



Alberta College of
Speech-Language Pathologists
and Audiologists

Registration Handbook

June 2022



Registration Handbook

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Please refer to a separate document for the following:

APPENDIX 7A – SUPERVISED PRACTICE PLAN AND AGREEMENT ENTRY TO PRACTICE FOR SLPs

APPENDIX 7B - SUPERVISED PRACTICE PLAN AND AGREEMENT ENTRY TO PRACTICE FOR AUDIOLOGISTS

APPENDIX 8A – SUPERVISED PRACTICE PLAN AND AGREEMENT – RE-ENTRY TO PRACTICE FOR SLPs

APPENDIX 8B – SUPERVISED PRACTICE PLAN AND AGREEMENT – RE-ENTRY TO PRACTICE FOR AUDIOLOGISTS

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

ACSLPA is the organization that protects and serves the public by regulating and ensuring competent, safe, ethical practice of audiologists and speech-language pathologists in Alberta. The Alberta government has given ACSLPA this power and has described the rules and responsibilities for this kind of work in the [Health Professions Act \(HPA\)](#).

ACSLPA's main responsibilities are:

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

2. WHO NEEDS TO REGISTER WITH ACSLPA?

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

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

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

Professional services are described in the HPA as follows:

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

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

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

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

Providing Services from Outside of Alberta (Virtual Care)

ACSLPA has the official and legal responsibility to protect the people of Alberta by regulating ethical¹ practice of speech-language pathologists and audiologists in Alberta. Under the HPA you must be registered with ACSLPA and practice in Alberta following the Standards of Practice and Code of Ethics. Even if you provide professional services to the Alberta public from outside of Alberta, you must be registered with ACSLPA. If you are registered in good standing in another province or jurisdiction² that is recognized by ACSLPA and will be providing virtual services on a limited basis, you may qualify for courtesy registration or for our cross provincial practice agreement—please refer to information regarding registration categories in this document (refer to page 8) and on the ACSLPA website (see For Members & Applicants>New Applicant Information).

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

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

¹ Following the rules or standards for approved behaviour or practice.

² Area or place of official control with the power to enforce rules.

3. WHAT ARE PROTECTED PROFESSIONAL TITLES?

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

<i>Speech-Language Pathologist Titles</i>	<i>Audiologist Protected Titles</i>
<ul style="list-style-type: none"> ● Speech-language pathologist ● Speech therapist ● Speech pathologist ● SLP ● R.SLP <p>NOTE: A speech-language pathologist may use the title "pathologist" only combined with the terms "speech", "speech and language" or "speech-language".</p>	<ul style="list-style-type: none"> ● Audiologist ● Aud ● R.Aud <p>NOTE: SLPs and audiologists on the Non-Practicing Register may use the protected titles listed in this table, followed by the phrase "(Non-Practicing)".</p>

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

Using the Protected Title "Doctor"

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

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

4. WHAT ARE THE MEMBERSHIP CATEGORIES?

4.1 Regulated Membership Categories

There are three categories under this type of membership:

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

4.1.1. General Register Member

About this category:

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

To be a member under this category, you must:

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

4.1.2. Courtesy Register Member

About this category:

- Required for speech-language pathologists and audiologists from outside of Alberta who will be providing professional services in Alberta for a limited number of specific purposes. A complete listing is available on the ACSLPA website under Members & Applicants>New Applicant Information>Courtesy Registration.
- May use the protected titles of their profession.

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

To be a member under this category, you must:

- Be able to practice legally in a jurisdiction³ outside of Alberta.
- Demonstrate, to the Registrar’s satisfaction, you are trained and qualified to practice in your profession.
- Demonstrate you have the required level of Professional Liability Insurance (see Appendix 3) if having direct clinical contact with clients in Alberta.

4.1.3. Non-Practicing Member

About this category:

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

To be a member under this category, you must:

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

4.2 Non-Regulated Membership Categories

There is only one category under this type of membership:

4.2.1. Honourary Member

4.2.1. Honourary Member

About this category:

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

To be a member under this category, you must:

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

³ Area or place of official control with the power to enforce rules.

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

- 1) submitting the required fees,
- 2) submitting an *Application to Resume Active Practice Form*, and
- 3) meeting all the requirements described above when re-applying for Registered Member status.

5. HOW DO I REQUEST A REGISTRATION APPLICATION PACKAGE?

Please visit [New Applicant Information](#) to review the application process and to find the Registration Application package.

