

2014 ANNUAL REPORT

Alberta College of Speech-Language Pathologists and Audiologists





Alberta College of
Speech-Language Pathologists
and Audiologists

Hear. Speak. Connect.

VISION

ACSLPA is a leader in regulating audiologists and speech-language pathologists.

MISSION

ACSLPA protects and serves the public by regulating and ensuring competent, safe, ethical practice of audiologists and speech-language pathologists in Alberta.

VALUES

ACCOUNTABILITY

ACSLPA has a duty to serve and protect the public, and as such is accountable to the public, the government and its regulated members.

COMPETENCE

ACSLPA is a progressive organization committed to excellence. We focus on our mission by regulating members in a way that will enhance their ability to provide competent, safe, ethical services to the public.

COLLABORATIVE RELATIONSHIPS

ACSLPA fosters relationships between the professions of audiology and speech-language pathology and with other professions and stakeholders.

PROFESSIONALISM

ACSLPA provides quality services to the public and our regulated members, demonstrating a high level of professionalism.

RESPECT FOR ALL PERSONS

In addition to ACSLPA's focused respect for the Alberta public, we respect our Council, our committees, ACSLPA regulated members, ACSLPA staff and individuals with communication, swallowing and hearing impairments.



CONTENTS

| | |
|---|----|
| About the College _____ | 4 |
| Message from the President and CEO/Registrar ____ | 5 |
| Governance _____ | 6 |
| Public Members' Report _____ | 7 |
| Year in Review – An Overview of 2014 _____ | 8 |
| 2014 Registration Statistics _____ | 10 |
| Continuing Competence _____ | 14 |
| Complaints and Discipline _____ | 14 |
| Auditor's Report _____ | 15 |
| Financial Statements _____ | 16 |
| Notes to Financial Statements _____ | 20 |



ABOUT THE COLLEGE

The Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) is a regulatory body that carries out its activities in accordance with provincial legislation to protect and serve the public, by regulating, supporting and ensuring competent, safe, ethical practice of speech-language pathologists and audiologists in Alberta.

Speech-language pathologists are health care professionals who have a master's or doctorate degree in speech-language pathology and specialize in the prevention, assessment, diagnosis and management of communication and swallowing disorders. Speech-language pathologists work directly with clients of all ages and their families/caregivers.

Audiologists are health care professionals who have a master's or doctorate degree in audiology and specialize in the prevention, assessment, diagnosis and management of hearing and balance disorders. Audiologists work directly with clients of all ages and their families/caregivers.

Speech-language pathologists and audiologists have been regulated under the *Health Professions Act* (HPA) in Alberta since July 1, 2002. The HPA directs the activities of ACSLPA and outlines the regulatory responsibilities of the College that are required to protect and serve the public.

ACSLPA protects and serves the public of Alberta by:

- Ensuring that only registered members of ACSLPA use the titles protected in legislation for their profession, thereby allowing the public to identify qualified health professionals;
- Establishing, monitoring and enforcing standards for entry to practice, registration and annual practice permit renewal of speech-language pathologists and audiologists in Alberta;
- Making our General Register available to the public;

- Establishing, maintaining and enforcing standards of practice for speech-language pathologists and audiologists in Alberta;
- Establishing, maintaining and enforcing standards for continuing competence in the practice of speech-language pathologists and audiologists in Alberta;
- Receiving and investigating complaints by clients/family members, regulated members/peers, employers, or other members of the public regarding the practice of speech-language pathologists and audiologists in Alberta;
- Holding speech-language pathologists and audiologists who do not practice in accordance with our practice and ethical standards accountable, to ensure competent, safe, ethical practice; and
- Supporting, promoting and advocating excellence in speech-language pathology and audiology client care.

ACSLPA also supports speech-language pathologists and audiologists in their professional practice through the provision of member services which include the following:

- ACSLPA Annual Conference and other opportunities for professional development;
- Development of Position Statements, Guidelines, Protocols and Advisory Statements related to the delivery of professional services;
- Communications, which include educational handouts, *Communication Matters* (a monthly electronic newsletter); and
- Member recognition program.

MESSAGE FROM THE PRESIDENT AND CEO/REGISTRAR

Research indicates that 1 in 6 Canadians has a speech, language or hearing disorder; 1 in 10 Canadians has some form of hearing loss. The services provided by speech-language pathologists and audiologists are vital to improving quality of life for the many Albertans who have a speech, language, swallowing or hearing disorder, helping them to lead productive and more enjoyable lives.

Speech-language pathologists and audiologists have had the privilege of being self-regulated professionals under the *Health Professions Act* (HPA) in Alberta since 2002. Since proclamation under the HPA, the Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) has been committed to protecting and serving the public by regulating and ensuring competent, safe, ethical practice of speech-language pathologists and audiologists in Alberta.

During 2014, the activities of ACSLPA continued to centre on this important mandate, focusing on the following key areas:

- Carrying out legislated regulatory obligations in keeping with our mandate to protect and serve the public.
- Completion of the 2012–2014 Strategic Plan and development of the 2015–2017 Strategic Plan.
- Collaborating with key stakeholders, both provincially and nationally, on matters related to regulation and advancing the practice of speech-language pathologists and audiologists.
- Providing support to speech-language pathologists and audiologists in their practice through provision of member services.

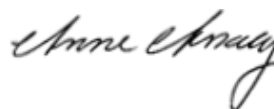
Details are highlighted on the pages that follow.

The accomplishments of the past year would not have been possible without the commitment and dedication of ACSLPA Council, the many regulated members of ACSLPA who volunteer on various committees, and the office staff. We extend our sincere thanks to all who contributed towards making 2014 a success.

We are pleased to present the ACSLPA Annual Report for the period of January 1 – December 31, 2014, as approved by Council.



Cynthia Pruden, R.SLP
President



Anne Assaly
CEO/Registrar



GOVERNANCE

Under the *Health Professions Act*, the business and affairs of ACSLPA are governed by a Council. Council actions and decisions are made in accordance with the ACSLPA Vision, Mission and Values, in support of the strategic plan. The Council consists of eight elected registered speech-language pathologists/audiologists from throughout Alberta, as well as at least 25% public members, who are appointed by the Lieutenant Governor in Council in the Alberta legislature. Public members provide valuable input that assists Council in ensuring that the best interests of the public are served in governance decisions.

