



October 2018

2019 Online Registration Renewal

ACSLPA's online system is now available for 2019 registration renewals.

Don't Let Your Registration Lapse! Your 2018 Practice Permit Expires December 31, 2018

Without a valid practice permit, you cannot practice as an Audiologist or Speech-Language Pathologist in Alberta.

It is illegal and an offence under the Health Professions Act to work or volunteer in your profession in 2019 until you have a practice permit and are able to verify your registration status on the ACSLPA website (see Verify Registration). Working without a valid practice permit constitutes unprofessional conduct and may subject an individual to disciplinary action, fines or injunction.

Registration Renewal Fees and Deadlines

Regular Registration Renewal Deadline is December 1, 2018

Renewal Fees (Paid between October 1 – 12:00 am MST and December 1 – 11:59 pm MST)

- General Registration Renewal and Practice Permit - \$650
- Non-practicing Renewal - \$175

Registration Renewal Fee Payment

Fees can be paid by VISA, VISA Debit, MasterCard or cheque.

Fees paid by cheque ***must be received by the ACSLPA office by the end of the business day (4:00 pm MST) on December 1st***. Please note that a postmarked envelope is not sufficient.

If you have not completed your registration renewal by the December 1 deadline, but still wish to renew, additional administrative fees will be applied. [Fee Schedule](#).

Provide All Required Information For Your Renewal

Your registration renewal will not be considered complete until payment and all required information has been received by ACSLPA. This includes your Continuing Competence Program submission and professional liability insurance, (if PLI information is *not* provided, you will be registered with a condition on your practice permit prohibiting you from having any direct client contact until that information has been received).

External Feedback Requirements: If this is your third renewal as registered (and you have a 2018 goal), you are required to complete an external feedback this year (if you haven't completed in the last 2 years). Your external feedback must be completed before December 31, 2018. [External Feedback Information](#).

Failure to complete your external feedback will result in your full CCP submission being sent for audit by the Competence Committee. A number of steps may be taken by the Competence Committee at that time.

Printing Your Receipt and Practice Permit

After ACSLPA has processed your registration, you can print your receipt and practice permit (if applicable) by using the online system. Income tax receipts are available in the system from 2011 to the present. Under Section 36(5) of the *Health Professions Act*, a regulated member must make their practice permit available for inspection upon request. In addition to holding a valid practice permit, regulated members who require proof of their ACSLPA registration may refer to the [ACSLPA General Register](#).

Retiring? Leaving the Profession?

Regulated members not returning to their profession should submit their request to “Resign from ACSLPA” using the online renewal system. Regulated members who are retiring may be eligible for Honourary membership. Further information is available by contacting the ACSLPA office.

Registration Fees Are Tax Deductible

ACSLPA registration fees are tax deductible as professional fees if the fees have been paid personally by you and have not been reimbursed by your employer. Please check with your employer as to your eligibility for employer coverage of registration fees and how it might affect your income tax as a taxable benefit.

Renewal System Closes December 31, 2018

The online registration renewal system will close down at **11:59 p.m., December 31, 2018**. Anyone wishing to reinstate their registration after that date will be required to reapply to ACSLPA and pay the \$220.00 reinstatement fee. Please ensure your registration is renewed in a timely manner to avoid cancellation of your registration and practice permit.

Detailed instructions on how to complete your renewal follow below.

You can also contact our office if you have any questions regarding your registration renewal. Office hours are 8:30 am to 4:00 pm, Monday through Friday.

Sincerely,

Michael Neth

Michael Neth
Registrar/CEO



Alberta College of
Speech-Language Pathologists
and Audiologists
Hear. Speak. Connect.

You will need the following to complete your renewal:

- ▶ **Member Login information**
 - Your User ID is your **4-digit ACSLPA Registration Number**
 - Your password

- ▶ **Current qualification hours** worked from October 1, 2017 to September 30, 2018

- ▶ **Professional Liability Insurance (PLI) information.** Enter this information into the online system. We do NOT require a copy of your PLI to be submitted

- ▶ **Credit card information (Cheque payment also available)**

Please Note: A valid email address must be provided for a credit card payment. For your protection, the system will log you out after several minutes of inactivity and you will need to login again.

- ▶ **Evaluation/reflection on your 2018 Competence Goal** – You may wish to have your information ready in a Word document so that you can cut and paste information as needed.

- ▶ **2019 Competence Goal(s)** – The online system will accept up to three goals per year. You will not be able to renew as a Registered member without having entered at least one 2019 goal.

Note: Goal reflection and new goals are completed in the RENEWAL tab, not in the Update Profile/CCGT tab.