6. WHAT ARE THE REGISTRATION REQUIREMENTS?

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

1. Have:
 - a) At least a master's degree in speech-language pathology or audiology from an approved university level program, and
 - b) Completed the requirements for academic coursework and clinical practice experience. (See Appendix 1 for ACSLPA Coursework Requirements and Appendix 2 for Clinical Practice Hours Requirements), or
 - c) Be registered in good standing with a regulatory organization in another province in Canada, or
 - d) Have qualifications that the Registration Committee decides are substantially equivalent to item a) above. (NOTE: To decide this, the Registration Committee may ask an applicant to complete examinations, assessment, training or educational programs).
2. Demonstrate that your professional practice is current by showing you have:
 - a) Graduated from an approved program within the three years before applying, or
 - b) Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before applying, or
 - c) Successfully completed approved, refresher⁴ education courses in your profession within the three years before applying.
3. Demonstrate you have the required level of Professional Liability Insurance. (See Appendix 3)
4. Meet the English language proficiency requirements of ACSLPA. (See Appendix 4)

⁴ A study course that is a review of previous education.

5. Demonstrate good character and reputation by submitting:

- A satisfactory Police Information Check (PIC), or equivalent (See Appendix 5),
- A written reference or letter of good standing, and
- declarations on the ACSLPA registration form related to professional behaviour⁵ required for registration.

7. HOW DOES ACSLPA REVIEW AND PROCESS MY REGISTRATION APPLICATION?

7.1 General Information

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

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

Fax: 780-408-3925

Email: registration@acslpa.ca

NOTE: Missing documents will delay the review process.

After all the necessary documents are received, the Registrar will review your application and will then:

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

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

- Decide that you need further assessment to determine if you meet the registration requirements. Applications received from individuals who were trained outside of a Canadian or American accredited university program in SLP or Audiology are typically reviewed by the Registration Committee.

NOTE: ACSLPA's Registration Committee meets six times per year, on the second Friday of January, March, May, July, September, and November. We require all documentation a minimum of three weeks prior to a Committee meeting in order to prepare the application package for their review.

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

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

⁵ Any questions regarding responses to declarations will be discussed with the applicant and a decision regarding whether the application can proceed will be made on a case by case basis.

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

NOTE: Registration applications expire six months after the date we receive the application form. If we receive documents to support the application, but not the application form itself within 6 months from receipt of the first document, we will close the application and destroy the documents.

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

7.2 Time Required to Process Registration Applications

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

Applicant Type	Approximate Minimum Length of Time Required to Process Application*
Graduates of a Canadian Accredited Program (not registered with another SLP/audiology regulatory body in Canada).	1 – 2 weeks
New Graduates of a United States (US) ASHA Accredited Program	2 – 3 weeks
Applicants registered with another provincial SLP/Audiology regulatory body in Canada (BC, SK, MB, ON, QC, NB, NL, NS)	1 – 2 weeks
Applicants registered with an SLP/Audiology licensing body in the US that has substantially equivalent requirements to ACSLPA**	2 – 3 weeks
All other applicants (e.g., applicants educated outside of Canada or the US, graduates of non-accredited Canadian and American programs, applicants from American jurisdictions that do not have substantially equivalent requirements to ACSLPA).	Variable but typically within 2-4 months**

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

****NOTE:** These applications will be reviewed on a case-by-case basis in order to determine substantial equivalency.

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

7.3 Specific Information for Each Applicant Type

7.3.1 Graduates of a Canadian Accredited Program (not registered with another SLP/Audiology regulatory body in Canada)

Applicable if you have completed your education in Canada and you are not yet registered as an SLP or audiologist in another province (this includes new graduates who have not yet been employed; SLPs or audiologists who have been working but come from an unregulated Canadian jurisdiction (e.g., PEI or the territories); Canadian graduates who have been working outside Canada).

You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree; documents must be original and sent to ACSLPA directly from the university where you received your qualifications. Original electronic documents (e.g. transcripts and credential assessments) from post-secondary and recognized assessment agencies that can be accessed by secure login site will be accepted as original documents.
NOTE: If you haven't yet received your graduate degree, the university program director must submit a letter directly to ACSLPA, verifying you have completed all academic and clinical requirements, and the date on which you will receive your graduate degree. You must ask the university to send the official transcript to ACSLPA immediately following your convocation.
- Evidence you have the required Professional Liability Insurance (See Appendix 3).
- Evidence of your English language proficiency if required (See Appendix 4).
- A satisfactory Police Information Check, or equivalent (See Appendix 5).
- A written reference from a speech-language pathologist or audiologist colleague, supervisor, professor or recent employer (*Reference Request Form* is included in the *Registration Application Package*). The application fee and registration fee.

