

# Frequently Asked Questions



College of  
**Speech and Hearing**  
Health Professionals of BC

The purpose of this document is to provide quick and easy reference to the most asked questions. You are urged to read the bylaws. In fact, the Statutory Declaration that you are required to complete as part of your application, asks if you have read the bylaws. If you have not, you cannot sign the Statutory Declaration form. If you don't submit the Statutory Declaration form, your application will be incomplete and a Certificate of Registration will not be issued. Please read the bylaws.

## GENERAL QUESTIONS

### FEES

#### How were the fees calculated?

The fees were calculated on a “cost recovery” basis. While the provincial government mandated the establishment of the College, seed funding for the start-up phase was not provided. The College had to secure a line of credit and thus has a significant debt obligation for the next four years. It is anticipated that there will be about a maximum of 1300 registrants and 150 support personnel. It is the fees of these individuals that will cover the operating costs, debt payment and contingency fund. The contingency fund covers legal and other costs associated with investigations, hearings and other unpredictable events.

Once the debt obligation has been satisfied, the board will review the fee structure.

#### Are the fees tax deductible?

Yes. You may claim these fees on your personal tax return for 2010. (Similar to line 212 on your 2009 tax return). Receipts will be issued for your 2010 tax return.

#### Are there pro-rated fees for leaves (such as maternity leaves) or retirement during the registration year?

No. In order to practice as a professional “Audiologist”, “Hearing Instrument Practitioner” or “Speech-Language Pathologist” you MUST be registered with the college by April 1, 2010 (submit your application no later than March 15). Should you retire, or commence a leave of absence anytime between April 1 and March 31<sup>st</sup> the following year, you will not receive any refund for the time that you did not practice. For those professionals who retire, you may opt to renew as a “Retired” classification. For those who expect to be on leave of absence the entire 12 months between April 1 to March 31<sup>st</sup> of the following year, you may apply as an “Inactive” classification.

#### Will the fees be reduced for part-time or casual professionals?

No. The fees are calculated on a “cost recovery” basis. The costs to register a part-time or casually employed professional is equivalent to a full-time employed professional.

### **Can I post-date my payment to April 1, 2010?**

No. The College requires payment on the day we receive your application. Applications are to be received no later than March 15, 2010. Renewals can be post-dated but initial registration payments cannot be post-dated.

### **Can I pay by credit card?**

No. Only cheque or money order is acceptable for initial registrations. Payments for renewal fees (ie: next year) will be available on-line and can be paid by credit cards: VISA or MC.

## **BCASLPA/CASLPA MEMBERSHIP**

### **Do I need to be both a BCASLPA/CASLPA member and a registrant of the College?**

Registration with the College is mandatory should you wish to continue practicing your profession. Membership with an association, such as BCASLPA or CASLPA is voluntary. An association's mandate is to provide benefits to the professional member. The college's mandate is to ensure standards are met by professionals for the benefit of the public.

### **If I am a current member of BCASLPA/CASLPA, am I required to pay an application fee?**

You are not required to pay the application fee.

### **If I am not a current member of BCASLPA/CASLPA, am I required to pay an application fee?**

Yes. The fee is \$225 and is non-refundable. The only exception is for currently licensed professionals with the Board of Hearing Aid Dealers and Consultants.

### **I am a member of BCASLPA (or CASLPA), however I am not certified. Do I need to take the CASLPA exam?**

No. This provision is waived for current members of BCASLPA/CASLPA.

### **I was a former member of BCASLPA (or CASLPA), however I am not certified. Do I need to take the CASLPA exam?**

No. This provision is waived for former members of BCASLPA/CASLPA. Please refer to section 87.5 for registration requirements.

### **I have never been a member of BCASLPA (or CASLPA), and I do hold a Master's degree, however I am certified through ASHA. Must I take the CASLPA exam?**

If you meet the requirements as per 87.6 of the bylaws, you do NOT need to take the CASLPA exam.