Subcommittees of Council make considerable contributions to the work of Council. The work of Council is supported through the following committees:

- **Executive Committee**
- **Finance Committee**
- **Nominations Committee**

In addition, the following committees contribute towards the regulatory functions of ACSLPA:

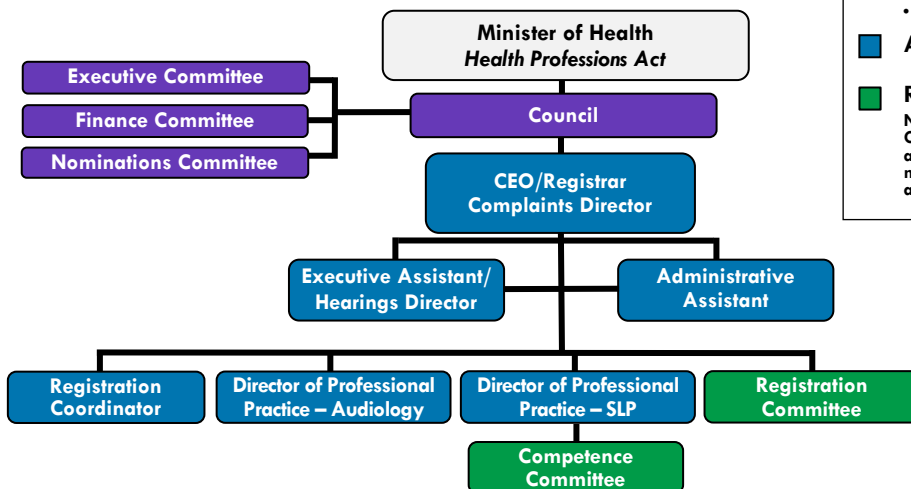
- **Competence Committee**
- **Registration Committee**

Other committees are formed as required on an ad-hoc basis to carry out projects that are time-limited with a specific focus.

The daily operations, regulatory, member services and administrative functions of ACSLPA are managed by the CEO/Registrar with the support of a small office team.

ACSLPA Council Members 2014

Cynthia Pruden, R.SLP, President
 Laura Manz, R.SLP, Past President
 Sarah Blenkhorn, R.Aud, President Elect
 Sara Turner, R.SLP, Treasurer
 Shanda Duggleby Wenzel, R.SLP, Councillor Without Portfolio
 Renaldo Macalalad, R.Aud, Councillor Without Portfolio (resigned August 2014)
 Karen Nolan, R.SLP, Councillor Without Portfolio
 Alaina Smith, R.SLP, Councillor Without Portfolio
 Lynne Davies, Public Member
 Melvin (Pat) Eisler, Public Member



- **Council Officers**
 - President
 - President Elect
 - Past President
 - Treasurer
 - Councillors without Portfolio
 - Public Members

■ ACSLPA Staff

- **Regulatory Committees**
 Note: Hearing Tribunals and Complaint Review Committees are appointed from a list of members approved by Council, as required.

PUBLIC MEMBERS' REPORT

As public representatives and part of the Council of the Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) our role is to work with Council and ensure that ACSLPA activities protect the public interest, meet the requirements of the *Health Professions Act* (HPA) and support professional services by ACSLPA members. The HPA requires that twenty-five percent of the voting members of Council must be public members. Public members are appointed by the Lieutenant Governor in Council upon recommendation of the Minister responsible for this Act. As such, expenses pertaining to the public members are paid directly by the Province and are not charged back to the College.

As public members, we participate fully in the business and debate at Council meetings and serve on subcommittees to which we are appointed. In addition to attending all ACSLPA regular meetings, we are encouraged by Council to be fully informed about ACSLPA issues, plans, concerns and aspirations and this is facilitated through participation in the annual general meeting and conference, strategic planning sessions and new Council member orientation.

The ACSLPA Council is committed to and actively strives to maintain a balance between regulatory responsibilities and membership services. The Council and staff met the six goals outlined in the 2012–2014 Strategic Plan. In 2014 a strategic planning session was held and a Strategic Plan developed for 2015–2017. We commend the ACSLPA staff and the strong supporting volunteer group from the professional membership, all of whom strive to serve the best interests of the public through the high quality human services they provide.

The two public members currently on ACSLPA are Pat Eisler and Lynne Davies, whose terms expired in May 2014. Pat Eisler served as a member of the Finance subcommittee.

As government-appointed members of Council it is an honour to serve the College and our sincere congratulations is given to the Council members and dedicated staff members who so actively and professionally participate in the affairs of their College.

2014 Public Members

Lynne Davies

Pat Eisler



YEAR IN REVIEW

Competent, Safe, Ethical Practice

- **Revisions to Continuing Competence Program (CCP):** Implemented changes to the CCP, including a new online Self-Assessment Tool, and external feedback tools.
- **Advanced Practice Roles for Audiologists and Speech-Language Pathologists:** Continued development of proposals to request authorization for speech-language pathologists and audiologists to perform additional restricted activities.
- **Competency Based Assessment Framework (HRSDC Funded Project):** Continued to work in collaboration with the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR) on the development of a national competency-based assessment framework for speech-language pathologists and audiologists.
- **Development of New Standards of Practice:** Developed new standards of practice for speech-language pathologists and audiologists; implementation is planned for early 2015.
- **Development of Jurisprudence Education Materials:** Continued to work on development of jurisprudence education materials to assist regulated members gain knowledge and understanding of the relevant legislation, regulation, standards and requirements of a regulated health professional in Alberta; implementation is planned for mid-2015.
- **Support and Guidance in Professional Practice:**
 - The following resources were developed to assist regulated members in their practice:
 - *ACSLPA Protocol on Audiological Referral to Otolaryngology*
 - *Professional Considerations in Collaborative Practice*
 - *Clinical Supervision of Educational Aides and Assistants by SLPs*
 - The following resources/projects were initiated and/or are at varying degrees of progress:
 - Audiologist referrals to otolaryngologists
 - Updating of *Hearing Screening Guideline*

Continuing Education and Professional Development

- **ACSLPA Conference 2014:** This well-attended event was held on November 6–7, 2014 in Calgary, Alberta. The Conference theme was *Working Together* and focused on how collaborative practice can be applied in the practice of speech-language pathology and audiology.
- **Professional Development Funding/Sponsorship:** Provided funding/sponsorship assistance for the following professional development events:
 - International Association of Orofacial Myology
 - Medical Speech Pathology: The influence of body systems on communication and swallowing interventions
 - Advanced SCERTS Model Training
- **Webinars:** The following webinars were developed/presented:
 - *Braining Training: Are There Clinical Applications?* (developed in partnership with the University of Alberta – Faculty of Rehabilitation Medicine)
 - Video tutorial for the ACSLPA Continuing Competence Program

Registration and Issuing of Practice Permits

- **Assistance to Regulated Members and New Applicants:** Responded to numerous registration and registration renewal inquiries and processed over 1500 registration and registration renewal applications.