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

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

7.3.2 New Graduates of a United States (US) ASHA Accredited Program

Applicable if you have completed your education in the US within the previous three years.

You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications. Original electronic documents (e.g. transcripts and credential assessments) from post-secondary and recognized assessment agencies that can be accessed by secure login site will be accepted as original documents.
NOTE: If you haven't yet received your graduate degree, the university must submit the following directly to ACSLPA:
 - A current transcript listing all your completed courses to date, and
 - A letter from the university program director verifying that all academic and clinical requirements have been met, and the date on which the graduate degree will be conferred.You must ask the university to send the official transcript to ACSLPA immediately following your convocation. This must be specifically requested by the applicant.
- A copy of, or link to a handbook, syllabus, or calendar that gives a detailed description of your program of study and clinical practicum. Course descriptions should include:
 - i. Course objectives and format
 - ii. Total number of lecture hours
- A completed *Coursework Requirements Form* (See Appendix 1).
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications (See Appendix 2).
- A passing score on an entry exam approved by ACSLPA. Results must be provided directly to ACSLPA by the testing agency; copies are not accepted.
Further information regarding examination requirements is available [here](#).
Note: You are responsible for the cost of writing the examination, and the results are valid for up to 5 years from the date you successfully passed the exam.
- Evidence you have the required Professional Liability Insurance (See Appendix 3).
- Evidence of your English language proficiency if required (See Appendix 4).
- A satisfactory Police Information Check, or equivalent (See Appendix 5).
- A written reference from a speech-language pathologist or audiologist colleague, supervisor, professor or recent employer (*Reference Request Form* is included in the *Registration Application Package*). The application fee and registration fee.

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

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

7.3.3 Applicants registered with another Provincial SLP/Audiology Regulatory Body in Canada

Applicable if you are moving to practice in Alberta from British Columbia (BC), Saskatchewan (SK),

Manitoba (MB), Ontario (ON), Quebec (QC), Newfoundland (NL), New Brunswick (NB) or Nova Scotia (NS).

You must submit:

- A completed *Registration and Practice Permit Application Form*.
- A letter confirming your current registration in good standing in a fully practicing membership category forwarded directly to ACSLPA from all provincial SLP/Audiology regulatory bodies in Canada in which you hold registration.

NOTE: Canadian regulated jurisdictions include: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Newfoundland and Nova Scotia.

- Evidence you have the required Professional Liability Insurance (See Appendix 3).
- Evidence of your English language proficiency if required (See Appendix 4).
- A satisfactory Police Information Check, or equivalent (See Appendix 5).
- The application fee and registration fee.

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

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

7.3.4 Applicants registered with an SLP/Audiology licensing body in the US that has substantially equivalent requirements for registration to ACSLPA

You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications. Original electronic documents (e.g. transcripts and credential assessments) from post-secondary and recognized assessment agencies that can be accessed by secure login site will be accepted as original documents.
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications (See Appendix 2).
- A copy of, or link to a handbook, syllabus, or calendar that gives a detailed description of your program of study and clinical practicum. Course descriptions should include:
 - i. Course objectives and format
 - ii. Total number of lecture hours
- Your current résumé.
- A passing score on an entry exam approved by ACSLPA. Results must be provided directly to ACSLPA by the testing agency; copies are not accepted.

Further information regarding examination requirements is available [here](#).

Note: You are responsible for the cost of writing the examination, and the results are valid for up to 5 years from the date you successfully passed the exam.

- Evidence you have the required Professional Liability Insurance (See Appendix 3).
- Evidence of your English language proficiency if required (See Appendix 4).
- A satisfactory Police Information Check, or equivalent (See Appendix 5).
- A completed *Registration/Certification/License Verification Form* (included in the *Registration Application Package*) or written letter confirming your current membership in good standing in a fully practicing membership category (as described in heading 4.1.1) forwarded directly to ACSLPA from the organization. A verification form or letter confirming your registration in good standing forwarded directly to ACSLPA will be required for **each** licensing body in the US in which you hold registration.
- A written reference from a speech-language pathologist or audiologist colleague, supervisor, professor or recent employer (*Reference Request Form* is included in the *Registration Application Package*).
- The application fee and registration fee.

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

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

7.3.5 All other applicants (e.g., applicants educated outside of Canada or the US, graduates of non-accredited Canadian and American programs, applicants from American jurisdictions where application requirements are not substantially equivalent to ACSLPA's).