Step-by-Step Renewal Instructions

Step 1 – Log In

To log in, go to www.acslpa.ab.ca and click on the **Member Login** button.

Enter your Registration number and password.

Forgot Your Password? Click the link and when the calendar appears, select your birth year **FIRST**, then your birth month and birth day. Press **OK**.

Access Denied Message? The system will lock you out after three incorrect attempts to log in. To clear the system, close **ALL** browser windows that are open and try again to login. You may need to clear your browser history.

There are **Help** buttons available for each renewal step. Error messages may be generated if critical information is omitted or incorrect.

Once logged in **click the RENEWAL tab or click the RENEWAL line to proceed.**

***If you receive an error message** while doing your renewal, correct the indicated error, then click the **Next** button.

The Welcome Page appears once you have clicked the renewal tab.

Here the step-by-step renewal process is described in full. **Note:** this information will NOT be accessible once you have successfully completed your renewal. Read, then click **Next** to continue.

Step 2 – Update your Profile

Review and update each section of your profile. You can update your personal, employment and professional liability insurance information at any time. **Current qualification hours will be requested in Step 6.**

To update your professional liability insurance coverage: Click Edit, click on the first date to have the pop-up calendar appear. Select the **YEAR first**, then the **MONTH** and **DAY** your PLI takes effect. **You must change the date in this order for it to work.**

Step 3 – Registration Confirmation

Either renew your current status or change it (“Registered” or “Non-Practicing” or “Resign from ACSLPA”). Fees are indicated for each status category.

Step 4 – Reflect on your 2018 CCP Goal(s)

If you were a Registered member during any period of 2018 and have a competence goal for 2018, you must reflect on **each** goal that you had entered for 2018. Reflections can **ONLY** be entered at renewal time.

You **must** click SAVE for each goal. If you exit without saving, your work is lost - you will need to redo it.

- **Reflect on 2018 Goals** - click on **Reflect** and complete the form.
 - Add the learning activities you carried out during the year. If information is already entered, review and edit as necessary.
 - Choose at least one (1) effect on your practice.
 - Describe how the learning impacted your practice. Include examples.
 - Add any additional information that describes your learning.
- **Save your goal(s).**

NOTE: You will be NOT be able to proceed to the payment step of the renewal process until you have REFLECTED on ALL your goals.

Your external feedback portion does not have to be completed at the same time as your registration renewal but must be completed NO LATER THAN December 31, 2018.

Step 5 - Enter new goal(s) for 2019:

- If you are renewing as “Registered” for 2019, you must enter a 2019 CCP Goal.
- Under the **Create 2019 Goals** section – Click +ADD and enter your goal for 2019. Under “**I will increase my knowledge and skills in the area of**”: Enter the information for your goal.
- Remember to write your goal in a **SMART** fashion in the section “**Specifically, I will focus on:**” add any additional details about what you plan to learn.
- The “**Updates regarding progress**” section does not need to be completed now. It can be updated at any point during the year.
- Select one of the seven (7) competency areas from the dropdown menu and choose up to three (3) key learning activities that you plan to complete to achieve your goal.
- DO NOT FORGET TO **SAVE YOUR GOAL(S)**.
- **Note:** You will reflect on your new goal(s) at registration renewal time next year.
- You will not be able to edit your reflections after you save them. You may edit your 2019 goal(s) or add additional 2019 goals AFTER January 1, 2019 to a maximum of 3 goals.

Printing Your Goals

You can print your new and/or existing goals by clicking on the Print button. Do NOT submit a printed copy to ACSLPA; this is for your records only. **Note:** The SAT portion of the CCP is not required as part of this process, but must be updated at least every 3 years.

If you are having difficulty completing your renewal by the deadline because of the CCP requirement please contact the ACSLPA office at 780-944-1609 or toll free 1-800-537-0589.

Step 6 – Declarations

Current Qualification Hours - Enter the number of qualifying hours you have worked as a Registered ACSLPA member from October 1, 2017 until September 30, 2018. **Ensure you read and complete the declarations.**

Step 7 – Payment

Select a payment method. If you are paying online you will receive an email confirmation of your payment. Cheques must be received by ACSLPA for your registration renewal to be considered complete.

Step 8 – Print Your Practice Permit/Income Tax Receipt

Click the “Practice Permit” tab. Click on the **Print** button. Under Section 36(5) of the *Health Professions Act*, a regulated member must make their practice permit available for inspection upon request.

Note: Practice Permits and tax receipts will not be mailed out.

Questions?

Please contact our office at **1-800-537-0589 | 780-944-1609** if you have any questions regarding your registration renewal. Office hours are **8:30 am to 4:00 pm, Monday through Friday.**