College Communications

➤ **Public Awareness Initiatives:**

- Continued work with a communications consultant to develop a plan to promote public knowledge and understanding of the role of speech-language pathologists and audiologists. A new brand identity, logo and positioning statement were developed, followed by launch of a new website. Work continued on development of marketing materials and a media campaign.
- Participated in a successful Pan Canadian Alliance May Month (Speech & Hearing Month) initiative involving development of *Facts At Your Fingertips*, which was distributed to MLAs and MPs throughout Canada.
- Featured advertisements in various Alberta newspapers promoting Registered Speech-Language Pathologists and Registered Audiologists as the professionals of choice for speech, language and hearing concerns.
- Participated in radio and newspaper interviews regarding need for newborn hearing screening in Alberta, as provided other Canadian provinces.
- Provided workshop presentations on audiology support in primary care at the Alberta College of Family Practitioners Annual Scientific Assembly.

Collaboration and Partnerships

- **Alberta Federation of Regulated Health Professions (AFRHP):** Active member of AFRHP, which is comprised of the health regulatory colleges in Alberta. Also participated in two subcommittees of AFRHP – the Complaint Process Working Group and the Continuing Competence Interest Group.
- **Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR):** Active member of CAASPR, which is comprised of regulators of audiology and speech-language pathology across Canada. Key initiatives of CAASPR included working towards harmonization of registration requirements, achieving consensus on regulation of professional practice provided through telepractice, and development of a national competency-based assessment framework for speech-language pathologists and audiologists.
- **Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP):** CEO/Registrar served as the CAASPR representative on the Secretariat of the CACUP.

- **Alberta Government:** Correspondence with government occurred in regards to the following:

- Continued progress towards implementation of the Early Childhood Screening Framework, and specifically, newborn hearing screening.
- Provided stakeholder feedback on proposed changes in legislation and/or standards related to the regulation of health professions.

- **Professional Associations:** Collaborated with professional associations such as Speech-Language and Audiology Canada, Pan-Canadian Alliance of Speech-Language Pathology and Audiology Organizations, Canadian Academy of Audiology, and the Alberta Speech-Language Association of Private Practitioners on matters of common interest.

- **University of Alberta – Faculty of Rehabilitation Medicine (FRM):** Participated in the following:

- Faculty meetings related to the education requirements of future and existing regulated members;
- Audiology Program Proposal Steering Committee;
- Continuing Professional Education Advisory Committee;
- Student Inter-Professional Learning Event; and
- Supported FRM students through a Centenary PhD Scholarship Fund and a Memorial Bursary.

- **MacEwan University:** Active Participant on the Therapist Assistant Program Advisory Committee.

College Governance

- **Regulation Amendments:** Continued to work collaboratively with Alberta Health on amendments to the 2002 *Speech-Language Pathologists and Audiologists Profession Regulation*.
- **Strategic Planning:** Completed implementation of the 2012–2014 Strategic Plan and development of the 2015–2017 Strategic Plan.

REGISTRATION STATISTICS FOR JANUARY 1 – DECEMBER 31, 2014

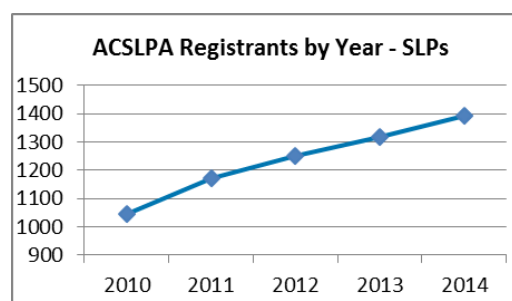
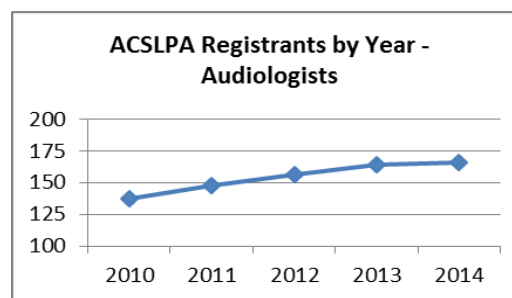
Under the *Health Professions Act* (HPA), ACSLPA has the legislated responsibility to establish, maintain and enforce standards for registration and licensing of audiologists and speech-language pathologists in Alberta. In meeting this responsibility, ACSLPA establishes the education and clinical practice requirements to enter the professions of audiology and speech-language pathology, and ensures that applicants meet the established requirements prior to becoming registered. Registration with ACSLPA assures the public and employers that a practitioner has met the standards for academic and clinical experience that are required to practice in the professions of audiology or speech-language pathology.

In accordance with the HPA, the Registration Committee meets at the request of the Registrar to review applications for ACSLPA registration and to make recommendations related to registration/renewal application requirements and processes.

Registration statistics for 2014 are summarized below.

