



October 2020

## 2021 Online Registration Renewal

ACSLPA's online system is now available for 2021 registration renewal!

### Don't Let Your Registration Lapse! Your 2020 Practice Permit Expires December 31, 2020

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 2021 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, fine or injunction.**

### Registration Renewal Fees and Deadlines

#### Regular Registration Renewal Deadline is December 1, 2020

- Given the financial burden that members may be experiencing this year, the administration fee for late renewal has been pushed back from December 1 to December 15 to allow additional time to pay.
- If you would like to pay your renewal fees using more than one payment, please follow the instructions to **SPLIT** your payment. Once you have completed all elements of the registration process and you proceed to payment, you will be able to spread the total payment into smaller payments or split the payments over multiple credit cards. All payments must be complete by the December 15 deadline to avoid the \$100.00 administrative fee.

Renewal Fees (Paid between October 1 – 12:00 am MST and December 15 – 11:59 pm MST)

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

If you have not completed your registration renewal by the December 15 deadline, an additional \$100.00 administrative fee will be applied. The online registration renewal system will close at 11:59 p.m., December 31, 2020. 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.

### Registration Renewal Fee Payment

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

**If you have not completed your registration renewal by the December 15 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 all required information has been received by ACSLPA (including payment).** This includes your Continuing Competence Program submission and professional liability insurance.

## Reporting of Currency Hours and COVID-19

If you were redeployed to complete COVID-19 related duties this year and you have been working regularly as an SLP and are above the 1250 hours/5 years minimum currency requirements, you are probably fine to count the redeployment hours as part of your currency hours for renewal. If, however, you are near or below minimum currency requirements, there may be some limitations on which hours you can count. If this applies to you, please contact Susan Rafaat at [deputyregistrar@acslpa.ca](mailto:deputyregistrar@acslpa.ca) to discuss. Further information regarding our currency hours definition and next steps should you fall below minimum requirements is available in our *Registration Handbook* ([see section 11](#)).

Individuals who are in a non-practicing category of registration who may have completed professional development activities while non-practicing, and would like to have those hours included as part of their currency hours totals can contact [registration@acslpa.ca](mailto:registration@acslpa.ca) to make this request.

## 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 Public Register](#).

## Retiring? Leaving the Profession?

Regulated members who do not intend to renew for 2021 are asked to indicate their intention by logging into the online system and choosing the 'Archived' category. This process only takes a few minutes and will inform ACSLPA of your intentions and discontinue sending renewal reminders. Regulated members who are retiring may be eligible for Honourary membership; for further information, contact 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, 2020

Renew Early to Avoid Pitfalls!

**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



## You will need the following to complete your renewal:

- ▶ **Member Login information**
  - Your User ID is the **email address on file with ACSLPA**
  - Your password
- ▶ **Current qualification hours** worked from *January 1, 2020 to December 31, 2020* (you will need to predict the hours you will work until the end of the year). Please see note regarding currency hours and redeployment due to COVID-19, on page 2 above.
- ▶ **Professional Liability Insurance (PLI) information.** Enter this information into the online system. We do **NOT** require a copy of your PLI to be submitted. For further information on PLI requirements, click [here](#).
- ▶ **Evaluation/reflection on your 2020 Competence Goal** – You can change your goal any time before renewal if needed. You may wish to think about your reflection ahead of renewal.
- ▶ **2021 Competence Goal(s)** –You must enter at least one goal for 2021 in order to complete your 2021 renewal if you are registered in the practicing category.
- ▶ **External Feedback Requirements** – Members who were required to complete mandatory external feedback in 2020 have received an exemption in light of the pandemic. Note that you then will be required to complete your external feedback in 2021. Even if exempted from external feedback in 2020, members can still complete this if desired.
- ▶ **Browsers** – DO NOT USE INTERNET EXPLORER. The system is compatible with Chrome, Firefox, Edge, or Safari.
- ▶ **System Security** – For your protection, the system will log you out after 20 minutes of inactivity and you will need to login again. Remember to save frequently.

**Please be patient: the system can be a little slow at times.**

Use the 'Save for later' at the bottom of the screen to return later to proceed with the renewal.

## Step-by-Step Renewal Instructions

### Log In

Visit [www.acslpa.ca](http://www.acslpa.ca) and click on the Member Login button at the top right-hand corner of the homepage.

Click on the **CLICK HERE** button  to get to the member portal.

**Enter your email address and password.**

**NOTE:** You must use the **exact email** that is on file with ACSLPA. **Do Not Click "SIGN UP"**.

**Forgot Your Password?** Click the link and enter the email address on file with ACSLPA. Enter the verification code shown and press **Submit**. Again, **you must use the exact email that is on file with ACSLPA**. Check your junk/spam folder for the system-generated email.

There are written instructions for most sections to help you navigate each renewal step. Error messages may be generated if critical information is omitted or incorrect. Once logged in, select your type of renewal (General [practicing], Non-Practicing or Archived [resign]) to proceed.

**The Profile Update Page appears once you have selected your renewal type.**

### Step 1 – Update your Profile

Review and update each section of your profile. (Your personal, employment and professional liability insurance information should also be updated throughout the year as changes occur.) All mandatory fields must be completed.

The time period for qualification hours is the calendar year. Please report the hours you worked from January 1, 2020 to December 31, 2020 (you will need to predict the hours you will work until December 31).

Click 'yes' to make changes or update information to:

- your employment status during the year; if you worked at all during the year, please choose "Regular employment in profession";
- supervisor information. If you are self-employed, please indicate this by specifying N/A or self.

**All members requesting a practice permit must provide evidence that they hold their own Professional Liability Insurance (PLI).** Employer coverage is not accepted. Renewals will not be finalized without PLI information.

Your renewal may be blocked if required information is missing or if you have insufficient practice hours. In these cases, you will receive further direction from ACSLPA staff.

Before you click the "next" button, check to make sure all your information is correct. Carefully check your email address as some computers may automatically alter your email address. Email changes will "block" your renewal and you will not be able to pay your fees.

## Step 2 – 2020 Continuing Competence Submission

If you were a Registered member during any period of 2020 and have a competence goal for 2020, you must reflect on **each** goal that you had entered for 2020.

If you are not completing an External Feedback click 'None'.

### Reflect on 2020 Goals

- Add the learning activities you carried out during the year. If information is already entered, review and edit, as necessary. Include references and dates where possible.
- 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.
- Complete your External Feedback if you opt for one. Note that a one-year exemption for mandatory external feedback has been provided to members for 2020 due to the pandemic.

Click 'next' to save your reflection/external feedback and move to the next step.

## Step 3 - Enter new goal(s) for 2021:

- If you are renewing as "Registered" for 2021, you must enter a 2021 CCP Goal.
- Under the 2021 Continuing Competence Submission section – Click 'ADD' and enter your 2021 goal, learning plan information and competency area.
- Click 'next' to save your information and to move to the next step.
- You may edit or add to your 2021 goal(s) at any time.

**NOTE: You will be NOT be able to proceed to the payment step of the process until you have REFLECTED on ALL your goals and added a goal for 2021 (if you are renewing to General [practicing]).**

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 4 – Declarations and Payment

- Ensure you read and complete the declarations.
- Select a payment method.
  - To make one payment with a single card, click "Pay".
  - To spread the payment into smaller amounts or pay with more than one credit card, click "Split". Enter the amount you would like to pay and proceed. You will need to pay any outstanding balance prior to your renewal being approved.
- You will receive an email confirmation if your renewal and payment have been completed.
- After your renewal is complete, click the 'Practice Permit' tab, then click 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.**