You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date on which you officially received your graduate degree and undergraduate degree(s); documents must be original and sent to ACSLPA directly from the university where you received your qualifications. Original electronic documents (e.g. transcripts and credential assessments) from post-secondary and recognized assessment agencies that can be accessed by secure login site will be accepted as original documents.
- A verified and signed *Summary of Clinical Practice Hours Form*, completed and forwarded directly to ACSLPA from the university where you received your qualifications (See Appendix 2).
- An original academic credentials assessment from one of the credentialing agencies listed below under heading *7.4 List of Credentialing Agencies* in the Registration Handbook. A course-by-course analysis report is required. We require a course-by-course analysis for both your undergraduate and graduate degrees.

NOTE: As World Education Services (WES) does include a copy of the verified transcript as part of the credential assessment, we will accept this in lieu of a transcript sent directly from the university where you received your qualifications. In all other instances, an official transcript, as outlined in bullet #2, above, will be required.

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

- A copy of, or link to a handbook, syllabus, or calendar that give a detailed description of your program of study and clinical practicum. Course descriptions should include:
 - i. Course objectives and format
 - ii. Total number of lecture hours

For individuals who have completed both undergraduate and graduate level coursework, a copy of, or link to a handbook, syllabus, or calendar for relevant undergraduate courses is also required.

- Your current résumé.
- Evidence of your English language proficiency if required (See Appendix 4).
- A written reference from a speech-language pathologist or audiologist colleague, supervisor, professor or recent employer (*Reference Request Form* is included in the *Registration Application Package*).
- The application fee.

NOTE: If you are unable to obtain official copies of your transcripts and other documents because of a situation you cannot control, you must submit a letter explaining your situation and you may give certified, true copies of your original documents. Please contact the Senior Regulatory Coordinator (registration@acslpa.ca) or Deputy Registrar (deputyregistrar@acslpa.ca) if you need to discuss your situation in more depth.

Once all required documents have been received, the Registration Committee will review your application. The Registration Committee meets on the second Friday of January, March, May, July, September, and November. We require all documents a minimum of three weeks prior to the committee meeting in order to prepare the package for their review.

After your application has been reviewed by the Registration Committee, we will notify you by email regarding their decision, and we will outline any additional requirements.

Our standard requirement upon review of documentation is a passing score on an entry exam approved by ACSLPA. Results must be provided directly to ACSLPA by the testing agency; copies are not accepted.

Further information regarding examination requirements is available [here](#).

NOTE: You are responsible for the cost of writing the examination, and the results are valid for up to five years from the date you successfully passed the exam.

Once you have successfully passed the exam, you will be approved for registration, and must then submit:

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

- 1) We will process the applicable registration fee.
- 2) You will receive information and instructions for completion of the jurisprudence education requirements of the College (See Appendix 6).

You will then be registered with the condition that you must practice under the supervision of an approved speech-language pathologist or audiologist for a minimum period of 12 weeks. The purpose of the supervised practice is to ensure that the new registrant has the knowledge and skills required to practice their profession, while supporting and assisting them in becoming successful, independent practitioners in Alberta.

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

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

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

As a new regulated member, you will receive instructions for downloading and printing your annual practice permit (with the condition that you practice under supervision) and receipt.

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

7.4 List of Credentialing Agencies

Costs for credential assessment vary across the institutions listed, typically ranging anywhere from \$200.00 to \$250.00 Canadian. This does not include delivery fees or additional copies of documents. Access individual agency links for their specific information.

International Qualifications Assessment Service (IQAS)

4th Floor, Sterling Place, 9940 – 106 Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655

Fax: 780-422-9734

Email: iqas@aecd.gov.ab.ca

Website: <https://www.alberta.ca/international-qualifications-assessment.aspx>

You will need to request the *Specialized Assessment*. Please complete the *Release of Assessment Results to Other Institutions/Organizations* section of the form so that they will send us a copy of the assessment report.

World Education Services

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

Tel: 416-972-0070

Fax: 416-972-9004

Email: canada@wes.org

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

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

7.5 Translation of Documents

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

ACSLPA will accept translations from:

- The consulate, high commission, or embassy (in Canada) of the country that issued the documents.
- A Canadian consulate, high commission, or embassy in the country from where you emigrated.
- A translator accredited⁶ by a professional association of translators in Canada.
- A translator accredited by a federal, provincial or municipal government in Canada.

⁶ Officially recognized as having the essential qualifications.