2014 REGISTRANTS BY CATEGORY as of December 31, 2014

| | AUD | SLP | TOTAL |
|-----------------|------------|-------------|-------------|
| Registered | 153 | 1293 | 1446 |
| Inactive | 2 | 57 | 59 |
| Out-of-Province | 5 | 24 | 29 |
| Honourary | 5 | 20 | 25 |
| Courtesy | 1 | 1 | 2 |
| Total | 166 | 1395 | 1561 |



STATUS CHANGES

January 1 – December 31, 2014

| | AUD | SLP | TOTAL |
|---|-----|-----|-------|
| Inactive or Out-of-Province to Registered | 2 | 55 | 57 |
| Registered to Inactive or Out-of-Province | 0 | 8 | 8 |
| Inactive to Honourary | 1 | 2 | 3 |
| Registered to Honourary | 0 | 0 | 0 |
| Registered to Archived | 0 | 3 | 3 |
| Archived to Registered | 1 | 3 | 4 |

REGISTRATIONS – COURTESY REGISTER

January 1 – December 31, 2014

| | AUD | SLP | TOTAL |
|-----------------------------------|------|------|-------|
| Number Registered | 6 | 16 | 22 |
| Average Number of Days Registered | 20.7 | 14.4 | 15.8 |

Courtesy Registration was granted for specified periods ranging from 1–30 days for the following purposes:

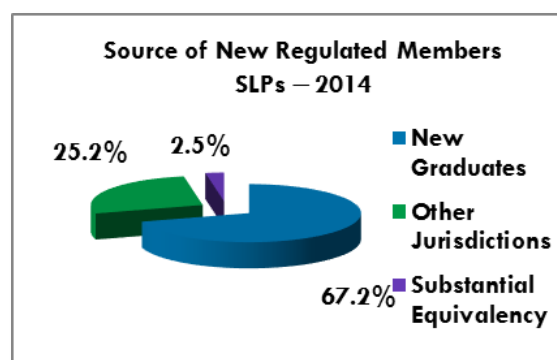
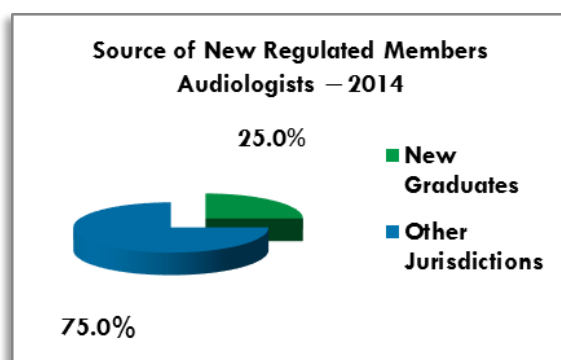
- Conducting an audiology or speech-language pathology training course or clinical presentation at an approved teaching site;
- Demonstrating equipment or techniques to be used in direct clinical care.

**NUMBER OF APPLICANTS AND NEW REGULATED MEMBERS
GENERAL REGISTER
January 1 – December 31, 2014**

| | AUD | | SLP | | TOTAL | |
|--------------------------------------|------------|------------|------------|------------|------------|------------|
| | Applicants | Registered | Applicants | Registered | Applicants | Registered |
| New Graduates | | | | | | |
| University of Alberta | n/a | n/a | 43 | 43 | 43 | 43 |
| Other Canadian Programs | 2 | 2 | 24 | 24 | 26 | 26 |
| U.S. Programs | 0 | 0 | 11 | 11 | 11 | 11 |
| New Graduates – Total | 2 | 2 | 78 | 78 | 80 | 80 |
| Other Jurisdictions ¹ | 6 | 6 | 30 | 30 | 36 | 36 |
| Substantial Equivalency ² | 3 | 0 | 8 | 3 | 11 | 3 |
| Total | 11 | 8 | 116 | 111 | 127 | 119 |

¹ Includes applicants and regulated members from other regulated jurisdictions in Canada.

² Includes applicants and regulated members assessed for substantially equivalent qualifications (i.e., applicants educated outside of Canada or the United States where Alberta was the first point of entry into practice in Canada).



Reviews by Council

During 2014, ACSLPA Council did not receive any requests to review a decision of the Registration Committee.

2014 REGISTRATION STATISTICS (continued)

AUDIOLOGISTS

**Registered Members by
Practice Profile***

| | 2014 | 2013 |
|---------------------|------------|------------|
| Direct Patient Care | 126 | 114 |
| Consulting | 3 | 4 |
| Teaching | 2 | 2 |
| Administration | 7 | 7 |
| Research | 1 | 1 |
| Other | 1 | 1 |
| Unknown | 13 | 22 |
| Total | 153 | 151 |

* Note: Based on primary scope of practice.

**Registered Members by
Primary Practice Setting**

| | 2014 | 2013 |
|------------------------------|------------|------------|
| General Hospital | 5 | 6 |
| Pediatric Hospital | 12 | 10 |
| Rehabilitation Hospital | 13 | 13 |
| Developmental Delay Facility | 0 | 0 |
| Long-Term Care | 0 | 0 |
| Community Health | 26 | 27 |
| Private Practice | 74 | 65 |
| Home Care Program | 0 | 0 |
| Non-Profit Agency | 0 | 0 |
| Student Health Program | 3 | 4 |
| Industry | 3 | 4 |
| School/School Board | 3 | 4 |
| University/College | 3 | 3 |
| Government/Official Agency | 1 | 1 |
| Other/Unknown | 13 | 18 |
| Total | 153 | 151 |

**Registered Members by Average
Hours Worked Per Week**

| | 2014 | 2013 |
|------------------|------------|------------|
| 35 hours or more | 84 | 75 |
| 20 – 34 hours | 34 | 38 |
| 10 – 19 hours | 5 | 4 |
| 9 hours or less | 6 | 4 |
| 0 hours | 0 | 0 |
| Unknown | 24 | 30 |
| Total | 153 | 151 |

**Registered Members by
Age of Clients**

| | 2014 | 2013 |
|---------------------|------------|------------|
| Pediatric (0 – 16) | 20 | 19 |
| Adult (17 – 65) | 19 | 17 |
| Geriatric (over 65) | 1 | 2 |
| All Ages | 98 | 89 |
| Unknown | 13 | 23 |
| Not Applicable | 2 | 1 |
| Total | 153 | 151 |

Registered Members by Gender

| | 2014 | 2013 |
|--------------|------------|------------|
| Female | 123 | 120 |
| Male | 30 | 31 |
| Total | 153 | 151 |

Registered Members by Age

| | 2014 | 2013 |
|--------------|------------|------------|
| 20–29 | 13 | 22 |
| 30–39 | 46 | 40 |
| 40–49 | 48 | 44 |
| 50–59 | 32 | 31 |
| 60–69 | 11 | 11 |
| 70+ | 3 | 3 |
| Total | 153 | 151 |

SPEECH-LANGUAGE PATHOLOGISTS

**Registered Members by
Practice Profile***

| | 2014 | 2013 |
|---------------------|-------------|-------------|
| Direct Patient Care | 993 | 879 |
| Consulting | 120 | 105 |
| Teaching | 17 | 17 |
| Administration | 40 | 38 |
| Research | 9 | 7 |
| Other | 13 | 7 |
| Unknown | 101 | 166 |
| Total | 1293 | 1219 |

* Note: Based on primary scope of practice.

