



Alberta College of
Speech-Language Pathologists
and Audiologists

Step-by-Step Registration Renewal Manual

November 2023

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2024 Online Registration Renewal Open

Your Practice Permit Expires December 31, 2023

It is illegal and an offence under the *Health Professions Act* to work or volunteer in your profession in 2023 until you have a practice permit and can 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.

You will need the following to complete your renewal:

- ▶ **Member Login information**
 - Your User ID is the **email address on file with ACSLPA** (Best to use a personal email address)
 - Your password
- ▶ **Current qualification hours** worked from *January 1, 2023 to December 31, 2023* (you will need to predict the hours you will work until the end of the year).
- ▶ **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](#).
- ▶ **2024 Continuing Competence Program**
 - ▶ Information on 2 continuing education activities you participated in
 - ▶ Have a peer conversation in mind for completing your Peer Dialogue Reflection
 - ▶ You will not be required to reflect on an old competence goal, set a new goal, or complete any external feedback requirements.
- ▶ **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. (Note: The 2024 Learning Plan/ 2024 Continuing Competence Submission autosaves.)

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 Registration Renewal Manual

Table of Contents

Step 1 - Log In.....	4
Website Information	4
Email address and password.....	5
Step 2 – Profile Update.....	6
Jurisprudence Exam.....	6
If you are required to complete jurisprudence this year:	6
If you are not required to complete jurisprudence this years:.....	7
Personal Information	8
Spoken/Written Languages (Other Than English)	9
Full and/or Cross-Provincial Practice Registrations in Other Canadian Jurisdictions	9
Restricted activities	10
2023 Employment	11
Professional Liability Insurance	12
Current Qualification Hours	13
Volunteer Participation Information	13
Step 3 – 2023 – Continuing Competence Program	14
Continuing Education Report.....	14
Peer Dialogue Reflection.....	16
If You Choose Not to Complete a Peer Dialogue Reflection for this Practice Year.....	16
If You Choose to Complete a Peer Dialogue Reflection for this Practice Year.....	17
Risks and Supports Profile.....	18
Step 4 – Declarations and Payment.....	20
Conduct Declarations	20
Declarations	20
Payment.....	20
Optional Steps.....	21
Print Practice Permit and Invoice	21
Demographics Survey.....	21
Order Optional Practice Permit Certificate	21
Questions?	21

