



Alberta College of
Speech-Language Pathologists
and Audiologists

Hear. Speak. Connect.

Jurisprudence Course

Module 3: Registration

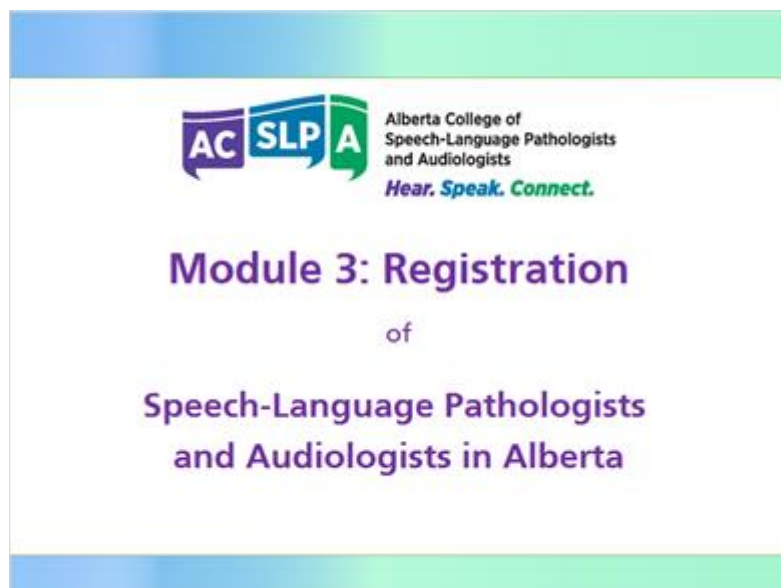
Handout

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Jurisprudence – Registration

1. Registration

1.1 Welcome



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Narration

No narration, only music.

1.2 Overview



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Narration

JILL: Hi ... I'm Jill and I have my colleague Mark with me. Welcome to Module 3 of the Jurisprudence Course. In this module, we will explore the registration requirements for SLPs and audiologists in Alberta.

MARK: Hi Jill. So what are the specific topics?

JILL: We will start by outlining the registration requirements applicable to SLPs and audiologists under the *Health Professions Act*. We will then talk about mandatory registration for health professionals. Next we will describe the College Registers and related legislated requirements. Another important topic is practice permits, and the requirements and processes for annual practice permit renewals. Finally, we will discuss how to change your registration status, register in another province, and resign from the College.

MARK: Sounds important. Let's get started!

1.3 Registration Requirements

Registration Requirements

College legislated responsibility

Registration requirements include

- education
- current qualifications
- good character and reputation
- professional liability insurance
- English language proficiency

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JILL: Okay. Under the *Health Professions Act*, the College has the legislated responsibility to establish, maintain and enforce standards for registration. This includes the type of information that must be submitted by an applicant, college processes upon receipt of an application, decisions on applications, review processes, and appeals on registration decisions. The specific requirements that must be met for registration for a particular profession are stated in the Regulation for that profession.

MARK: So what are the specific registration requirements?

JILL: Here is the list. Let's do this one together. You start.

MARK: *Education* – An applicant for registration as a regulated SLP or audiologist must have obtained a minimum of a master's degree from an education program that is approved by ACSLPA Council. Education programs that are approved by Council include those from accredited universities in Canada. Applicants who have completed their education program outside of Canada are individually assessed to determine if their qualifications are recognized as being substantially equivalent.

JILL: *Current qualifications* – An applicant must have completed their education program or approved refresher education within 3 years of the date that a completed application is

received by the Registrar, or have practiced as an SLP or audiologist for at least 1250 hours in the 5 years immediately preceding their application.

MARK: *Good character and reputation* – All applicants for registration must provide evidence of having good character and reputation. The Regulation states that this may be in the form of written references, declarations regarding professional conduct and convictions of criminal offences, or other evidence as requested. One of the specific ways in which ACSLPA applicants are required to provide evidence of having good character and reputation is by providing a satisfactory Police Information Check, including a Vulnerable Sector Check, or equivalent.

JILL: *Professional Liability Insurance* – All applicants for registration must provide evidence of having the type and amount of professional liability insurance, or PLI, required by Council.

MARK: The last requirement is that all SLPs and audiologists must be sufficiently proficient in the English language. Applicants may be required to provide evidence of their proficiency to provide professional services in English.

JILL: Details regarding each of these requirements are provided in the document called *ACSLPA Registration Standards and Guidelines*, which is available on the College website.