## I could not join BCASLPA (or CASLPA) because I do not hold a Master's Degree. Do I need to take the CASLPA exam?

Yes. You may also be required to obtain a Master's degree. If you are required to obtain a Master's degree, you will have either three or four years to complete this requirement to obtain an "active" classification. During the time you are acquiring the academic requirements, you will be granted a "limited active" classification so you may continue to practice. Please refer to section 87.7 of the bylaws.

Also refer to section 73, Substantial Equivalency (please see questions #3 below under Audiologist and Speech-Language Pathologists).

## PROOF OF CANADIAN CITIZENSHIP

### Do I need to provide proof of Canadian Citizenship?

No. This question is asked on the Statutory Declaration form. If you are not legally eligible to work in Canada, then you must work towards obtaining the necessary documentation prior to registering with the College.

## AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS

### 1. I am an Audiologist or Speech-Language Pathologist who is a member of BCASLPA and/or CASLPA. What do I need to do to become a College Registrant?

#### Please refer to Bylaw 87.3

A registered member of BCASLPA and /or a full member of CASLPA in good standing with the associations will be grand-parented into the College once an application is received and reviewed. Certification in CASLPA is not required for this category.

- Lists of members in "good standing" will be forwarded to the College from both BCASLPA and CASLPA.
- If you are a member of both BCASLPA and CASLPA, you must be a member in good standing of both associations.
- If you have allowed your membership in one of the 2 previously mentioned associations to lapse prior to the completion of any inquiry proceeding, you will not be considered to be an applicant in good standing.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$620 to cover the cost of the Application for Registration and the Criminal Record Check.
- You are not required to pay an additional \$225 for the initial Application Fee.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.

## 2. I am an Audiologist or Speech-Language Pathologist who is a former member of BCASLPA or CASLPA. What do I need to do to become a College Registrant?

### Please refer to Bylaw 87.5

- You must have a letter sent directly to the College from BCASLPA/CASLPA attesting to your former membership status and that you were a member “in good standing” before leaving the association.
- You must provide proof that you have sufficient work experience, that is, at least 200 hours per year every year within the last 5 years or a total of 1000 hours within the last 5 years.
- You must have a letter sent directly to the College from your employer or 3 former/current clients or families of clients, attesting to their job satisfaction with your job performance during the immediate past 3 years.
- You must provide proof of completion of 45 Continuing Competency Credits within the last 3 years.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.
- You must have 2 letters of recommendation sent directly to the College, (from individuals who are not related to you, who have known you for more than 2 years, and will not benefit from your registration in the College) attesting to your good character.
- You must provide information concerning any current proceeding for, or a finding of professional misconduct, incompetence or incapacity in BC or another jurisdiction, in relation to the profession or another health profession.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

## 3. I am an Audiologist or Speech-Language Pathologist working in BC, but have never been a member of BCASLPA nor of CASLPA. What do I need to do to become a College Registrant?

The answer to question 3, will depend in part, on whether or not you have a graduate degree in speech-language pathology.

**3(a)** If you have a masters or a doctoral degree in SLP (**please refer to Bylaw 87.6(1)**), can provide proof that you have sufficient work experience and continuing credit hours:

- The requirement to write the CASLPA certification examination may be waived.
- You must provide proof that you have sufficient work experience, that is, at least 200 hours per year every year within the last 5 years or a total of 1000 hours within the last 5 years.

- You must have a letter sent directly to the College from your employer or 3 former/current clients or families of clients, attesting to their job satisfaction with your job performance during the immediate past 3 years.
- You must provide proof of completion of 45 Continuing Competency Credits within the last 3 years.
- You must have your transcript sent directly to the registrar from your post-secondary institution or provide a notarized copy of the original transcript, certificate, diploma or degree, and evidence that you are the person named in that document.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.
- You must have 2 letters of recommendation sent directly to the College, (from individuals who are not related to you, who have known you for more than 2 years, and will not benefit from your registration in the College) attesting to your good character.
- You must provide information concerning any current proceeding for, or a finding of professional misconduct, incompetence or incapacity in BC or another jurisdiction, in relation to the profession or another health profession.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

**3(b)** If you hold a bachelor's degree or a licentiate in SLP or Aud (**please refer to Bylaw 87.7(1)**), you may qualify for registration under the Substantial Equivalency (**Bylaw 73**). This Bylaw provides that the registration committee has the discretion, pursuant to the Health Professions Act, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications of a SLP as required in sections 85(1)(a) and (2).