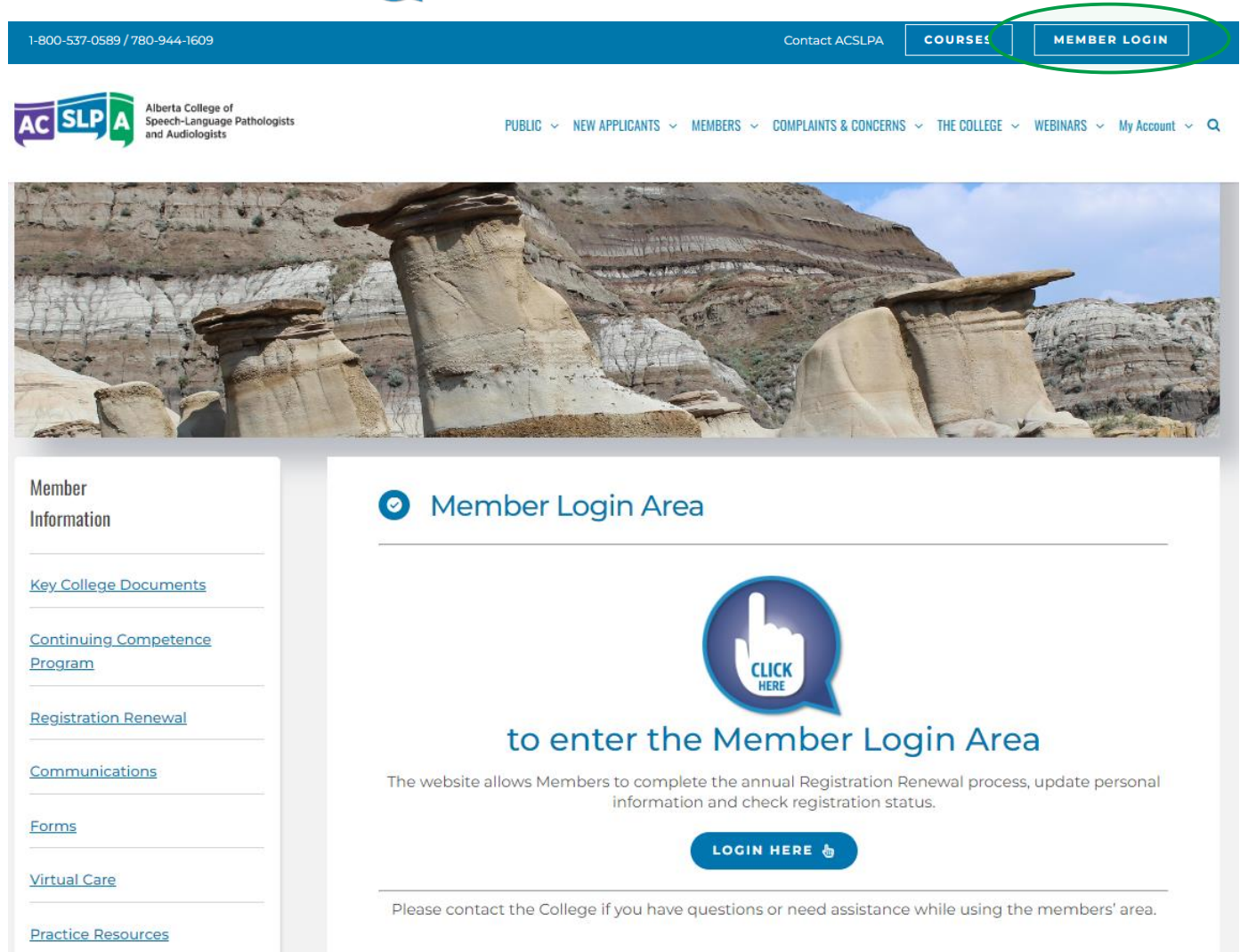
Step 1 - Log In

- Use Google Chrome, Mozilla Firefox, Microsoft Edge or Safari (Mac users). If you do not have access to a browser, use your mobile phone or tablet.

Website Information

Visit www.acslpa.ca and click on the Member Login button at the top right-hand corner of the homepage.

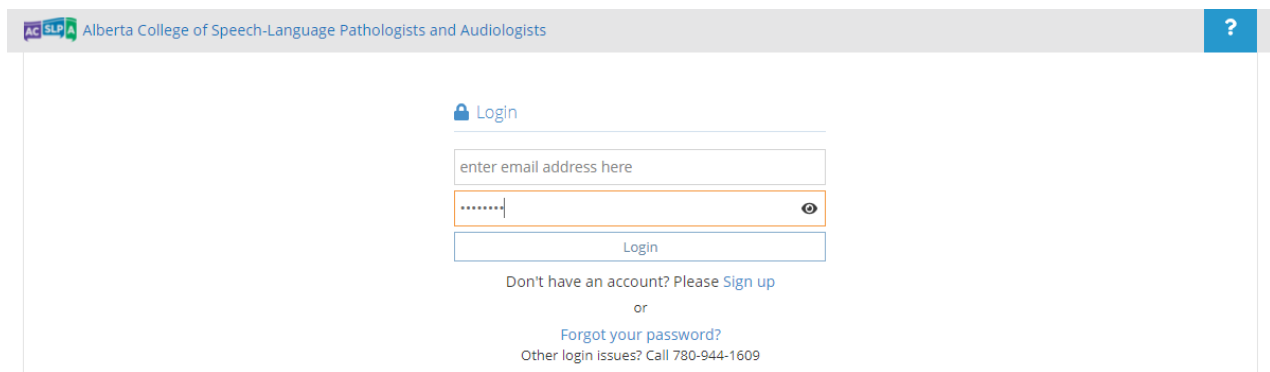
Click on the **CLICK HERE** button  to get to the member portal.



The screenshot shows the ACSLPA website homepage. At the top, there is a blue navigation bar with the phone number 1-800-537-0589 / 780-944-1609, a 'Contact ACSLPA' link, and buttons for 'COURSES' and 'MEMBER LOGIN'. The 'MEMBER LOGIN' button is circled in green. Below the navigation bar is the ACSLPA logo and a list of menu items: PUBLIC, NEW APPLICANTS, MEMBERS, COMPLAINTS & CONCERNS, THE COLLEGE, WEBINARS, and My Account. A large banner image of a canyon with rock formations is displayed. On the left side, there is a 'Member Information' sidebar with links to Key College Documents, Continuing Competence Program, Registration Renewal, Communications, Forms, Virtual Care, and Practice Resources. The main content area is titled 'Member Login Area' and features a large 'CLICK HERE' button icon. Below the icon, it says 'to enter the Member Login Area' and provides a brief description of the member portal. A 'LOGIN HERE' button is located at the bottom of the main content area. A footer note at the bottom of the main content area states: 'Please contact the College if you have questions or need assistance while using the members' area.'

Enter your email address and password.