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

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

NOTE: You are responsible for the cost of getting your documents officially translated. Costs are at the discretion of the agencies who complete the work.

8. HOW DO I RENEW MY REGISTRATION AND PRACTICE PERMIT?

8.1 *Renewing Your Registration*

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

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

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

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

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

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

NOTE: ACSLPA may need to verify your reported hours.

- b) You must have completed one of the following requirements to demonstrate current practice of your profession:
 - i. Graduated from an approved program not more than three years before applying or
 - ii. Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before renewing, or
 - iii. Successfully completed approved, refresher⁷ education courses in your profession within the previous three years.

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

3. Professional liability insurance information

- a) According to ACSLPA policy, all speech-language pathologists and audiologists on the General Register must give evidence of having a minimum of \$2,000,000 (two million dollars) Professional Liability Insurance to obtain registration and a practice permit. An extended reporting period of a minimum of two years is also required.

4. Continuing Competence Program (CCP) information

- a) Under the Health Professions Act (HPA), you must meet the requirements of the Continuing Competence Program of ACSLPA for registration renewal.

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

5. Registration renewal fee payment information

8.2 Late Submission/Failure to Submit Registration Renewal

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

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

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

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

⁷ A study course that is a review of previous education.

9. HOW CAN I MAKE STATUS CHANGES?

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

You may request a status change during the annual registration renewal process, or at any time of year using the appropriate *Status Change Form* (i.e., either the *Application to Resume Active Practice*, the *Application to Change to Non-Practicing Status*, or the *Resignation from ACSLPA* form). You can find these on the ACSLPA website. All registration fees or refunds are listed on the *ACSLPA Fee Schedule* that you can also find on the website.

10. HOW DO I RESIGN FROM ACSLPA?

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

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

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

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

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

- a) Graduated from an approved program not more than three years before applying, or
- b) Practiced as a speech-language pathologist or audiologist for at least 1250 hours in the five years immediately before applying⁸, or
- c) Successfully completed approved, refresher⁹ education courses in your profession within the previous three years.

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

11.1 Supervised Practice

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

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

11.1.1 The supervisor must;

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

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

Process:
1. You will receive a temporary practice permit with the condition that you must practice under supervision for a specified minimum number of hours. There may also be additional conditions on the practice permit (these will clearly be outlined as required).
2. Your supervised practice will include both direct and indirect supervision – refer to supervised practice plan Appendix 8a and 8b for further information.

⁸ Currency hours obtained while working in other provinces or jurisdictions will be considered (verification may be required).

⁹ A study course that is a review of previous education.

3. Your supervisor will review written reports, charting, etc. during the supervised practice time.
4. Your supervisor may ask you to complete additional requirements for directed readings and related activities.
5. This period of supervised practice will allow you to gain experience in a number of areas that would be reflective of clinical practice.

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

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

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

11.2.1 The duration of supervised practice may be extended if the Registrar has ongoing concerns regarding competence to practice.

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

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

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

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

11.3.1 The duration of supervised practice may be extended if there is ongoing concern regarding competence to practice.

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

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

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

11.4.1 The duration of supervised practice may be extended if the Registrar has ongoing concerns regarding competence to practice.

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

If you successfully complete the supervised practice period and demonstrate competence to the satisfaction of the Registrar, but continue to fall below the minimum currency threshold of 1250 hours over a five-year period at the time of your next registration renewal, you will be required to:

- a) Participate in the Continuing Competence Audit and the interview component of the Practice Assessment phase of the Continuing Competence Program (this is coming into effect in 2023).
- b) Dependent on the outcome of the interview, you will either exit the assessment phase at this point or you will proceed through the assessment phase components as required. Please refer to the Continuing Competence Program manual for details.
- c) This process may be repeated up to a maximum of two renewals prior to requiring another period of supervised practice, the length of which will be determined as per 11.3 above.

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

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

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

The ACSLPA Courtesy Register allows practitioners to be registered in Alberta for a short term for a narrowly focused specific purpose, provided they are registered in good standing in another jurisdiction. Effective July 2022, a cross provincial practice agreement across AB, MB, NB, ON, and SK will allow for up to 200 hours of direct client/patient hours in a secondary province when an SLP or audiologist is registered and holds an active license/practice permit in one of the participating provinces (known as the primary province). [Click here](#) for more information.