**Registered Members by
Primary Practice Setting**

| | 2014 | 2013 |
|------------------------------|-------------|-------------|
| General Hospital | 87 | 74 |
| Pediatric Hospital | 20 | 19 |
| Rehabilitation Hospital | 57 | 56 |
| Developmental Delay Facility | 0 | 0 |
| Long-Term Care | 0 | 0 |
| Community Health | 406 | 362 |
| Private Practice | 259 | 226 |
| Home-Care Program | 1 | 0 |
| Non-Profit Agency | 98 | 97 |
| Industry | 0 | 0 |
| School/School Board | 241 | 207 |
| University/College | 20 | 19 |
| Government/Official Agency | 2 | 0 |
| Other/Unknown | 101 | 159 |
| Total | 1293 | 1219 |

**Registered Members by Average
Hours Worked Per Week**

| | 2014 | 2013 |
|------------------|-------------|-------------|
| 35 hours or more | 596 | 539 |
| 20 – 34 hours | 345 | 307 |
| 10 – 19 hours | 136 | 126 |
| 9 hours or less | 28 | 21 |
| 0 hours | 3 | 3 |
| Unknown | 185 | 223 |
| Total | 1293 | 1219 |

**Registered Members by
Age of Clients**

| | 2014 | 2013 |
|---------------------|-------------|-------------|
| Pediatric (0 – 16) | 894 | 778 |
| Adult (17 – 65) | 133 | 123 |
| Geriatric (over 65) | 28 | 20 |
| All Ages | 121 | 121 |
| Unknown | 101 | 167 |
| Not applicable | 16 | 10 |
| Total | 1293 | 1219 |

Registered Members by Gender

| | 2014 | 2013 |
|--------------|-------------|-------------|
| Female | 1256 | 1186 |
| Male | 37 | 33 |
| Total | 1293 | 1219 |

Registered Members by Age

| | 2014 | 2013 |
|--------------|-------------|-------------|
| 20–29 | 257 | 226 |
| 30–39 | 385 | 375 |
| 40–49 | 361 | 351 |
| 50–59 | 214 | 209 |
| 60–69 | 75 | 58 |
| 70+ | 1 | 0 |
| Total | 1293 | 1219 |

CONTINUING COMPETENCE

ACSLPA implemented a Continuing Competence Program (CCP) in 2008 in compliance with the *Health Professions Act*. The program was designed to ensure that regulated members remain competent and provide safe, ethical services that meet professional practice standards, thereby protecting the public.

The CCP is adaptable, allowing regulated members to develop and implement competence plans that relate to their unique practice, work environment and learning style. The CCP operates on a yearly cycle and consists of the following components:

1. Self-assessment to identify practice strengths and learning needs related to practice;
2. Formulation of competence goal(s) based on identified learning needs;
3. Implementation of learning activities to achieve competence goal(s); and
4. Evaluation and reflection on how practice was enhanced through completion of the competence goal(s).

Following a comprehensive review of the CCP, the Competence Committee obtained approval from ACSLPA Council to begin the process of implementing changes to the CCP. Grounded in current research, revisions to the CCP would include the following:

- A shift from the self-assessment tool previously used to a more streamlined, online format that encompasses a review of national competency indicators for the professions (implemented July, 2014); and
- Addition of an external *feedback to support learning* component into the program (implementation target date: January, 2015).

To date, feedback from regulated members regarding the revised self-assessment tool has been overwhelmingly positive. A PowerPoint video tutorial regarding revisions to the CCP was made available for use by regulated members on the ACSLPA website. Teleconference lunch and learn sessions regarding the new elements of the program will also be made available to regulated members in 2015.

Results of 2014 Regulated Member Program Review

A total of 68 regulated members, including 7 audiologists and 61 speech-language pathologists, were required to participate in the CCP review during the 2014 cycle. Each year, approximately 5% of regulated members are randomly selected for a review of their CCP. The results of the 2014 Review are summarized as follows:

2014 CCP REVIEW STATISTICS

| | AUD % | SLP % |
|-----------------------|----------|----------|
| Criteria met | 85.7 | 82.0 |
| Resubmission required | 14.3 | 18.0 |
| Total | 100 | 100 |

Each regulated member selected for a review was provided with feedback on their program to assist them as they complete future submissions. Resubmissions involved a range of revisions, from minor to more extensive. Those regulated members requiring more extensive revision were contacted by telephone to discuss their program, provide education, and ensure understanding regarding the nature of the changes required.

COMPLAINTS AND DISCIPLINE

Under the *Health Professions Act* (HPA), ACSLPA has a responsibility to deal with written complaints made by clients/family members, regulated members/peers, employers, or other members of the public regarding the practice of speech-language pathologists and audiologists in Alberta. The HPA states the process by which ACSLPA must deal with any written complaints that are received.

The table below provides a summary of complaint statistics for 2014.

COMPLAINT STATISTICS January 1 – December 31, 2014

| | 2014 | 2013 |
|---|------|------|
| Written Complaints Received | 6* | 3 |
| Files Referred for Investigation | 6 | 3 |
| Complaints Referred to the Alternative Complaint Resolution Process | 0 | 0 |
| Complaints Dismissed | 2 | 1 |
| Complaints Resolved Informally | 2 | 1 |
| Hearings | 2 | 0 |
| Hearings Closed to the Public | 0 | 0 |
| Complaint Decisions Appealed | 1 | 0 |
| Complaints Carried Over to Next Year | 2 | 5 |
| Files Referred for Capacity Assessments under S. 118 of HPA | 0 | 0 |

*Three written complaints were initiated by an employer and three written complaints were initiated by members of the public.

ACSLPA also addressed a number of other complaints related to professional title misuse and mandatory registration requirements.