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

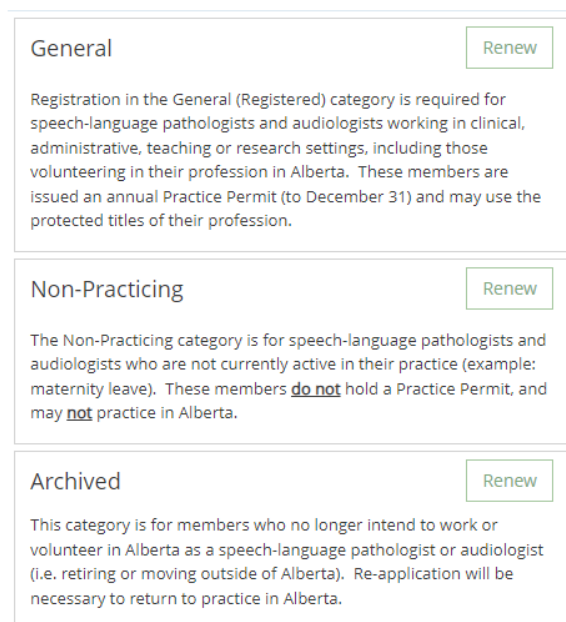


Forgot Your Password? Click the link and enter the email address on file with ACSLPA. Enter the verification code shown and press **Submit**. Again, **you must use the exact email that is on file with ACSLPA**. Check your junk/spam folder for the system-generated email.

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.

Select your type of renewal - General [practicing], Non-Practicing or Archived [resign/retire] to proceed.

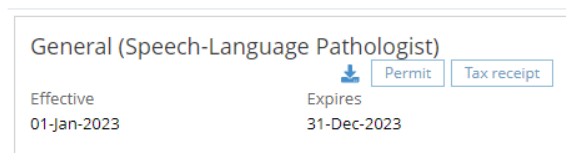
Choose Your Renewal Type



Renewal Type	Description	Action
General	Registration in the General (Registered) category is 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.	Renew
Non-Practicing	The Non-Practicing category is for speech-language pathologists and audiologists who are not currently active in their practice (example: maternity leave). These members <u>do not</u> hold a Practice Permit, and may <u>not</u> practice in Alberta.	Renew
Archived	This category is for members who no longer intend to work or volunteer in Alberta as a speech-language pathologist or audiologist (i.e. retiring or moving outside of Alberta). Re-application will be necessary to return to practice in Alberta.	Renew

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

Permit





Category	Effective Date	Expires Date	Action
General (Speech-Language Pathologist)	01-Jan-2023	31-Dec-2023	Permit, Tax receipt

Step 2 – Profile Update

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.

Notes:

- **Do not** use your browser's "back" button as this will take you out of the system.
- Use the chevron buttons within the system   to easily navigate.
- Before you click the "next" button, check to make sure all your information is correct.

Jurisprudence Exam

If you are required to complete jurisprudence this year and have not done so already, the top of this form will look like this:

JURISPRUDENCE EXAM

Your exams are listed below with your requirement status.

Exam name	Started	Completed	Status
Jurisprudence (Historical)	2017-10-28	2017-10-28	Passed

Exam name	Started	Completed	Status
Jurisprudence	2022-02-17	-	Pending

You are required to successfully complete the jurisprudence exam by December 31st.

[Click here to complete your jurisprudence now.](#)

[Click here to learn more about this requirement.](#)

If you plan on completing this renewal submission now and will return to complete this jurisprudence requirement before December 31st, use the section below.

Return to this page once you've completed the exam to update your status and proceed with the form.

Please do not answer this declaration if you are able to complete the exam. Click on the link above to proceed with your exam.

You must agree and attest to the following declarations:

- I hereby attest that I will successfully complete the jurisprudence exam by December 31st in order to meet ACSLPA requirements to practice in the upcoming year.
- I acknowledge and understand that if I do not complete the required Jurisprudence Module by the deadline indicated, and agreed to, it may be considered as unprofessional conduct, and referred to the Complaints Director of ACSLPA for action, including but not limited to, a complaint pursuant to section 56 of the Health Professions Act or other disciplinary action.

☐ * I acknowledge and accept the above declarations

1. If you have not already started your jurisprudence exam you can:
 - a. Click on red box to go start your jurisprudence exam now.
 - i. Then return to this renewal page once you've completed the exam to update your status and proceed with the renewal form.
 - b. Click on the acknowledgement box to attest that you will return to complete your exam by December 31 and describe your plan for completing the requirement by December 31 in the text box that will appear.
2. If you have already started your jurisprudence exam, you can (Please see below for image):
 - a. Return to the Home page and click on the pencil next to your Pending exam to complete your jurisprudence exam.
 - i. Then return to this renewal page once you've completed the exam to update your status and proceed with the renewal form.
 - b. Click on the acknowledgement box to attest that you will return to complete your exam by December 31 and describe your plan for completing the requirement by December 31 in the text box that will appear.

Permit

General (Speech-Language Pathologist)

Effective: 01-Jan-2022 Expires: 31-Dec-2022

General (Speech-Language Pathologist)

Effective: 01-Jan-2023 Expires: 31-Dec-2023

Announcements (1)

The Alinity September 2022 Release 15-Sep-2022 12:00 AM

Welcome to the September 2022 release of Alinity. Check out our blog post to learn about all the new features, improvements and fixes made in the latest release. [Learn more...](#)

My Invoices ☐ Include paid

Date	Total	Due
0 invoice(s)		

My Exams

Exam	Date	Status
Jurisprudence	17-Feb-2022	Pending
Jurisprudence (Historical)	28-Oct-2017	Passed

If you are **not** required to complete jurisprudence this year or you have already completed this requirement this year, the top of this form will look like this:

JURISPRUDENCE EXAM

Your exams are listed below with your requirement status.