Requirements

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

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

Duration of Courtesy Registration

- (1) A courtesy registration may be approved for a period of up to one year for a purpose approved by the Registrar.
- (2) The period of registration will not be approved for any longer than is reasonable to complete the purpose for which registration is requested.
- (3) If the person's registration is set to expire in your home jurisdiction before the expiry of their courtesy registration, you will have to provide confirmation of renewal at least one week before the expiry date in their home jurisdiction.
- (4) The Registrar will cancel or suspend a courtesy registration, at the Registrar's discretion, if the registration in the home jurisdiction has lapsed for any reason and/or for any period of time.
- (5) A person registered on the Courtesy Register may practice for up to a maximum of 100 hours in a given 365-day period (i.e., one-year period from the start date of the courtesy registration).

Following completion of the 365-day period, they may submit subsequent applications for registration on the Courtesy Register, but they are not eligible for renewal. Should they wish to practice beyond the 100-hour maximum, they will need to submit an application for registration on the General Register.

Acceptable Purposes of a Courtesy Registration

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

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

COST:

*Purposes 1 through 4, as outlined above – No charge

**Purposes 5 through 9, as outlined above (not to exceed 1 year in total duration) - \$200.00 CDN (as of July 1, 2022)

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

[Click here](#) to access the Cross Provincial Practice Agreement application form.

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

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

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

The ACSLPA General Register is updated daily, and is available on the ACSLPA website at: <https://acslpav6.alinityapp.com/Client/PublicDirectory>. As an ACSLPA regulated member you should also be aware that Alberta Health collects health service provider information from us and other regulatory colleges by law under the HPA to allow for:

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

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

13.2 Your Name as a Regulated Member on the General Register

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

If you are a new applicant, you must submit original documents for a name change if the name used on your registration application form is different from the name stated on other documents in your application (e.g., official transcripts). ACSLPA will keep a copy on file and we will return the original to you. We also accept notarized¹⁰ copies.

¹⁰A notarized copy is a photocopy of an original document that has been certified by a notary public to be a true and accurate copy of the original document. A notarized copy may also be referred to as a certified copy.

APPENDIX 1 – ACSLPA COURSEWORK REQUIREMENTS

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

ACSLPA coursework requirements reflect the minimum requirement necessary to practice as a speech-language pathologist or audiologist in Alberta. You may use both graduate and undergraduate university level coursework to demonstrate you have completed the academic coursework requirements in some categories. In other categories, only graduate level courses are typically accepted. Undergraduate coursework may be considered if the content is determined to be "substantially equivalent". This will be reviewed by the Registrar and ACSLPA's Registration Committee.

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

Unless otherwise specified in course syllabi or other university documentation, ACSLPA will consider that each semester hour of recognized credit corresponds to 15 hours of lecture for theory based, "instructor-led" courses, which may include lectures, tutorials, seminars or workshops.

33% of "student-led" hours can be counted toward the required totals. These may include laboratory hours, problem-based learning hours, self-directed study hours, or guided learning hours.

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

Coursework Category	Courses Within Category	Minimum Requirement
Foundational Knowledge Specific to Profession	<ul style="list-style-type: none"> ● Anatomical, physiological and neurological basis of speech, language and hearing function (i.e., anatomy and physiology, neurosciences, neuroanatomy, related to speech and hearing) <p>Speech-Language Pathology Majors</p> <ul style="list-style-type: none"> ● Fundamentals pertaining to the use of speech and language processes (i.e., linguistics, psycholinguistics, normal acquisition of speech and language, phonetics, phonology) <p>Audiology Majors</p> <ul style="list-style-type: none"> ● Physical basis and processes of the production and perceptual processes of hearing (i.e., hearing science, acoustics) 	135 clock hours
Basic Knowledge from Related Disciplines and Professional Practice Issues	<ul style="list-style-type: none"> ● Basic principles and methods involved in conducting research (i.e., statistics, research methods) ● Psychological and social aspects of human development (i.e., psychology or education courses pertinent to communication disorders) ● Professional practice/issues, administrative organization of programs (i.e., professional issues, principles of clinical practice) 	180 clock hours
Core Professional Area (speech-language pathology)	<p>Speech-Language Pathology Majors</p> <ul style="list-style-type: none"> ● Articulation/phonological disorders ● Preschool/school-aged language development and literacy ● Developmental language disorders ● Acquired language disorders ● Cognitive communication disorders ● Voice and resonance/structurally related disorders ● Fluency disorders ● Neurologically based/motor speech disorders ● Augmentative and alternative communication ● Dysphagia <p>Professional practice issues specific to SLPs</p>	405 clock hours