1.4 Mandatory Registration

Mandatory Registration

Registration is mandatory if a person meets requirements for registration and intends to provide any professional services

Required regardless of employment status

Employers prohibited from hiring if not registered

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Narration

MARK: Is registration with ACSLPA mandatory for SLPs and audiologists practicing in Alberta?

JILL: Yes. Under the *Health Professions Act*, there is a uniform, mandatory requirement to register with the College if certain circumstances exist.

MARK: And these circumstances are?

JILL: Specifically, a person must apply for registration if that person meets the requirements for registration as a regulated member AND they intend to provide any professional services as described in the practice statement for their profession. This includes anyone who provides professional services directly to the public; teaches the practice of their profession to regulated members or students of their profession; or supervises regulated members who provide professional services to the public.

MARK: So the mandatory registration requirements are not just applicable to someone in clinical practice.

JILL: That's right. For example, an SLP or audiologist who teaches or conducts research related to their profession in Alberta must be registered, even if they are not involved in clinical

practice. The bottom line is that if one has the required qualifications and is providing any of the professional services as described in the practice statement for their profession, they must be registered!

MARK: What if I am only working part-time or volunteering my professional services?

JILL: It doesn't matter. Mandatory registration requirements apply regardless of whether an individual engages in paid employment or volunteers, or practices full-time, part-time or on a casual basis.

MARK: What happens if a person who meets all these conditions fails to register with the College?

JILL: If the Registrar of the College is of the opinion that an individual who is not a regulated member of ACSLPA meets the requirements to practice as an SLP or audiologist, and is providing professional services, the Registrar may request that person to apply for registration. Under the *Health Professions Act*, a person who meets the requirements to practice their profession and *does not* comply with the request to register is guilty of an offence and may be subject to a fine and possible imprisonment.

MARK: Wow, so there are some major consequences if a professional does not register when they are supposed to! What is the responsibility of the employer?

JILL: Section 48 of the *Health Professions Act* prohibits anyone from knowingly employing an individual who is required to be registered with the College and is not registered. Such a person is also guilty of an offence and may be subject to a fine and possible imprisonment.

MARK: Final question ... what should we do if we suspect that one of our colleagues or co-workers is not registered?

JILL: Anyone who is aware of an individual, who meets the requirements but may not be registered, should report this matter to the College. To verify if an individual is registered, check the General Register on the ACSLPA website.

MARK: I guess that these registration requirements are in place to ensure that clients of SLPs and audiologists get safe and competent professional healthcare services.

JILL: You are correct.

1.5 College Registers



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Narration

MARK: College registers ... these are the official public records of who is authorized to work as a regulated healthcare professional, right?

JILL: Yes, that's right Mark. The *Health Professions Act* requires that colleges establish one or more registers listing the regulated members who provide professional services. When an individual becomes "registered" as an SLP or audiologist, their name is officially recorded in a register.

ACSLPA maintains a number of registers. These include the General Register and the Courtesy Register, both which include regulated members who may practice in the province. There is also a Non-Practicing Register. The College may also establish additional registers as required.

We will now examine each of these registers in a bit more detail.

MARK: Great. I'm not entirely clear on what the differences are.

1.6 General Register

General Register

List of individuals:

- entitled to practice in Alberta
- use protected titles

Available to the public

Informs all of status and competence

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JILL: The General Register includes those SLPs and audiologists who are entitled to practice and use the protected titles of their profession in Alberta. The General Register is always current and is available on the ACSLPA website. This allows anyone to verify who is registered to practice in Alberta. The use of the terms “Registered Speech-Language Pathologist” or “Registered Audiologist” informs colleagues, clients and members of the public that the professional has the required education and skills to practice competently, and is registered with the College.

MARK: Okay, that makes sense. What is the Courtesy Register?

1.7 Courtesy Register

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| <p>Regulated professionals from outside Alberta:</p> <ul style="list-style-type: none">• <i>doing training or clinical presentations</i>• <i>conducting research</i>• <i>engaging in an accreditation program</i>• <i>demonstrating equipment or techniques</i>• <i>on-the-job training</i>• <i>short term services</i> <p><i>Details available on College website</i></p> | <ul style="list-style-type: none">1.1 Welcome1.2 Overview1.3 Registration1.4 Mandatory Registration1.5 College Registers1.6 General Register1.7 Courtesy Register1.8 Non-Practicing1.9 Register Information1.10 Register Updates1.11 Practice Permits1.12 Permit Information1.13 Permit Renewal1.14 Changing Status1.15 Other Provinces1.16 Resignation1.17 Summary1.18 The End |