Exam name	Started	Completed	Status
Jurisprudence	2022-07-05	2022-07-21	Passed

You have met your jurisprudence exam requirement.

Personal Information

- 1 Want to change your gender? Use the dropdown menu.
- 2 ACSLPA is required to collect middle names. To report your middle name, click on 'Yes' and a text box will appear where you can enter your middle name.
- 3 Want to add a preferred name? Click on 'Yes'.
- 4 Need to change your legal name? Click on 'Add'.
NOTE: You will need to upload appropriate documentation.
- 5 Need to request an address change? Click on 'Add'.
- 6 If required, update your phone numbers in the Contact Information text boxes.
NOTE: You will not be able to change your email address during renewal.

PERSONAL

It is the member's responsibility to ensure the College has current and up-to-date contact and employment information. We are committed to protecting the security of your personal information.

Registration #	1 Gender	Birth date	Age
0000	Female	1991-01-01	32

Current Name

First name	Preferred first name	2 Middle name(s)	Last name
First	-	Middle	Last

Pursuant to section 122 of the Health Professions Act, the Minister of Health requires that the ACSLPA Registrar collect middle names. We encourage all members to add their middle names at this time as reporting them will become mandatory in 2023.

* Do you have a middle name that has not been reported?

☐ Yes ☒ No

3 Do you have a preferred name that is different from your first name?

☐ Yes ☒ No

4 **Add** Click to request a change to your legal name (DO NOT USE THIS SECTION TO ADD A MIDDLE NAME)

Current Address

Apartment / Box No. / Address or Street No.

1234 121 Street

-

City	Postal/Zip code
City, Province, Country	T2T 2T2

5 **Add** Click to request an address change

Contact Information

6 Mobile phone # ?	Home phone # ?	* Email
000-000-0000	000-000-0000	me@email.com

Spoken/Written Languages (Other Than English)

Click 'Add' to add spoken/written languages other than English.

SPOKEN/WRITTEN LANGUAGES (OTHER THAN ENGLISH)

No language records exist.

[Add](#) Click to add additional languages to your profile

Notes:

- Language is a searchable option for the public on the 'Find an Audiologist or SLP' directory on the ACSLPA website. Enter your language(s) other than English here if you want to use that functionality.

Full and/or Cross-Provincial Practice Registrations in Other Canadian Jurisdictions

Click 'Add' to add a full or cross-provincial practice registration in another Canadian jurisdiction.

FULL AND/OR CROSS-PROVINCIAL PRACTICE REGISTRATIONS IN OTHER CANADIAN JURISDICTIONS

No jurisdiction records exist.

[Add](#) Click here to add other registrations

Select 'Yes' or 'No' for each restricted activity.

RESTRICTED ACTIVITIES

This information is collected for statistical purposes and in the event that clinical expertise in a particular area is required. Please select yes for all restricted activities you perform in your practice in relation to, or as part of, providing a health service.

SLP: insert air under pressure into the ear canal ☐ Yes ☐ No

SLP: insert/remove instruments or devices beyond the point in nasal passages where they normally narrow ☐ Yes ☐ No

SLP: insert/remove instruments or devices beyond the pharynx ☐ Yes ☐ No

SLP: insert/remove instruments or devices into an artificial opening into the body ☐ Yes ☐ No

SLP: administer diagnostic imaging contrast agents ☐ Yes ☐ No

RESTRICTED ACTIVITIES

This information is collected for statistical purposes and in the event that clinical expertise in a particular area is required. Please select yes for all restricted activities you perform in your practice in relation to, or as part of, providing a health service.

AUD: insert/remove instruments, devices, fingers or hands beyond the cartilaginous portion of ear canal ☐ Yes ☐ No

AUD: insert a substance that subsequently solidifies into the ear canal ☐ Yes ☐ No

AUD: insert liquid, air or gas under pressure into the ear canal ☐ Yes ☐ No

Note:

- If you have performed or will perform a restricted activity in 2024, please select 'Yes'.

2023 Employment

- 1 Please select your Employment status from the dropdown menu.
- 2 Click 'Yes' or 'No' to question about being in Find an Audiologist or SLP Directory.
- 3 Click 'Yes' to make changes or update information or click 'Add' to add an additional employer.
- 4 Enter your practice hours for each employer (0-4000 hours).

2023 EMPLOYMENT

You are required to report your **overall** employment status between **01-Jan-2023** and **31-Dec-2023**, **not necessarily your current employment status**. Please enter all employment in this period of time and ensure the information is complete and accurate. If you have formerly been employed between these dates, you must select an employment status that indicates that you have worked in this registration period.