Coursework Category	Courses Within Category	Minimum Requirement
Core Professional Area (audiology)	<p><i>Audiology Majors</i></p> <ul style="list-style-type: none"> ● Hearing measurement ● Audiological assessment ● Electrophysiological and other diagnostic measurements ● Basic and advanced concepts in amplification (systems, selection, fitting, verification and validation) ● Implantable hearing devices ● Calibration and maintenance of instrumentation ● Auditory and vestibular disorders (peripheral and central) ● Assessment and management of tinnitus, hyperacusis ● Pediatric audiology ● (Re)habilitation procedures applied to children, adults, the elderly, specific populations (developmental delay, occupational hearing loss) <p>Professional practice issues specific to audiology</p>	405 clock hours
Minor Professional Area	<p><i>Speech-Language Pathology Majors</i></p> <ul style="list-style-type: none"> ● Hearing disorders; screening procedures/basic audiometric testing; application of audiometric information to the speech-language assessment; (re)habilitation of speech-language in hearing impaired; use, care and maintenance of hearing aids, assistive listening devices and amplification systems <p><i>Audiology Majors</i></p> <ul style="list-style-type: none"> ● Speech and language development, delays and disorders (screening/identification programs for speech, language and hearing problems throughout the lifespan; potential impact of hearing loss on speech and language acquisition; screening procedures for speech-language delays and disorders) 	45 clock hours
	TOTAL HOURS IN ALL CATEGORIES	765 CLOCK HOURS (MINIMUM)

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

APPENDIX 2 – CLINICAL PRACTICE HOURS REQUIREMENTS

The *Summary of Clinical Practice Hours Form* is included in the [Audiology Application Package](#) or [SLP Application Package](#) and is used to check that you have met the requirements for completed clinical practice. There is a specific *Summary of Clinical Practice Hours Form* for each of the professions: one for speech-language pathology, and one for audiology. **Please note: Graduates of Canadian accredited programs in Speech-Language Pathology or Audiology are not required to provide a copy of the clinical hours form as part of their application package.**

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

According to our English Language Proficiency Policy, both didactic learning and clinical practice requirements must have been satisfied in the English language in order to waive the need for successful completion of a standardized English language assessment (please refer to appendix 4 for detailed information).

As an applicant you need a minimum total of 350 hours of university supervised clinical practice within your academic program of study. The clock hours you report must reflect the number of hours of client contact. In that 350-hour requirement, you also need a minimum of 20 hours of clinical practice in your minor professional area (i.e., in audiology for speech-language pathologists and in speech-language pathology for audiologists). You may not include observation hours in meeting ACSLPA clinical practice requirements.

If you are short of hours in the minor professional area, you will be required to complete supervised practice to meet this requirement. The additional clinical hours may be completed as part of a 450 hour supervised practice, if this is already part of your requirements for registration.

If you do not have to complete any additional supervised practice apart from in the minor area, you will need to complete at least* 4 hours of practice with the appropriate profession in order to address the minor hours deficiency, focusing on the following content:

For Audiologists: Understanding of when to refer to an SLP, including warning signs that would suggest a referral is warranted and observational skills in relation to warning signs.

For Speech-Language Pathologists: How to read an audiogram, how to screen hearing, and awareness of warning signs that would suggest a referral to an audiologist is warranted.

*The exact number of supervised hours will be stated as part of your registration requirements, but the minimum will be 4 hours.

APPENDIX 3 – PROFESSIONAL LIABILITY INSURANCE (PLI) REQUIREMENTS

Under ACSLPA policy, as a speech-language pathologist or audiologist on the General Register, you must submit evidence of having a minimum of 2,000,000 (two million dollars) Professional Liability Insurance in order to obtain your registration and practice permit. Your policy must also include an extended reporting period of a minimum of two years (note: courtesy registration, including cross provincial practice registration, may be exempted from this requirement). Typical cost of PLI for a speech-language pathologist or audiologist ranges between \$50.00-75.00 CDN annually.

You must provide ACSLPA with your current *Professional Liability Insurance information, including the policy provider, policy number and/or certificate number.*

You are not able to be registered or work as a speech-language pathologist or audiologist in Alberta without having PLI in place.

Additional information regarding PLI, and where you can purchase PLI including the extended reporting period, is available on the ACSLPA website at the following link: <https://www.acslpa.ca/professional-liability-insurance-requirements/>.

APPENDIX 4 – ENGLISH LANGUAGE PROFICIENCY

All applicants for registration as regulated members of ACSLPA must be sufficiently proficient in the English language to be able to provide professional services in English.