JILL: The Courtesy Register allows practitioners registered in another regulated jurisdiction (in another province or in the US, for example) to be registered in Alberta for a short term. These members may be providing professional services in Alberta for one or more of the following purposes:

- conducting a training course or clinical presentation at an approved teaching site;
- conducting or engaging in a research program;
- conducting or engaging in an accreditation program,
- demonstrating equipment or techniques in direct clinical care;
- completing on-the-job training for the purpose of developing specific skills or competencies;
- providing short term SLP or audiology services for the purpose of ensuring continuity of care for a client travelling or returning to Alberta if treatment was started in a home jurisdiction;
- 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 is temporarily unavailable; or
- providing short term specialist 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.

- A specific interjurisdictional memorandum of understanding with British Columbia has also been developed whereby individuals registered in good standing in BC may provide up to a maximum of 100 hours of virtual or face-to-face care in Alberta as a courtesy registrant.

Full details regarding Courtesy Registration are available on the ACSLPA website.


1.8 Non-Practicing Register

Non-Practicing Register

Lists non-active professionals

May not practice

May use protected titles followed by the term “Non-Practicing” in parentheses, e.g. Jane Doe, R.SLP (Non-Practicing)



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JILL: The Non-Practicing Register includes members who are not currently engaged in active professional practice, as is often the case when a regulated member takes a temporary leave from practice. For example, regulated members often choose to change their status to Non-Practicing while on maternity or paternity leave. Individuals with Non-Practicing status may not practice as an SLP or audiologist. However, they are allowed to use their title, followed by the term “Non-Practicing” in parentheses.

MARK: Okay, let’s see if I understand the different registers. The General Register is for actively practicing professionals. The Courtesy Register is for regulated professionals who need to come to Alberta for a project or temporary assignment. And, the Non-Practicing Register is for professionals who wish to take temporary leave from the profession. They are not permitted to practice but they can use the protected titles followed by the term “Non-Practicing”.

Did I get that right?

JILL: Yes you did Mark. Now let’s take a look at what type of information is contained in the register.

1.9 Register Information

Register Information

Required information for each regulated member:

- full name
- registration number
- any time restrictions
- any conditions on practice permit
- status of practice permit
- recognized practice specialization
- restricted activities

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JILL: The *Health Professions Act* defines the information that a college must record for each regulated member in the appropriate register. Mark, why don't you describe these?

MARK: Sure thing! The register must include the following information:

- the full name of the regulated member; the name of a regulated member that is recorded in the register must be the same name that is used in their practice. This allows members of the public, insurance companies and others to verify that an SLP or audiologist is registered and entitled to practice.
- the regulated member's unique registration number;
- whether the regulated member's registration is restricted to a period of time and, if so, the period of time;
- any conditions imposed on the regulated member's practice permit;
- the status of the regulated member's practice permit, including whether it is suspended or cancelled;
- the regulated member's practice specialization as recognized by the College; and
- whether the regulated member is authorized or not authorized to provide a restricted activity.

JILL: Thanks for doing that. Any information that is required is requested upon application for registration and practice permit renewal. Under section 34 of the *Health Professions Act*, this information must be provided by the College upon request by any member of the public. The College is also required to provide this information to the Government of Alberta for the purposes of confirming provider authorization and authentication.

In addition, the College also maintains regulated members' contact, practice and employment information. This type of information is NOT released to the public.

1.10 Register Updates



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Narration

MARK: I imagine that keeping the registers and regulated member information up-to-date is really critical.

JILL: Yes it is. It is important that the information on College Registers is accurate and current. The College may need to contact regulated members regarding issues that affect their practice. The *Speech-Language Pathologists and Audiologists Profession Regulation* requires that a regulated member notify the Registrar of any changes to their information, including a change to their name, contact information, employer or practice information.

MARK: How do regulated members update their information?

JILL: Regulated members may update their contact, practice, employment, and other information by accessing their Member Login on the ACSLPA website. In the case of a name change, the regulated member must provide ACSLPA with proof of the legal name change. This may be in the form of a government issued marriage, name change or divorce certificate.

MARK: Regulated members must remember to keep their information updated!

1.11 Practice Permits



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JILL: Our next topic is practice permits. Once a person is entered into the General Register, the Registrar of the College must issue that person a practice permit.

MARK: The practice permit serves as a “license” to practice and use the protected titles of the profession, doesn’t it?