INDEPENDENT AUDITOR'S REPORT

To the Members of Alberta College of Speech-Language Pathologists and Audiologists

We have audited the accompanying financial statements of Alberta College of Speech-Language Pathologists and Audiologists, which comprise the statement of financial position as at December 31, 2014 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Alberta College of Speech-Language Pathologists and Audiologists as at December 31, 2014 and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Private Sector Not-for-Profit Organizations.

SVS Group LLP
Chartered Accountants
Edmonton, Alberta
March 21, 2015

STATEMENT OF FINANCIAL POSITION
As at December 31, 2014

| | 2014 | 2013 |
|--|---------------------|---------------------|
| ASSETS | | |
| CURRENT | | |
| Cash | \$ 212,696 | \$ 353,303 |
| Marketable securities (Note 3) | 1,847,437 | 1,632,706 |
| Accounts receivable | 3,650 | 934 |
| Prepaid expenses | 6,123 | 5,526 |
| Goods and Services Tax recoverable | 12,580 | 7,360 |
| | <u>2,082,486</u> | <u>1,999,829</u> |
| PROPERTY AND EQUIPMENT (Note 4) | 77,352 | 64,651 |
| | <u>\$ 2,159,838</u> | <u>\$ 2,064,480</u> |
| LIABILITIES | | |
| CURRENT | | |
| Accounts payable and accrued liabilities (Note 5) | \$ 41,054 | \$ 26,005 |
| Deferred revenue – membership dues | 815,073 | 766,673 |
| | <u>856,127</u> | <u>792,678</u> |
| DEFERRED CONTRIBUTION RELATED TO EQUIPMENT (Note 7) | - | 24,366 |
| | <u>856,127</u> | <u>817,044</u> |
| NET ASSETS | | |
| UNRESTRICTED | 371,359 | 324,591 |
| FINANCIAL RESERVE (Note 10) | 775,000 | 775,000 |
| INVESTED IN EQUIPMENT | 77,352 | 40,285 |
| INTERNALLY RESTRICTED FOR PUBLIC AWARENESS CAMPAIGN | - | 76,560 |
| INTERNALLY RESTRICTED FOR JURISPRUDENCE/STANDARDS OF PRACTICE PROJECT | 25,000 | 31,000 |
| INTERNALLY RESTRICTED FOR GOVERNANCE AND BYLAWS REVIEW | 30,000 | - |
| INTERNALLY RESTRICTED FOR RESTRICTED ACTIVITIES PROJECT | 25,000 | - |
| | <u>1,303,711</u> | <u>1,247,436</u> |
| | <u>\$ 2,159,838</u> | <u>\$ 2,064,480</u> |

APPROVED ON BEHALF OF THE COUNCIL

C. Pruden

Cynthia Pruden, President

Sara Turner

Sara Turner, Treasurer

STATEMENT OF CHANGES IN NET ASSETS
For The Year Ended December 31, 2014

| | Unrestricted | Financial Reserve | Invested in Equipment | Internally Restricted for Jurisprudence/Standards of Practice Project | Internally Restricted for Public Awareness Campaign | Internally Restricted for Continuing Competence Program | Internally Restricted for Governance and Bylaws Review | Internally Restricted for Project Activities | 2014 Totals |
|---|--------------|-------------------|-----------------------|---|---|---|--|--|--------------------|
| | | (Note 10) | | (Note 10) | (Note 10) | (Note 10) | (Note 10) | (Note 10) | |
| NET ASSETS, beginning of year | \$ 324,591 | \$ 775,000 | \$ 40,285 | \$ 31,000 | \$ 76,560 | \$ - | \$ - | \$ - | \$1,247,436 |
| Excess of revenue over expenses | 161,359 | - | (45,130) | (40,576) | (19,378) | - | - | - | 56,275 |
| Investment in equipment | (30,127) | - | 82,197 | - | (28,070) | (24,000) | - | - | - |
| Transfer of funds | (84,464) | - | - | 34,576 | (29,112) | 24,000 | 30,000 | 25,000 | - |
| NET ASSETS, end of year | \$ 371,359 | \$ 775,000 | \$ 77,352 | \$ 25,000 | - | - | 30,000 | 25,000 | \$1,303,711 |

| | Unrestricted | Financial Reserve | Invested in Equipment | Internally Restricted for Jurisprudence/Standards of Practice Project | Internally Restricted for Public Awareness Campaign | 2013 Totals |
|--------------------------------------|--------------|-------------------|-----------------------|---|---|-------------|
| NET ASSETS, beginning of year | \$ 124,306 | \$ 775,000 | \$ 48,860 | \$ - | \$ 88,200 | \$1,036,366 |
| Excess of revenue over expenses | 264,849 | - | (33,139) | (9,000) | (11,640) | 211,070 |
| Investment in equipment | (24,564) | - | 24,564 | - | - | - |
| Transfer of funds | (40,000) | - | - | 40,000 | - | - |
| NET ASSETS, end of year | \$ 324,591 | \$ 775,000 | \$ 40,285 | \$ 31,000 | \$ 76,560 | \$1,247,436 |