* Employment status

1 Regular employment in profession ▼

Find an Audiologist or SLP Directory

The Find an Audiologist or SLP Directory is a directory made available to the general public in order to help the public find qualified practitioners. Only consenting members with an active practice permit will appear on the directory. For more information [click here](#).

Please indicate under each individual employer whether you want that information to appear in the directory.

2 Do you want your name, contact and services to be listed on the Find an Audiologist or SLP Directory? * ☐ Yes ☒ No

Employment

The College requires ALL regulated members to ensure their employment information is accurate and current. Should any of the employment information below be inaccurate, please make the necessary changes to the employer in the section below.

Calgary Catholic School District

Employment type

Choose option

Practice area

Choose option

Supervisor name

First Last

Start date

YYYY-MM-DD

Practice scope

Choose option

Work phone

000-000-0000

Supervisor phone

000-000-0000

Age range

Choose option



This field represents the total practice hours for this employer from **01-Jan-2023** to **31-Dec-2023**.

The number of hours can be 0 but cannot exceed 4000. Keep in mind that a whole number must be used.

* Practice hours

3 * Do you need to make changes to the above employer?
☐ Yes ☐ No

Add Click here to add additional employer(s)

Notes:

- If you worked at all during the year, please choose “Regular employment in profession”.
- The time-period for qualification hours is the calendar year. Please report the hours you worked from January 1, 2023 to December 31, 2023 (you will need to predict the hours you will work until December 31).
- If you are self-employed, please indicate this by specifying N/A or self.
- If you are renewing from Non-Practicing to General, you will not be able to enter your pending employment information until 2024. Please login to the Member Area after January 1 to add your employment information.
- If you have discontinued your employment with an employer this year, please note the date and add your new employer (if applicable).
- 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 to make this request.

Professional Liability Insurance

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.

Enter your PLI information by choosing your insurer from the drop-down menu and entering the required information (i.e., Policy number or Certificate number)

PROFESSIONAL LIABILITY INSURANCE

Members who have been in active practice or are moving forward into an active practice registration are required to report insurance. It is your responsibility to report any changes to your insurance to the college.

* Insurer

* Policy number

-


The policy I have reported above will remain active into my next active practice permit. I understand that practicing members of the college are required to hold an insurance policy for the duration of their registration. I understand that I must report any changes to my policy to the college.

☐ * I acknowledge and accept the above declarations

BMS Canada Risk Services Ltd. (BMS Group)
BMS Novex Insurance Company
HUB International Sinclair Cockburn
LMS Prolink Ltd.
MyGroup Insurance Broker Limited
PROLINK Insurance Inc.
Sinclair Cockburn Financial Group
Victor Insurance Managers Inc.
Westland MyGroup
Zensurance

Notes:

- Please refer to the ACSLPA website for [a list of companies](#) that provide the type of coverage ACSLPA requires, including an extended reporting period of two years (so that if you cease practicing you are still covered for 2 years for any complaints that might come in “after the fact”).
- You must supply your individual policy number or certificate number (you can find this on your insurance certificate).
- Please refer to the ACSLPA website “[PLI requirements](#)” for further information regarding requirements and links to insurance providers.

 Alberta College of
Speech-Language Pathologists
and Audiologists

Step-by Step Registration Renewal Manual | 12

Current Qualification Hours

Notes:

- You enter this information above in the 2023 Employment section; the totals for the previous 4 years are shown in this section.
- The time-period for qualification hours is the calendar year. Please report the hours you worked from January 1, 2023 to December 31, 2023 (you will need to predict the hours you will work until December 31).
- 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.
- If you were redeployed to complete COVID-19 related duties, please refer to the position statement on recording currency hours during pandemic related deployment: [Click here](#)

Volunteer Participation Information

Select 'Yes' or 'No' to answer questions about ACSLPA sending regulatory messages by text and your willingness to volunteer.

VOLUNTEER PARTICIPATION INFORMATION

Text Messages

I consent to ACSLPA sending regulatory messages to me by text (e.g., renewal reminders). I can opt out by selecting "no".

* ☐ Yes ☐ No

Volunteer Participation

-- Are you willing to volunteer to serve on the ACSLPA Council?

* ☐ Yes ☐ No

-- Are you willing to volunteer to serve on an ACSLPA Committee?

* ☐ Yes ☐ No

-- Are you willing to volunteer to participate in an ACSLPA focus group?

* ☐ Yes ☐ No

-- Are you willing to act as a supervisor/mentor to other ACSLPA members (e.g., re-entering the work force, supervised practice, general support)?

* ☐ Yes ☐ No

An approved supervisor must:

- be a practicing member of ACSLPA,
- have a minimum of 3 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.