JILL: Yes, that’s correct. A practice permit allows one to practice their profession, whether they are employed or volunteer in a full-time, part-time or casual basis. An individual may not practice or use the protected titles of their profession unless they are registered AND hold a valid practice permit.

MARK: A practice permit must be on display or made available for inspection upon the request of any person. Regulated members are able to print their practice permit and income tax receipt by accessing their Member Login on the ACSLPA website. Regulated members are encouraged to refer people to the ACSLPA website for verification of their registration. It should be noted that the *Health Professions Act* requires a college to notify an employer when a practice permit is suspended or conditions are applied.

1.12 Practice Permit Information

Practice Permit Information

A practice permit must include:

- name
- registration number
- name of College
- issued pursuant to HPA
- any practice conditions
- category of registration
- expiry date



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JILL: As with the registers, the *Health Professions Act* defines what information must be on the practice permit. Mark, why don't you describe these?

MARK: Okay. The practice permit must include: the name of the regulated member; the regulated member's unique registration number; the name of the College issuing the practice permit; a statement that the practice permit is issued pursuant to the *Health Professions Act*; any conditions imposed on the regulated member's practice permit; the category of registration if the College has more than one category of regulated member; and the expiry date of the practice permit.

JILL: Great. Now let's take a look at the process for renewing practice permits.

1.13 Practice Permit Renewal

Practice Permit Renewal

Registration year = calendar year

Practice permit expires Dec. 31

Renewal deadline is Dec. 1

Illegal to work or volunteer without a practice permit

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JILL: The ACSLPA registration year is from January 1 to December 31. Regardless of when a practice permit is issued, it expires every year on December 31.

In early October, all regulated members receive an email notification that they must complete their practice permit renewal. As per the *ACSLPA Bylaws*, regulated members must submit their completed application for practice permit renewal, including fees and submission of their Continuing Competence Program documentation, for the upcoming year on or before December 1.

MARK: What happens if the regulated member is late in filing their renewal application?

JILL: Well, additional administrative fees will apply. In addition, under section 39 of the *Health Professions Act*, if a regulated member's application for renewal is not received by the date provided for in the bylaws, the member's practice permit may be suspended and the Registrar may cancel the member's practice permit. The Registrar will give the regulated member 30 days' notice prior to cancelling their practice permit and registration.

MARK: And what happens if a regulated member fails or refuses to renew their practice permit?

JILL: If a regulated member fails to renew their practice permit, they may not work or volunteer in their profession as of the new registration year. Under the *Health Professions Act*, it is illegal and an offence for a person to work or volunteer as an SLP or audiologist, or use the protected titles of their profession, without being registered with ACSLPA.

1.14 Changing Status

Changing Status

Status changes may be made:

- during practice permit renewal
- using status change form on website

Fees and refunds on website

Returning members must be Registered

Examination or supervision may be required

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JILL: Any regulated member of ACSLPA who wishes to change their registration status must submit their request to the College. For example, a regulated member who is on the General Register may wish to change their status to *Non-Practicing* for a specific period of time. A *Non-Practicing* member who is returning to work must change their status back to *Registered* PRIOR to beginning work or volunteering in their profession.

MARK: How does a regulated member go about changing their registration status?

JILL: Status changes may be done electronically during the annual practice permit renewal process or at any time of the year by using the status change form available on the ACSLPA website. Applicable registration fees or refunds are listed on the Fee Schedule, available on the ACSLPA website.

MARK: We should also mention that a *Non-Practicing* member who requests that their status be changed to *Registered* is subject to the current registration and qualifications requirements.

JILL: That's right Mark. Depending on the length of time that a person has not practiced, they may be required to complete an examination and/or a period of supervised practice in order to return to *Registered* status.

MARK: That is good to know. The key point to remember is that when it comes to changing registration status, you can NOT work or volunteer as an SLP or audiologist until your status is *Registered*.

1.15 Other Provinces

Registering in Another Province

Must be registered in province to work

Labour mobility legislation:

- *Canadian Free Trade Agreement (CFTA)*
- *Trade, Investment and Labour Mobility Agreement (TILMA)*
- *New West Partnership Trade Agreement (NWPTA)*

Registration status is the basis for mobility

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JILL: As each province has its own governing legislation, self-regulated health professionals must be registered in each province in which they wish to work, prior to commencing employment.

MARK: So does that mean that if I want to work as an SLP or audiologist in another province, I must go through the full registration application process again?