STATEMENT OF OPERATIONS

For The Year Ended December 31, 2014

| | 2014 | % | 2013 | % |
|--|------------------|--------------|-------------------|--------------|
| REVENUE | | | | |
| Membership fees | \$ 844,361 | 83.1 | 767,367 | 82.6 |
| Conference | 113,844 | 11.2 | 107,713 | 11.6 |
| Investment income | 22,910 | 2.3 | 16,853 | 1.8 |
| Advertising | 10,297 | 1.0 | 8,103 | 0.9 |
| Amortization of deferred contribution (Note 7) | 24,366 | 2.4 | 28,667 | 3.1 |
| | <u>1,015,778</u> | <u>100.0</u> | <u>928,703</u> | <u>100.0</u> |
| EXPENSES | | | | |
| Amortization | 69,497 | 6.8 | 61,806 | 6.7 |
| Awards and nominations | 3,526 | 0.3 | 1,982 | 0.2 |
| Bank charges and interest | 26,744 | 2.6 | 24,315 | 2.6 |
| Conferences | 98,359 | 9.7 | 89,856 | 9.7 |
| Contract services | 10,248 | 1.0 | 11,969 | 1.3 |
| Council | 25,676 | 2.5 | 64,632 | 7.0 |
| Equipment rentals | 3,804 | 0.4 | 3,562 | 0.4 |
| Goods and Services Tax | 10,582 | 1.0 | 7,360 | 0.8 |
| Insurance | 6,662 | 0.7 | 6,632 | 0.7 |
| Investigations and hearings | 28,919 | 2.8 | 19,524 | 2.1 |
| Office, postage and stationery | 28,777 | 2.8 | 26,542 | 2.9 |
| Professional fees – discipline | 71,104 | 7.0 | 18,677 | 2.0 |
| Professional fees – regulatory and other | 17,509 | 1.7 | 13,911 | 1.5 |
| Public awareness | 19,378 | 1.9 | 11,640 | 1.3 |
| Publications | 8,534 | 0.8 | 8,592 | 0.9 |
| Rent | 33,918 | 3.3 | 34,231 | 3.7 |
| Standards of Practice Project | 40,576 | 4.0 | 9,000 | 1.0 |
| Technology programs and support | 18,935 | 1.9 | - | - |
| Telephone | 5,874 | 0.6 | 6,427 | 0.7 |
| Utilities | 2,335 | 0.2 | 2,071 | 0.2 |
| Wages and benefits | 428,546 | 42.2 | 372,647 | 40.1 |
| | <u>959,503</u> | <u>94.2</u> | <u>795,376</u> | <u>85.8</u> |
| INCOME FROM OPERATIONS | <u>56,275</u> | <u>5.8</u> | <u>133,327</u> | <u>14.2</u> |
| OTHER INCOME (LOSS) | | | | |
| Loss on disposal of equipment | - | - | (3,963) | (0.4) |
| Goods and Services Tax recovery (Note 11) | - | - | 81,705 | 8.8 |
| | <u>-</u> | <u>-</u> | <u>77,742</u> | <u>8.4</u> |
| EXCESS OF REVENUE OVER EXPENDITURES | <u>\$ 56,275</u> | <u>5.8</u> | <u>\$ 211,069</u> | <u>22.6</u> |

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2014

| | 2014 | 2013 |
|--|--------------------|-------------|
| CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES | | |
| Cash receipts from members, advertising, conferences and | \$1,014,188 | \$1,025,294 |
| Cash paid to suppliers and employees | (880,776) | (818,632) |
| Interest received | 22,910 | 16,853 |
| | 156,322 | 223,515 |
| CASH USED IN INVESTING ACTIVITY | | |
| Purchase of property and equipment | (82,198) | (28,528) |
| INCREASE IN CASH DURING THE YEAR | 74,124 | 194,987 |
| CASH, beginning of year | 1,986,009 | 1,791,022 |
| CASH, end of year | \$2,060,133 | \$1,986,009 |
| REPRESENTED BY | | |
| Cash | \$ 212,696 | \$ 353,303 |
| Marketable securities | 1,847,437 | 1,632,706 |
| | \$2,060,133 | \$1,986,009 |

NOTES TO FINANCIAL STATEMENTS

For The Year Ended December 31, 2014

NOTE 1 – NATURE OF OPERATIONS

The College was incorporated under the Health Professions Act as a not-for-profit organization. The College's mandate is to regulate the professions of speech-language pathology and audiology in Alberta. As a not-for-profit organization under the Income Tax Act (Canada), the College is not subject to either federal or provincial income taxes. No dividends may be paid or assets distributed to the members of the College. The College is a registered charity with the Canada Revenue Agency.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian Accounting Standards for Private Sector Not-for-Profit Organizations (ASPSNFP) and include the following accounting policies:

(a) Use of Estimates

The preparation of financial statements in conformity with Canadian Accounting Standards for Private Sector Not-For-Profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

(b) Financial Instruments

Measurement of financial instruments

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all of its financial assets and financial liabilities at amortized cost except for investments in equity instruments that are quoted in an active market, which are measured at fair value.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The College's financial assets measured at fair value include marketable securities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The College recognizes its transaction costs, if any, in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(c) Property and Equipment

Property and equipment are stated at cost. Amortization is provided annually based at rates and methods calculated to write-off the property and equipment over their estimated useful lives. These rates and methods are as follows:

| | | |
|----------------------------------|---------|-------------------|
| Office equipment | 20% | declining balance |
| Computer equipment | 30% | declining balance |
| Computer software | 100% | declining balance |
| Database and registration system | 3 years | straight line |
| Website | 3 years | straight line |

(d) Revenue Recognition

The College follows the deferral method of accounting for contributions, including government grants. Contributions subject to external restrictions are deferred and recognized as revenue in the year in which the related expenses are incurred.

Membership fees are recognized as revenue in the fiscal year in which membership services are provided and when collection is reasonably assured. Membership fees that are collected and relate to a period subsequent to the fiscal year of the College have been recorded as deferred revenue.

NOTES TO FINANCIAL STATEMENTS (continued)

(d) Revenue Recognition (cont'd)

Conference revenues are recognized in the fiscal year in which the conference is held and when collection of registration fees is reasonably assured.

Investment income is recognized when earned.

Advertising revenues are recognized when the related services are performed and collection is reasonably assured.

(e) Cash and Cash Equivalents

The College's policy is to disclose bank balances under cash and cash equivalents. Cash equivalents include treasury bills, guaranteed investment certificates, bonds and mutual funds. These investments are highly liquid in nature and are redeemable at the option of the holder.

(f) Contributed Goods and Services

The College records the fair market value of contributed goods only in the circumstances when the fair market value is determinable and when the goods would otherwise be purchased by the College.

The work of the College is dependent on the voluntary services of many members. The value of donated services is not recognized in these statements.

NOTE 3 – MARKETABLE SECURITIES

| | 2014 | 2013 |
|--|--------------------|--------------------|
| Guaranteed Investment Certificates, including accrued interest | \$1,053,198 | \$ 944,696 |
| BNS Investment Savings | 102,829 | 101,563 |
| Dynamic Mutual Funds | 101,474 | 100,224 |
| 100 Altamira High Interest Cash Performer | 104,862 | 103,560 |
| B2B Trust | 96,287 | 95,044 |
| RBC Investment Savings | 97,102 | 95,898 |
| CIBC Renaissance High Interest Savings | 97,051 | 95,846 |
| TD Investment Savings | 97,081 | 95,875 |
| Home Trust Savings | 97,553 | - |
| | <u>\$1,847,437</u> | <u>\$1,632,706</u> |

Marketable securities are comprised of Canadian money market funds and Guaranteed Investment Certificates that have varying interest rates and maturity dates in the next fiscal year.