Next

Save for later

Withdraw

Step 3 – 2023 – Continuing Competence Program

Notes:

1. If you are renewing to the General Register (want a 2024 Practice Permit), you will NOT be able to proceed to the payment step of the process until you complete the Continuing Education Report, Peer Dialogue Reflection and Risks and Supports Profile tabs.
2. [Click here](#) to access multiple resources on the CCP webpage that will help you complete your submission, including:
 - a. The CCP Manual
 - b. Example CCP Submissions & Evaluation Rubrics
 - c. FAQs

Continuing Education Report

- Select two activities you engaged in this year to support your competence (Question 1).
- Provide descriptions for the activities you selected (dates attended, title of activities, presentations/instructors, hosting organizations, journal article references, names of study/interest group, etc.) (Question 2).
- Click on two competence areas impacted by the activities noted above in question 2. For the selected competency areas, in the text box that appears describe how your competence in that area was improved or supported through an activity listed in Question 2 (Question 3).

Notes:

1. The image on the next page is not the entire Continuing Education Report form, login to see the form in its entirety.
2. Please do not provide more than two activities.
3. Click 'Next' to save and move to the 'Peer Dialogue Reflection' tab.



Continuing Education Report

Peer Dialogue Reflection

Risks and Supports Profile

Introduction to Members

The Health Professions Act (HPA) defines competence as "the combined knowledge, skills, attitudes, and judgement required to provide professional services". Competence therefore applies to the range of settings where regulated members provide services, including clinical, academic, or administrative settings. Participating in ongoing education and professional development is an important component in maintaining and enhancing your competence to practice.

The CCP reflections require sufficient detail to give clear understandings of the professional situations reflected on. However, regulated members are advised that confidentiality and privacy must be maintained when completing the CCP. Please ensure that no identifying information is included in your reflections that could identify yourself, your clients, or colleagues.

Please report on the continuing education you completed since your last practice permit renewal.

*** 1. What categories of activities did you engage in this year to support your competence? A minimum of two categories must be selected.**

- ☐ Any mandatory college-directed activities required this year (e.g., jurisprudence education modules)
- ☐ Attendance at education events (e.g., conferences, presentations, workshops, webinars, seminars)
- ☐ Self-Study (e.g., completion of literature searches and reviews on topics of interest)
- ☐ Supervision and mentorship to colleagues and/or students
- ☐ Publication in a peer-reviewed journal
- ☐ Participation in a study or interest group
- ☐ Professional committee work (e.g., ACSLPA, SAC, or workplace committee or task force)
- ☐ Coursework (online or in-person) related to profession (e.g., university or college courses)
- ☐ Teaching (online or in-person) of coursework related to profession (e.g., university or college courses)
- ☐ Provision of presentations, in-services, and/or education (e.g., to students, the public, other professionals, or caregivers)
- ☐ Attendance at presentation by manufacturer or developer (e.g., for hearing testing equipment, or new speech or language assessment tools)
- ☐ Other/Duplicate (e.g., category not listed above, additional activity in a category listed above such as a second conference attended or a second publication in a peer-reviewed journal)

*** 2. For each category, please provide a description of a continuing education activity you completed during the practice year (dates attended, titles of activities, presenters/instructors, hosting organizations, journal article references, name of study/interest group, etc.). A minimum of one continuing education activity must be listed for each category.**

Maximum 1000 characters

3. Which competency areas were impacted by the example activities noted above? For each competency area selected – describe how your competence in that area was improved or supported through an activity listed in Question 2. Please provide at least one example of how your knowledge, skills, attitudes, or judgement in each competency area were positively impacted through completion of education activity.

Peer Dialogue Reflection

If You Choose **Not** to Complete a Peer Dialogue Reflection for this Practice Year

You may want to choose this option if you were unable to access a peer for dialogue or you have extenuating circumstances that prevented engagement with peers this practice year. For example, if you returned to practice just prior to the renewal deadline and had little to no opportunity to connect with peers in the short time that you returned to practice.

Choosing not to complete a Peer Dialogue Reflection for this practice year will result in your entire continuing competence program submission being audited.

Please provide any relevant information on why you are unable to complete a Peer Dialogue for this practice year in the text box.

Continuing Education Report

Peer Dialogue Reflection

Risks and Supports Profile

Introduction to Members

The Health Professions Act (HPA) defines competence as “the combined knowledge, skills, attitudes, and judgement required to provide professional services”. Competence therefore applies to the range of settings where regulated members provide services, including clinical, academic, or administrative settings. Dialogue with a peer (or a mentor or supervisor) has been shown to enhance and support professional competence.

Reflect on a conversation you’ve had with a peer, mentor, or supervisor regarding a clinical or professional situation or event where you obtained feedback and/or support that was relevant and impactful to your competence to practice. The situation or event you discussed might have been retrospective (about a situation you’ve already handled) or prospective (based on something you anticipated would or could happen and you wanted to be prepared). Your peer does not have to be from the same profession and the conversation does not have to be formal or planned, only relevant to your practice/case.

* 1. Will you be completing a Peer Dialogue Reflection for this practice year?

☐ Yes ☒ No

Members who are unable to access a peer for dialogue or who have extenuating circumstances that prevented engagement with peers may opt-out of the Peer Dialogue Reflection for the practice year. This includes, for example, regulated members who change their status from non-practicing to practicing just prior to the renewal deadline, and who would have little to no opportunity to connect with peers in the short time that they returned to practice. These members will be allowed to renew their registration but will be automatically flagged to have their entire continuing competence program submission for the practice year audited.

