



Alberta College of  
Speech-Language Pathologists  
and Audiologists

# Registration Manual

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# Registration Manual

## Table of Contents

- 1. WHAT IS THE ALBERTA COLLEGE OF SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS (ACSLPA)? ..... 5**
- 2. WHO NEEDS TO REGISTER WITH ACSLPA? ..... 5**
- 3. WHAT ARE PROTECTED PROFESSIONAL TITLES? ..... 6**
- 4. WHAT ARE THE MEMBERSHIP CATEGORIES? ..... 7**
  - 4.1 Regulated Membership Categories ..... 7
  - 4.2 Non-Regulated Membership Categories ..... 9
- 5. HOW DO I APPLY TO BECOME REGISTERED WITH ACSLPA? ..... 9**
- 6. WHAT ARE THE REGISTRATION REQUIREMENTS? ..... 9**
- 7. HOW DOES ACSLPA REVIEW AND PROCESS MY REGISTRATION APPLICATION? ..... 10**
  - 7.1 General Information ..... 10
  - 7.2 Time Required to Process Registration Applications ..... 12
  - 7.3 Specific Information for Each Applicant Type ..... 13
    - 7.3.1 Graduates of a Canadian Accredited Program (not registered with another SLP/Audiology regulatory body in Canada) ..... 13
    - 7.3.2 New Graduates of a United States (US) ASHA Accredited Program ..... 14
    - 7.3.3 Applicants registered with another provincial SLP/Audiology regulatory body in Canada ..... 15
    - 7.3.4 Applicants registered with an SLP/Audiology licensing body in the US that has substantially equivalent requirements for registration to ACSLPA ..... 16
    - 7.3.5 All other applicants ..... 17
  - 7.4 List of Credentialing Agencies ..... 19
  - 7.5 Translation of Documents ..... 20
- 8. HOW DO I RENEW MY REGISTRATION AND PRACTICE PERMIT? ..... 20**
  - 8.1 Renewing Your Registration ..... 20
  - 8.2 Late Submission/Failure to Submit Registration Renewal ..... 22
- 9. HOW CAN I MAKE STATUS CHANGES? ..... 22**
- 10. HOW DO I RESIGN FROM ACSLPA? ..... 22**
- 11. WHAT IF I’M A MEMBER AND I DON’T MEET CURRENT QUALIFICATIONS REQUIREMENTS? ..... 23**
  - 11.1 Supervised Practice for Re-Entry to Practice ..... 23
  - 11.2 Members Who Have Not Practiced for A Period of Greater Than Five Years ..... 24
  - 11.3 Members Who Have Practiced Greater Than 50 Hours and Less Than 1250 Hours in the Previous Five Years .... 24
  - 11.4 Members Who Are < 50 Hours Short of the 1250 Hour Requirement ..... 25
  - 11.5 Members Whose Currency Hours Continue to Fall Short of Requirements Post-Supervision ..... 25
- 12. ACSLPA COURTESY REGISTER REQUIREMENTS AND CONDITIONS ..... 25**
- 13. ADDITIONAL INFORMATION ..... 27**
  - 13.1 Information About Regulated Members That Must Be Available to the Government and the Public ..... 27
  - 13.2 Your Name as a Regulated Member on the General Register ..... 28

<b>APPENDIX 1 – COURSEWORK REQUIREMENTS .....</b>	<b>29</b>
<b>APPENDIX 2 – CLINICAL PRACTICE HOURS REQUIREMENTS .....</b>	<b>32</b>
<b>APPENDIX 3 – PROFESSIONAL LIABILITY INSURANCE (PLI) REQUIREMENTS .....</b>	<b>35</b>
<b>APPENDIX 4 – ENGLISH LANGUAGE PROFICIENCY .....</b>	<b>36</b>
<b>APPENDIX 5 – POLICE INFORMATION CHECK REQUIREMENTS .....</b>	<b>38</b>
<b>APPENDIX 6 – JURISPRUDENCE EDUCATION REQUIREMENTS.....</b>	<b>40</b>

## 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, and ethical practice of audiologists and speech-language pathologists (SLPs) 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 ensuring the code of ethics and standards of practice for speech-language pathologists and audiologists in Alberta are followed.
- Creating, maintaining, and ensuring standards for continuing competence in the practice of speech-language pathologists and audiologists in Alberta are followed.
- Having a process in place 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.

***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 and holding a current Practice Permit.***

You must be registered with ACSLPA 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.

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 is responsible for ensuring protection of the public in Alberta in relation to competent and ethical<sup>1</sup> service delivery by speech-language pathologists and audiologists. 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 jurisdiction<sup>2</sup> 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 the following for more information:

[Courtesy registration](#)

[Cross Provincial Practice Agreement](#)

***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 jurisdiction (i.e., province, state, country) in which you are practicing.***

## **3. WHAT ARE PROTECTED PROFESSIONAL TITLES?**

The 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:

<b><i>Speech-Language Pathologist Protected Titles</i></b>	<b><i>Audiologist Protected Titles</i></b>
<ul style="list-style-type: none"><li>● Speech-language pathologist</li><li>● Speech therapist</li><li>● Speech pathologist</li><li>● SLP</li><li>● R.SLP</li></ul>	<ul style="list-style-type: none"><li>● Audiologist</li><li>● Aud</li><li>● R.Aud</li></ul>

#### **NOTE:**

- A speech-language pathologist may use the title "pathologist" only combined with the terms "speech", "speech and language" or "speech-language".
- Speech-language pathologists and audiologists who are non-practicing may use the protected titles listed in this table, followed by the phrase "(Non-Practicing)".
- The HPA also protects the use of the words "college", "registered," and "regulated," and they may only be used by members of regulated colleges.

<sup>1</sup> Following the rules or standards for approved behaviour or practice.