NOTE 4 – PROPERTY AND EQUIPMENT

| | 2014 | | 2013 |
|----------------------------------|-------------------|--------------------------|------------------|
| | Cost | Accumulated Amortization | Net Book Value |
| Office equipment | \$ 39,271 | \$ 23,904 | \$ 15,367 |
| Computer equipment | 48,915 | 36,820 | 12,095 |
| Computer software | 15,187 | 15,187 | - |
| Database and registration system | 170,406 | 139,697 | 30,709 |
| Website | 28,772 | 9,591 | 19,181 |
| | <u>\$ 302,551</u> | <u>\$ 225,199</u> | <u>\$ 77,352</u> |
| | | | <u>\$ 64,651</u> |

NOTES TO FINANCIAL STATEMENTS (continued)

NOTE 5 – ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

| | 2014 | 2013 |
|------------------------|------------------|------------------|
| Trade accounts payable | \$ 26,081 | \$ 15,927 |
| Accrued liabilities | 14,973 | 10,078 |
| | <u>\$ 41,054</u> | <u>\$ 26,005</u> |

NOTE 6 – PENSION PLANS

During 2014, the College implemented an employee pension plan through Empire Life. The pension plan is a defined contribution plan in which employee and employer contributions are calculated as a percentage of the employee's earnings. The percentage calculation is based on the number of years the employee has been employed with the College. The amount expensed for all pension plan contributions for the year was \$14,204.

NOTE 7 – DEFERRED CONTRIBUTION RELATED TO EQUIPMENT

During the 2011 year, the College applied for a Government of Alberta grant for the development and implementation of online resources to assist internationally educated applicants in the process of successfully obtaining registration in Alberta. The total grant was for \$86,000 to be received in two payments of \$77,400 and \$8,600. The first payment was for costs relating to the implementation of the new database and online registration system. The second payment was for the costs relating to the implementation of log-in access for internationally educated applicants and to facilitate in monitoring their progress and status in the registration process. The contribution is deferred and amortized to income on the same basis as the membership database and registration system to which it relates.

| | 2013 | 2012 |
|--|-------------|------------------|
| Balance at the beginning of the year | \$ 24,366 | \$ 53,033 |
| Amount amortized to revenue | (24,366) | (28,667) |
| Deferred contribution at the end of the year | <u>\$ -</u> | <u>\$ 24,366</u> |

NOTE 8 – COMMITMENTS

The College has an operating lease for its premises at \$1,854 per month, under a lease expiring January 31, 2017. Under the lease, the College is also required to pay condominium fees and property taxes.

The College has also entered into two operating leases for equipment. The first piece of equipment is leased at \$95 per month; the second is leased at \$509 per quarter. Both equipment leases expire in 2017.

The minimum annual lease payments for the next three years are as follows:

| | |
|------|------------------|
| 2015 | \$ 25,424 |
| 2016 | 25,424 |
| 2017 | <u>3,856</u> |
| | <u>\$ 54,704</u> |

NOTE 9 – FINANCIAL INSTRUMENTS

Risks and concentrations

The College is exposed to various risks through its financial instruments, without being exposed to concentrations of risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial statement liabilities. The College is exposed to this risk mainly in respect of its receipt of funds from its members and its accounts payable and accrued liabilities.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to accounts receivable and grant receivable. The College provides credit to its clients in the normal course of operations.

NOTES TO FINANCIAL STATEMENTS (continued)

NOTE 9 – FINANCIAL INSTRUMENTS (continued)

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk through its marketable securities and interest-bearing investments.

NOTE 10 – INTERNALLY RESTRICTED FUNDS

Financial Reserve

The funds in the financial reserve are intended to be used to provide protection against unforeseen interruption of income and unanticipated expenses. Transfers to/from the financial reserve require Council approval.

Jurisprudence/Standards of Practice Project

Funds restricted for the jurisprudence project were intended to be used to develop training materials for the College's registrants, and to educate and monitor the College's members. This was done in conjunction with the development of the new Standards of Practice. Additional funds were internally restricted during the year in order to proceed with the education implementation portion of the project.

Public Awareness Campaign

Funds restricted for the public awareness campaign were intended to be used to increase awareness of the profession. The campaign involved rebranding which included the development of a new logo and a new website, as well as the research and development of advertising avenues and strategies. As of year-end, all funds have been spent and no amounts remain internally restricted as at December 31, 2014.

Continuing Competence Program

Funds were internally restricted for the continuing competence program. The funds were used to cover programming updates to a self-assessment tool, installation of a new portal to facilitate external peer review, and improvements to the storage capabilities of the online system. These tools are intended to improve the monitoring of the competence of regulated members and to enhance the provision of professional services. As of year end, all funds have been spent and no amounts remain internally restricted as at December 31, 2014.

Governance and Bylaws Review

Funds restricted for governance and bylaws review are intended to be used to cover the expenses associated with the review and revision of governance practices and current bylaws. This project is expected to be finalized by the end of the 2015 fiscal year.

Restricted Activities Project

Funds restricted for the restricted activities project are to be used to cover expenses associated with the development of competency profiles and performance indicators for restricted activities. This will improve the assessment and monitoring of members' activities and performance. This project is expected to be finalized by the end of the 2016 fiscal year.

NOTE 11 – GOODS AND SERVICES TAX PAYABLE

The College had previously estimated, and provided for, a Goods and Services Tax (GST) liability to the Canada Revenue Agency (CRA) for certain tax credits that it was not certain the College was entitled to. At the College's request, CRA resolved the issue during the year and determined that no liability existed and the College was entitled to the tax credits. Accordingly, the College has recognized its previous estimated liability (\$57,760) as a recovery on the statement of operations for the 2013 fiscal year. Also included in the 2013 GST recovery are prior year tax credits (\$23,945) the College had not previously claimed, due to the uncertainty surrounding the College's entitlement to these credits.

NOTE 12 – COMPARATIVE FIGURES

Certain reclassifications have been made to the prior year's figures to enhance compatibility with the current year's presentation.



Alberta College of
Speech-Language Pathologists
and Audiologists

Hear. Speak. Connect.

www.acslpa.ab.ca