By checking ‘No’ you acknowledge that you are aware that your continuing competence program submission for this practice year will be audited.

Please use the ‘Reflection’ box below to provide any relevant information on why you are unable to complete a Peer Dialogue Reflection for this practice year.

* Reflection

Max 1000 characters

Please see the ‘Sample Forms and Examples Submissions’ on [ACSLPA’s CCP webpage](#) for the scoring rubric for this CCP activity

< Continuing Education Report

Risks and Supports Profile >

Next

Save for later

If You Choose to Complete a Peer Dialogue Reflection for this Practice Year

In the spaces provided, please describe the situation you discussed with your peer, provide information about your peer and why chose them, give the approximate date of the peer dialogue, describe how the dialogue impacted your competence, and select at least one competence area impacted through the dialogue.

Continuing Education Report

Peer Dialogue Reflection

Risks and Supports Profile

Introduction to Members

The Health Professions Act (HPA) defines competence as “the combined knowledge, skills, attitudes, and judgement required to provide professional services”. Competence therefore applies to the range of settings where regulated members provide services, including clinical, academic, or administrative settings. Dialogue with a peer (or a mentor or supervisor) has been shown to enhance and support professional competence.

Reflect on a conversation you’ve had with a peer, mentor, or supervisor regarding a clinical or professional situation or event where you obtained feedback and/or support that was relevant and impactful to your competence to practice. The situation or event you discussed might have been retrospective (about a situation you’ve already handled) or prospective (based on something you anticipated would or could happen and you wanted to be prepared). Your peer does not have to be from the same profession and the conversation does not have to be formal or planned, only relevant to your practice/case.

* 1. Will you be completing a Peer Dialogue Reflection for this practice year?

☒ Yes ☐ No

Members who are unable to access a peer for dialogue or who have extenuating circumstances that prevented engagement with peers may opt-out of the Peer Dialogue Reflection for the practice year. This includes, for example, regulated members who change their status from non-practicing to practicing just prior to the renewal deadline, and who would have little to no opportunity to connect with peers in the short time that they returned to practice. These members will be allowed to renew their registration but will be automatically flagged to have their entire continuing competence program submission for the practice year audited.

By checking ‘No’ you acknowledge that you are aware that your continuing competence program submission for this practice year will be audited.

Please use the ‘Reflection’ box below to provide any relevant information on why you are unable to complete a Peer Dialogue Reflection for this practice year.

* 2. Briefly describe the situation you discussed with your peer. Provide enough detail to give a clear understanding of the situation but please ensure to maintain confidentiality.

Max 1000 characters

* 3. Tell us about your peer. ?

☐ Mentor

☐ Supervisor

☐ Audiologist Colleague

☐ SLP Colleague

☐ Non-SLP or Non-Audiologist Colleague

* 4. Explain why you chose this peer. ?

Max 500 characters

* 5. Approximate date of peer dialogue:

yyyy-mm-dd

Notes:

1. This is not the entire Peer Dialogue Reflection form, login to see the form in its entirety.
2. Please do not select more than one competence area that was impacted.
3. Click ‘Next’ to save and move to the ‘Risk and Supports Profile’ tab.

Risks and Supports Profile

Select your primary scope of practice, primary practice setting and client age range (Question 1).

Click on one or more risks that apply to your practice, and then in the text box that appears provide a rationale for why you have identified this as a risk to your competence and explain how it impacts your competence (Question 2).

Then select one or more supports that apply to your practice, and then in the text box provide rationale for why you have identified this as a support to your competence and explain how it impacts your competence (Question 3).

✓

2

3

Profile update2023 - Continuing Competence Program2024 - Renewal

Continuing Education ReportPeer Dialogue ReflectionRisks and Supports Profile

Introduction to Members

The Health Professions Act (HPA) defines competence as "the combined knowledge, skills, attitudes, and judgement required to provide professional services". Competence therefore applies to the range of settings where regulated members provide services, including clinical, academic, or administrative settings. By being aware of both the risks to your competence and the factors that can promote or maintain your professional competence, you can be proactive in ensuring your competence throughout your career.

1. Provide a brief summary of your practice scope and setting

* Primary Scope of Practice

* Primary practice setting

* Client age range

-

-

-

A minimum of one option must be selected.

2. Please select the risks that apply to your practice. For each risk - provide a rationale for why you have identified this as a risk to your competence and explain how it impacts your competence. **At least one risk must be selected.**

☒ Adequacy of practice prep

Inadequate preparation from previous education program, e.g., no/little coursework in specialized clinical area (e.g., pediatric feeding and swallowing, cochlear implant assessment and management).