- You must pass the CASLPA certification examination.
- You must provide proof that you have sufficient work experience, that is, at least 200 hours per year every year within the last 5 years or a total of 1000 hours within the last 5 years.
- You must have a letter sent directly to the College from your employer or 3 former/current clients or families of clients, attesting to their job satisfaction with your job performance during the immediate past 3 years.
- You must provide proof of completion of 45 Continuing Competency Credits within the last 3 years.
- You must have your transcripts sent directly to the registrar from your post-secondary institution or provide a notarized copy of the original transcript, certificate, diploma or degree, and evidence that you are the person named in that document.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.

- You must have 2 letters of recommendation sent directly to the College, (from individuals who are not related to you, who have known you for more than 2 years, and will not benefit from your registration in the College) attesting to your good character.
- You must provide information concerning any current proceeding for, or a finding of professional misconduct, incompetence or incapacity in BC or another jurisdiction, in relation to the profession or another health profession.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

#### 4. I am an Audiologist or Speech-Language Pathologist who is currently a member in good standing of another regulatory body within Canada. What will I be required to do?

##### **Please refer to Bylaw 71**

Your application will fall under the BC-Alberta Trade, Investment and Labour Mobility Agreement or the national Agreement of Internal Trade (A.I.T.):

- You must arrange for a letter to be sent directly to the College from your home regulatory body
  - (i) confirming that you are currently a member “in good standing” of, and
  - (ii) stating the type of registration or membership that you hold in the home jurisdiction, and
- You must provide proof of Canadian citizenship or entitlement to work in Canada.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

#### 5. I am an Audiologist or Speech-Language Pathologist who is currently a member of a regulatory body outside of Canada. What will I be required to do for application in BC?

##### **Please refer to Bylaw 72**

- You must arrange for a letter to be sent directly to the College from your home regulatory body
  - (i) confirming that you are or were a member “in good standing” of the profession being applied for, and
  - (ii) stating the type of registration or membership held by you in the home jurisdiction, and

- You must provide proof that your education and training is substantially the same as that required of an applicant for active registration, including:
  - (i) originals or certified photocopies of post-secondary education transcripts,
  - (ii) a record of clinical hours,
  - (iii) documents that support your original registration or membership in your home jurisdiction, such as translations, credential assessments, syllabus,
- And any other information requested by the committee
- You may also be required to complete an examination
- You must provide proof of Canadian citizenship or entitlement to work in Canada.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.
- You must provide information concerning a current proceeding for or a finding of professional misconduct, incompetence or incapacity in BC or another jurisdiction in relation to the profession or another health profession.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.
- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

## 6. I am a new applicant in Audiology or Speech-Language Pathology. What will be required of me to join the College?

### Please refer to Bylaw 85

The answers in this section apply to a newly-graduated AUD or SLP or an AUD or SLP working outside of BC, who is not registered in any jurisdiction.

- You must have a master's degree in speech-language pathology from a university that meets or exceeds the College requirements outlined in Bylaw 85 (2).
- You must have your transcripts sent directly to the registrar from your post-secondary institution or provide a notarized copy of the original transcript, certificate, diploma or degree, and evidence that you are the person named in that document.
- You must provide proof of completion of your supervised practicum
- You must provide proof of successful completion of the CASLPA certification exam.
- If requested by the College, you must have a copy of an English language proficiency test sent directly to the College.
- You must have 2 letters of recommendation sent directly to the College, (from individuals who are not related to you, who have known you for more than 2 years, and will not benefit from your registration in the College) attesting to your good character.
- You must provide information concerning any current proceeding for, or a finding of professional misconduct, incompetence or incapacity in BC or another jurisdiction, in relation to the profession or another health profession.
- If you are self-employed, you must provide proof of professional liability insurance (in the form of a copy of Certificate of Insurance) for no less than \$2,000,000 per claim. Other applicants

must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.