JILL: You may not ... it depends on the province. Under the provisions of labour mobility legislation, persons who are certified or who hold full registration in one regulated jurisdiction in Canada may apply to other Canadian regulated jurisdictions which offer the same certification or registration, *without* having to retrain, retest or have their qualifications reassessed.

MARK: Interesting ... tell me more.

JILL: Relevant legislation addressing labour mobility includes the following: Canadian Free Trade Agreement (CFTA), which is federal legislation; the Trade, Investment and Labour Mobility Agreement, which has been established between the governments of British Columbia and Alberta; and The New West Partnership Trade Agreement, which has been established between the governments of British Columbia, Alberta and Saskatchewan.

This legislation has been established to remove barriers and facilitate labour mobility for professionals between regulated provinces. Under these enactments, when an SLP or audiologist who is registered with ACSLPA, without any conditions on their practice permit, applies for registration in another regulated province, that province may NOT require that applicant to undergo significant additional training, examination or assessment as part of the registration application process.

MARK: Well, that certainly makes things simpler. Any catches?

JILL: Registration is based on verification of the professional's registration status with one of the parties to the agreement, along with completion of the required application forms, payment of fees, and meeting any additional requirements that are unique to a province. This might include providing evidence of holding professional liability insurance, or a satisfactory Police Information Check, or in some cases, evidence of English language proficiency.

It should be noted that labour mobility legislation does not apply to members of Speech-Language and Audiology Canada or the Canadian Academy of Audiology, as these organizations are member associations and not regulatory bodies.

MARK: I guess that if one is thinking about moving and working professionally in another province, they should remember to maintain their registration with ACSLPA.

JILL: Yes Mark that is an important point! An individual who lets their registration lapse and is no longer registered with ACSLPA is NOT subject to labour mobility legislation. He or she will likely experience a much more lengthy process when applying for registration in another regulated province.

1.16 Resignation

Resignation

To resign from the College:

- *submit status change form*
- *advise College during practice renewal*

Reinstatement requires meeting all registration requirements including education, practice and exams

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Narration

MARK: I see that our final topic in this module is resigning from the College. How is this done?

JILL: An SLP or audiologist who is no longer in practice or who has left Alberta and no longer wishes to maintain their registration status with ACSLPA may resign by submitting a request to the College. This may be done by either submitting a status change form or by advising ACSLPA of their request during the practice permit renewal process.

MARK: What happens if a person does not officially resign from the College?

JILL: If an individual does not advise the College of their request to resign; does not renew their practice permit for the upcoming year; is in default of payment; or fails to meet the requirements for practice permit renewal; the Registrar will notify the individual that their practice permit has expired. This means that their registration will be cancelled within 30 days unless a completed application for a practice permit renewal is received. All other requirements must be met, as stated in the notice. It is important to note that an individual who resigns from the College or has had their registration cancelled, and wishes to reapply for registration at a future date, must meet ALL the registration requirements in place at the time of their application. This includes education, current practice and examination requirements.

1.17 Summary



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Narration

JILL: This brings us to the end of Module 3 on registration. There was a lot of important information here for regulated members. Mark, would you care to give us a brief summary of what we covered?

MARK: Sure thing! The *Health Professions Act* requires the College to establish and manage a formal registration system for its regulated members. We outlined the requirements for registering with ACSLPA. Next we discussed mandatory registration. Any person, who has the appropriate qualifications, and intends to provide professional services to the public, must register with the College. The requirement for mandatory registration exists regardless of whether the person is working full-time, part-time, casual or volunteering.

Our next topic was about the types of registers kept by the College. The General Register lists the SLPs and audiologists who are authorized to provide professional services and use protected titles. The Courtesy Register lists regulated professionals from outside the province who are authorized to engage in temporary work in Alberta. The Non-Practicing Register lists those who have temporarily taken leave from their practice. We also discussed the importance and process for keeping regulated member information updated.

We then described practice permits, the process for their annual renewal, and the information contained on them. Practice permits are a license to practice. It is illegal to practice speech-language pathology or audiology unless you have both a valid registration and a valid practice permit.

We ended the module by looking at working professionally in other provinces. We reviewed a number of mobility agreements that makes it easier for professions to transfer to other provinces. Finally, we described the steps by which a regulated member could officially resign, or unofficially terminate their registration with the College.

Did I miss anything?

JILL: No, I think you covered the main points. I'm Jill, here with Mark saying goodbye for now.

MARK: Goodbye. We will see you again in the next module.

1.18 The End



Narration

No narration, only music.

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