*

500-2000 characters or approximately 100-350 words per reflection

☐ Caseload/Workload volume

The risks to competence associated with high caseload or workload volumes (inclusive of service provision, administrative tasks, and all other tasks associated with SLP or Audiologist role), e.g., constraints on performance due to decreased time for engagement in evidence-informed care, continuing education, and/or collaborative service delivery, or constraints on the intensity or mode of service delivery which affect client ability to progress during treatment.

3. Please select the supports that apply to your practice. For each support - provide a rationale for why you have identified this as a support to your competence and explain how it impacts your competence. **At least one support must be selected.**

☐ Assessment and feedback

Use of professional practice competency specific tools to measure specific competencies to provide information for professional and clinical practice growth and development, e.g., self-reported or peer or supervisor feedback on specific competencies using checklists, observation forms, etc.

☒ Clinical exposure/experience

Knowledge in a specific clinical area as a consequence of opportunity, e.g., regular clinical exposure/experience with special populations on caseload (e.g., autism spectrum disorder, aphasia, or pediatric diagnostic hearing assessment clients).

★

500-2000 characters or approximately 100-350 words per reflection

☐ Continuing education/professional development

Involvement in an educational activity during the practice year, e.g., courses, workshops, conferences, virtual interest groups, communities of practice, personal study, specialized training, etc.

Note: This is not the entire Risks and Support Profile form, login to see the form in its entirety.

Click 'Next' to save your Risks and Supports Profile and move to the next step.

Step 4 – Declarations and Payment

Conduct Declarations - Select 'True' or 'False' in response to conduct declarations.

Declarations - Click on boxes to acknowledge and accept declarations.

Then click 'Submit'.

Notes:

- There are a few reasons your renewal might be “blocked” and unable to proceed to payment.
- Some of the more common reasons are:
 - You may have insufficient hours.
 - You may have requested changes to your legal name.
 - You have not provided PLI information.
 - You have not completed your CCP requirements.
 - You are switching registration categories (e.g. Non-Practicing to General)

Payment

- 1 Click on 'Split' to process partial payment.
- 2 Click on 'Pay' to pay your full fee by credit card.

< Invoice > Details > 1027038

Invoice

30-Oct-2023 #1027038
Reference: -

From
Alberta College Of Speech-Language Pathologists & Audiologists
#620, 4445 Calgary Trail NW
Edmonton, AB
T6H 5R7

To
Full Name (#####)
Address
City, Province PC

Description	Total
Registration and Practice Permit Fee	\$750.00
Subtotal	\$750.00
GST	\$0.00
Total due	\$750.00

SplitDownload receiptPay

Notes:

1. To make one payment with a single card, click “Pay”.
2. 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.
3. You will receive an email confirmation if your renewal and payment have been completed.
4. Fees can be paid by VISA, VISA Debit, MasterCard, American Express and e-transfer at no additional cost. There is a \$30 payment processing fee for using a different payment method.
5. If you would like to pay using a method other than credit card, please call the ACSLPA Office.

Optional Steps

Print Practice Permit and Invoice

Home

Permit

General (Speech-Language Pathologist)

Effective 01-Jan-2024

Expires 31-Dec-2024

Permit Tax receipt

- After your renewal is complete, click the ① '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.
- Also, after your renewal is complete, click the ② 'Tax Receipt' tab, then click the 'Print' button.

Demographics Survey

- There will be a link to the Demographics Survey in the email you receive confirming your renewal. Please follow the link to complete the survey.

Order Optional Wall Display Style Practice Permit Certificate

- After your 2024 fees are paid in full you can purchase an optional 8 ½" by 11" sized practice permit certificate through the ACSLPA website for \$10 (includes shipping). [Click here](#) to purchase your certificate once your fees are paid.

ACSLPA Alberta College of Speech-Language Pathologists and Audiologists

PUBLIC NEW APPLICANTS MEMBERS COMPLAINTS & CONCERNS THE COLLEGE WEBINARS My Account

Member Information

Key College Documents

Continuing Competence Program

Registration Renewal

Communications

Forms

Virtual Care

Practice Resources

Forms

As a registered Speech-Language Pathologist, you are a professional and integral partner in quality health services wherever you may work. ACSLPA supports empowered professionalism by helping you stay informed about your role and responsibilities. Use the links below to access forms such as status, name change and renewal information in addition to important information and resources to assist you in your profession.

Forms

Registration Status & Name Changes

Verification of Registration Request Form

Criteria & Application for Use of Protected Title 'Dr.' - Audiology

Criteria & Application for Use of Protected Title 'Dr.' - SLP

PRAC ID: SLP Referrals to Psychiatrists

PRAC ID: Audiology Referrals to Otolaryngology

Other Information

Registration Renewal

Jurisprudence Education Requirements

Professional Liability Insurance (PLI) Requirements

Practice Permit Certificate

Go to acslpa.ca, click on

① 'Members', on the main menu, choose

② 'Forms', and scroll down to

③ 'Practice Permit Certificate', you will then be taken to the online store to purchase your certificate.

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**. The office will be closed December 23, 2023 through to January 2, 2024.