- You will be required to complete an Application form (Form 2) for Registration with the College, a Statutory Declaration (Form 3) and a Consent to a Criminal Record Check (Form 5).
- You must forward a cheque or money order in the amount of \$845 to cover the cost of the initial Application Fee (\$225), the Application for Registration (\$600) and the Criminal Record Check (\$20).

## AUDIOLOGISTS AND/OR HEARING INSTRUMENT PRACTITIONERS

### 1. I am an Audiologist who dispenses hearing instruments, or periodically works with clients and their hearing instruments making adjustments.

#### a) How will I be registered by the College?

You will be required to be registered as a “Hearing Instrument Practitioner” because of your work with hearing instruments. You must also be registered as an “Audiologist” should you wish to practice as an Audiologist. Please check all professions that apply to you on the Application Form.

#### b) Do I have to pay two fees?

No, you will only be required to pay one registration fee even though you will be registered with the College as an “Audiologist” and a “Hearing Instrument Practitioner”.

### 2. I am a Hearing Instrument Practitioner currently licensed by the Board of Hearing Aid Dealers and Consultants of BC. What do I need to do to become a College Registrant?

If you are licensed as a Hearing Aid Dealer and Consultant (BHADC) under the Hearing Aid Act and are in good standing under the Act, you will be automatically registered as a “Hearing Instrument Practitioner” registrant of the College. Your license will be transferred into the College and you will be registered as a “Hearing Instrument Practitioner” upon completion of the following steps:

- The BHADC will inform the College of those members “in good standing”.
- You will be required to complete an application form for registration with the College (Form 2) mailed to your last known address with BHADC.
- You must complete and sign a Statutory Declaration (Form 3) certifying that you are in compliance with the Health Professions Act and have read and agree with the College bylaws.
- You must declare eligibility to work in Canada.
- If requested by the Registration Committee, you must provide English language proficiency test results.
- You must provide any information regarding proceedings of professional misconduct, incompetence or incapacity.
- If you are self-employed you must provide proof of professional liability insurance for no less than \$2,000,000 per claim. Other applicants must ensure that their employer has sufficient insurance and/or indemnifies the salaried applicant.

- You must complete and sign a Consent to a Criminal Records Check (Form 5). You must pay the \$20 fee for this check which is required every 5 years.
- You will be required to pay (by cheque or money order) the Registration fee of \$600 (the application fee is not applicable) and the Criminal Records Check fee for a total of \$620.
- You are not required to pay the fee for the initial standard application fee.

### 3. I am in the process of becoming licensed by the Board of Hearing Aid Dealers and Consultants of BC. What do I need to do to become a College Registrant?

Students who applied to the BHADC prior to February 1, 2010 to become a “Hearing Instrument Practitioner” will automatically transfer to the College under the Health Professions Act. A transferred applicant must complete the licensing requirements for supervision and examinations as stipulated in the original application with BHADC, as well as meet the College criteria. Upon successful completion of the written and practical exams and meeting the College criteria, you will be required to sign a Statutory Declaration (Form 3), and a Consent to a Criminal Check (Form 5) along with a Registration Fee (\$600) and criminal check fee (\$20) and proof of professional liability insurance should you be self employed.

If you have not yet applied to BHADC, please complete the Application Form #8 - Student Hearing Instrument Practitioner and read Part 8 of the bylaws.

### 4. What professional titles may I use?

An Audiologist may use the professional title,

- **Registered Audiologist**

A Hearing Instrument Practitioner may use the professional title,

- **Registered Hearing Instrument Practitioner**

You may NOT use the title “Hearing Instrument Specialist”.