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

- Graduation from a program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP).
- Graduation from a university program in audiology or speech-language pathology from a non-CACUP university program taught in the English language (this must include all didactic learning and clinical practice). This can be provided by submitting an academic credential assessment report from an academic credential agency recognized by the Registrar confirming the language of instruction and/or official attestation sent directly from the university to the Registrar in a sealed envelope.
- Achievement of the required minimum score on an approved standardized English test, as listed below. All language categories required must be completed using the same test. The test must be completed within two years of receipt of the applicant's complete application. Official test results must be sent directly from the testing agency to the Registrar.

Test	TOEFL (Internet based test (iBT))	IELTS (AC or GT)
<i>Required minimum scores</i>	Speaking: 26 Listening: 26 Reading: 22 Writing: 24	Speaking: 7.5 Listening: 8.0 Reading: 7.5 Writing: 7.5

Individuals who fall short of the required scores by

- 0.5 on a maximum of two of the categories of speaking, reading, and/or writing on the IELTS (Ac or GT), or
- 2 on a maximum of two of the categories of speaking, reading, and/or writing on the TOEFL,

may request that the exam requirement be placed in abeyance until their 450-hour supervised practice has been completed. If the request is approved, the supervised practice supervisor will be asked to comment on the applicant's English language proficiency in the provision of professional services, as part of the midterm and final evaluations (i.e., specific questions in relation to English language proficiency will be included as part of the evaluations forms, which the supervisor will be asked to complete). Based on this input, an exemption from the standardized assessment may be granted.

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

Further information on the IELTS is available at: <http://www.ielts.org>

NOTE:

- ACSLPA recognizes the English language proficiency requirements in all other regulated Canadian jurisdictions. If you are a practicing regulated member in another Canadian jurisdiction you will not be required to provide further demonstration of English language proficiency if you have already demonstrated English language proficiency in the course of becoming registered in that other jurisdiction.
- At the discretion of the Registrar, if you are an applicant who is a new graduate or you are a practicing regulated member in another regulated Canadian jurisdiction, you may have to demonstrate English language proficiency if you did not have to demonstrate English language proficiency prior to graduation or in the course of becoming registered in the other jurisdiction.
- If you are a practicing regulated member in another regulated Canadian jurisdiction and you have met the French language proficiency requirement in that other jurisdiction, but you have not demonstrated English language proficiency, you may be registered with a condition that you may only provide professional services in the French language.
- You are responsible for the cost of English language proficiency testing. Costs vary dependent on where the test is taken but typically run upwards of \$300.00 CDN. The testing organization must send your results directly to ACSLPA. You must have completed any testing no more than two years before the date on your application for registration.

APPENDIX 5 – POLICE INFORMATION CHECK REQUIREMENTS

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

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

Who Needs to Submit a PIC?

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

What Needs to be Submitted to ACSLPA?

ACSLPA will only accept a current original or notarized¹¹ copy of a PIC. We will not accept faxed or photocopied documents. (We will take a copy of the document and return the original or notarized copy of the PIC to you upon request.)

We will also accept electronic documents from police services that can be accessed or verified by secure login site, or electronic documents that have verifiable digital signatures or reference numbers. Please make sure that signatures or reference numbers are clearly visible when scanned or emailed to us.

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

Where Can I Get a PIC?

You must get the PIC from the police service in the area in which you reside. **Please Note:** We do not accept criminal record checks from private third-party providers (e.g., BackCheck).

If you are an internationally educated applicant who has just immigrated to Canada, we will also accept a notarized copy of an Immigration Identification Card or a Permanent Resident Card, if the police check used to obtain the card was issued within the previous six months.

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

You are responsible for any costs associated with getting the PIC. Costs are determined by the agency providing the PIC.

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

¹¹A notarized copy is a photocopy of an original document that has been certified by a notary public to be a true and accurate copy of the original document. A notarized copy may also be referred to as a certified copy.

What Happens if a PIC Discloses a Criminal Record?

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

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

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

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

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

All information will be completely confidential.

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

DEFINITIONS

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

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

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

Under ACSLPA policy, you must successfully complete the jurisprudence¹² education requirements of the College. The jurisprudence education requirements are a series of online education modules and an online multiple-choice examination. These are designed to help you gain knowledge and understanding of the important laws, rules, ethical/practice standards, and requirements of your health profession in Alberta.

New Regulated Members

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

Existing Regulated Members

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

There is no cost to complete ACSLPA’s jurisprudence education requirements.

¹² The content of the field of law for your profession.