstrate English language proficiency if they did not have to demonstrate English language proficiency prior to graduation or in the course of becoming registered in the other jurisdiction.

Applicants who are practicing regulated members in another regulated Canadian jurisdiction who have

met the French language proficiency requirement in that other jurisdiction, but who have not demonstrated English language proficiency, may be registered with a condition that they may only provide professional services in the French language.

**NOTE:** You are responsible for the cost of English language proficiency testing, and the testing organization must send your results directly to ACSLPA. You must have completed any testing no more than two years before the date on your application for registration.

Under ACSLPA policy, when applying for ACSLPA registration, you must submit a satisfactory *Police Information Check* including a *Vulnerable Sector Check (PIC/VSC)*, or equivalent, before you get your registration and practice permit.

This tells ACSLPA whether or not you have a criminal record, and ultimately, whether we should be worried about the protection and safety of the public. Under the *Health Professions Act* and the *Speech-Language Pathologists and Audiologists Profession Regulations*, you must give evidence of having good character and reputation. Albertans generally agree that a criminal conviction may raise questions about a professional's character and reputation.

### **Who Needs to Submit a PIC/VSC?**

All new registration applicants must submit a current PIC/VSC at the time of their initial and any subsequent registration application.

### **What Needs to be Submitted to ACSLPA?**

ACSLPA will only accept a current original or notarized<sup>8</sup> copy of a PIC/VSC. We will not accept faxed or photocopied documents. (We will take a copy of the document and return the original or notarized copy of the PIC/VSC to you upon request.)

A PIC/VSC is considered current for six months after the date of issue.

### **Where Can I Get a PIC/VSC?**

You must get the PIC/VSC from the police service in the area in which you reside.

If you are an internationally educated applicant who has just immigrated to Canada, we will accept a notarized Immigration Identification Card or a Permanent Resident Card if it has been issued within the previous six months. ACSLPA will make a copy of the document as evidence of clearance from another country.

When requesting a PIC/VSC, you must be sure that the search is made for your current and all previous, former or maiden names that you've used.

You are responsible for any costs associated with getting the PIC/VSC.

**NOTE:** Police services may require several weeks to process a PIC/VSC. ***It is your responsibility to see that your PIC/VSC is submitted to ACSLPA on time.*** Please contact the ACSLPA office if there is substantial delay involved in obtaining your PIC/VSC.

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<sup>8</sup>A notarized copy is a photocopy of an original document that has been certified by a notary public to be a true and accurate copy of the original document. A notarized copy may also be referred to as a certified copy.

### ***What Happens if a PIC/VSC Discloses a Criminal Record?***

Having a previous criminal conviction does not automatically exclude you from registration with ACSLPA. If your PIC/VSC does show a criminal record, your application will need further review. You will be required to submit additional information, which may include:

- A copy of any related court decision(s);
- A copy of the police report(s) related to the incident;
- Any additional information that ACSLPA decides is necessary to determine whether you meet the requirements for good character and reputation.

You are responsible for any costs associated with getting the required documents.

The Registrar will review the details of any previous criminal conviction(s). Depending on the details of the criminal conviction(s), the Registrar may accept your application, or may send it to the Registration Committee, where they will consider:

- The type and seriousness of the offence(s);
- The relevance of the offence to the practice of speech-language pathology or audiology;
- The sentence you received, if any;
- Whether or not you were given a pardon;
- The amount of time since the occurrence;
- Your behaviour and character after the offence; and
- Any other important evidence about your character and reputation.

All information will be completely confidential.

Under ACSLPA policy and guidelines, the Registration Committee will determine whether the PIC/VSC is satisfactory, and therefore whether to accept or refuse your application for registration or renewal. You will be notified in writing of the committee's decision.

## DEFINITIONS

A **Police Information Check** is an official police document that gives a detailed criminal history and police information about you. This includes whether or not you have any criminal convictions where a pardon has not been granted, and possible charges in court. A Police Information Check may also indicate whether you have any absolute or conditional discharges, outstanding warrants or foreign charges, charges concluded by a finding that you were not criminally responsible, and/or other information in police records.

A Police Information Check may also be called a *security clearance check, criminal record check, or police reference check*.

A **Vulnerable Sector Check** is an official police document that tells whether or not you have been convicted of a sexual offence, regardless of whether you were pardoned. Vulnerable persons, as described in the *Criminal Records Act*, are persons who, because of their age, a disability or another situation (either temporary or permanent), are in a position of dependence on others. Vulnerable persons can also be persons who are at a greater risk than the general population, of being harmed by someone close to them in a position of authority or trust. This includes children, who are defined by the *Criminal Records Act* as persons who are less than 18 years of age.

**Satisfactory PIC/VSC** means a report that does not give any record of a criminal conviction(s), or a report that gives a record of a criminal conviction(s) that the Registrar and/or Registration Committee decides does not pose a risk to the safety of the public.

Under ACSLPA policy, you must successfully complete the jurisprudence<sup>9</sup> education requirements of the College. The jurisprudence education requirements are a series of online education modules and an online multiple-choice examination. These are designed to help you gain knowledge and understanding of the important laws, rules, ethical/practice standards, and requirements of your health profession in Alberta.

### ***New Regulated Members***

ACSLPA will inform you of the jurisprudence education requirements and give you instructions to access the education materials. As a new regulated member, you will have a condition placed on your practice permit, stating that you must complete the ACSLPA jurisprudence education requirements. You will have 30 days to complete the required jurisprudence education requirement. If the requirement is not completed, your conditional practice permit will expire.

### ***Existing Regulated Members***

As of September 2016, the jurisprudence education requirement is voluntary if you are already on the General Register and the Non-Practicing Register of ACSLPA. It will become mandatory, however, at a future date, which is still being determined by the ACSLPA Council.

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<sup>9</sup> The content of the field of law for your profession.