### 5. What are Advanced Competency Certificates?

Advanced Competency Certificates will be required for a Hearing Instrument Practitioner or an Audiologist to practice certain specialized areas within the profession, as designated in the Speech and Hearing Regulation enacted under the Health Professions Act. These areas of specialization and corresponding certificates are:

- Vestibular Assessment and Management
- Cochlear Implant Management
- Cerumen Management (for both Hearing Instrument Practitioners and Audiologists), and
- Hearing Instrument Services for Children (Hearing Instrument Practitioners who are NOT registered as Audiologists)

Advanced Competency Certificates will allow registrants to use the designations provided in the Bylaws in conjunction with their registration titles. Continuing competency credits will be required. The certificates will be time-limited and must be renewed by registrants as defined under each Advanced Competency Certification section of the Bylaws.

## 6. I am currently a Public Health Audiologist

### a) Who dispenses hearing instruments but is not licensed by the Board of Hearing Aid Dealers and Consultants. What do I need to do to become a College Registrant licensed as a “Hearing Instrument Practitioner”?

If you are an Audiologist who is an employee of the provincial government or an agency of the government and have worked as a Public Health Audiologist for at least 840 hours in the 18 months prior to making application to the College, and have dispensed hearing instruments in that time, the Registration Committee of the College may register you in the active class of “Hearing Instrument Practitioner”. (Refer to Part 8 of the Bylaws) You must also be registered as an active class “Audiologist” in order to practice as an Audiologist. (Refer to Part 9 of the College bylaws) You would need to:

- Complete an application form #2
- Complete and sign a declaration form #3 certifying that you are in compliance with the Health Professions Act and have read and agree with College bylaws.
- Provide a signed declaration that you are eligible to work in Canada
- If requested, proof of English language proficiency
- Provide Letters of recommendation (2)
- Disclose information regarding any findings of professional misconduct, incompetence or incapacity
- Submit a signed authorization form for a Criminal Records Check (once every 5 years)
- Ensure your employer has sufficient insurance and/or indemnifies the salaried applicant.
- Provide proof of employment as a Public Health Audiologist
- Pay applicable fees (See Application form and Schedule A of the Bylaws)

### b) Who does NOT dispense hearing instrument but wants to be licensed by the College dually as an “Audiologist” and a “Hearing Instrument Practitioner”. What do I need to do?

You would not be eligible to be grand-parented and registered as a “Hearing Instrument Practitioner” in the College unless you had dispensed hearing instruments. To become a “Hearing Instrument Practitioner” registered with the College you would need to make a new application to the College to become registered as a Hearing Instrument Practitioner and meet the College’s requirements for supervision, examinations, etc. Refer to Part 8 of the College bylaws to be registered as a Hearing Instrument Practitioner. To register as an Audiologist, please refer to questions under Audiologists/Speech-Language Pathologist above.

## 7. I am an Audiologist who works with Support Personnel. Will I continue work as usual under the College?

In order to have certain aspects of tasks identified as Restricted Activities (under the Speech and Hearing Regulation enacted under the Health Professions Act) delegated and / or supervised by a College Registrant, , Support Personnel working with an “Audiologist” or “Hearing Instrument Practitioner” would be required to become “Certified Non-Registrants” of the College. Refer to the Ministry of Health Speech and Hearing Health Regulations (Ministerial Order 304) for a list of

Restricted Activities. Refer also to College bylaws schedules D1, D2 and D3 and Part 12 for more information.

**8. How will the College regulate work performed by Support Personnel (such as audiometric technicians, hearing screeners,)**

In order to delegate and/or supervise certain aspects of tasks identified as Restricted Activities under the Speech and Hearing Regulation enacted under the Health Professions Act, Support Personnel working with a Hearing Instrument Practitioner or with an Audiologist would be required to become “Certified Non-Registrants” of the College and meet any education, training, or supervision requirements established by the College.