<sup>2</sup> Area or place of official control with the power to enforce rules.

## 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 [Use of the Protected Title "Doctor" or "Dr." When Providing a Health Service Advisory Statement](#). More information on the eligibility criteria, and the application to obtain authorization to make use of the title "Doctor" or "Dr." when providing a health service are also available:

### [Application For the Use of the Protected Title "Doctor"](#)

## 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**
  - a. Practicing (i.e., holding a practice permit)
  - b. Non-Practicing (i.e., not holding a practice permit)
- 4.1.2. Courtesy Register Member**

#### 4.1.1.a. General Register Regulated Member – Practicing

##### 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 regulated members are issued an annual Practice Permit (valid to December 31) and may use the protected titles of their profession.
- These regulated members are able to vote and serve on the ACSLPA Council or committees.
- These regulated members will receive ACSLPA communications.

##### To be a member under this category, you must:

- Hold a master's degree, or equivalent<sup>3</sup>, 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.

<sup>3</sup> Qualifications determined to be substantially equivalent by the ACSLPA Registration Committee in accordance with section 7 of the *Speech-Language Pathologists and Audiologists Profession Regulation*.

#### 4.1.1.b. General Register Regulated Member – Non-Practicing

##### About this category:

- For speech-language pathologists and audiologists who are not active in their practice, i.e., not working or volunteering in Alberta (e.g., medical leave of absence or parental leave).
- These regulated members **do not** hold a Practice Permit and **may not** practice.
- These regulated 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<sup>4</sup>, in speech-language pathology or audiology.
- Meet the good character and English language proficiency requirements of ACSLPA.

#### 4.1.2. Courtesy Register Regulated 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 of the acceptable purposes for courtesy registration is available on the ACSLPA website [here](#).
- These regulated members may use the protected titles of their profession.
- Granted only for the time you need to complete the professional services in Alberta, up to a combined total of twelve months.
- The cross-provincial practice agreement between Alberta, Manitoba, New Brunswick, Ontario, and Saskatchewan allows audiologists and speech-language pathologists who are fully registered in one of these provinces (the “primary province”) to provide professional services either virtually or face-to-face across provincial boundaries in a secondary province for up to a maximum of 200 hours annually.  
More information on the cross-provincial practice agreement can be found on the ACSLPA website [here](#).

##### To be a regulated member under this category, you must:

- Be registered or licensed to practice in a jurisdiction<sup>5</sup> outside of Alberta, or a regulated member in good standing with an appropriate regulatory body if applying for a cross-provincial practice permit.
- Demonstrate, to the Registrar’s satisfaction, that you are trained and qualified to practice in your profession.
- Demonstrate that you have the required level of Professional Liability Insurance (see Appendix 3), if having direct clinical contact with clients in Alberta.

<sup>4</sup> Qualifications determined to be substantially equivalent by the ACSLPA Registration Committee in accordance with section 7 of the *Speech-Language Pathologists and Audiologists Profession Regulation*.

<sup>5</sup> Area or place of official control with the power to enforce rules.



**NOTE:** 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 regulated member in the non-practicing membership category may move to the Registered Member category during the membership year by:

- 1) submitting the required fees,
- 2) updating their ACSLPA online profile and reinstating themselves in the General (Registered) category, and
- 3) meeting all the requirements described above when re-applying for Registered Member status.

## 4.2 Non-Regulated Membership Categories

There is only one category under this type of membership:

### 4.2.1. Retired/Honourary Member

4.2.1. Retired/Honourary Member
<b>About this category:</b>
<ul style="list-style-type: none"><li>● For speech-language pathologists and audiologists who are no longer active in their practice.</li><li>● These members <b>do not</b> hold a practice permit and <b>may not</b> practice.</li><li>● These members cannot use the protected titles of their profession.</li><li>● These members will receive ACSLPA communications</li></ul>
<b>To be a member under this category, you must:</b>
<ul style="list-style-type: none"><li>● Have been previously registered in good standing with ACSLPA,</li><li>● Have had your registration cancelled voluntarily (by completing all the required forms),</li><li>● Not have any outstanding amounts owed to the College,</li><li>● Be of good character and reputation, and</li><li>● Pay any applicable application and registration fees required by Council.</li></ul>

## 5. HOW DO I APPLY TO BECOME REGISTERED WITH ACSLPA?

Please visit the [New Applicant Information](#) page to access the Registration Application portal.

## 6. WHAT ARE THE REGISTRATION REQUIREMENTS?

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

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 Coursework Requirements and Appendix 2 for Clinical Practice Hours Requirements), or

- c) Be registered in good standing in a fully practicing regulated membership category with a regulatory body in another province or territory in Canada, or
  - d) Have qualifications that the ACSLPA Registration Committee decides are substantially equivalent to item a) above. 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 refresher<sup>6</sup> education courses in your profession within the three years before applying.

**NOTE:** Individuals seeking registration via Labour Mobility from another regulated province in Canada where they are currently registered in good standing in a fully practicing membership category are assumed to meet these requirements, and hence are not expected to demonstrate currency.
  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).
  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 behaviour<sup>7</sup> required for registration.

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

### 7.1 General Information

Applications for registration with ACSLPA are welcome from all suitably qualified candidates. Consistent with the Fair Registration Practices Act (FRPA) (2019), ACSLPA endeavors to ensure that its registration practices are transparent, objective, impartial, and procedurally fair to all applicants.

The Registration staff manages all registration questions and may be reached at:

Tel: 780-944-1609 or 1-800-537-0589  
 Fax: 780-408-3925  
 Email: [Contact ACSLPA](#)

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.

**NOTE:**

- Missing documents will delay the review process.
- 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.

<sup>6</sup> A study course that is a review of previous education.

<sup>7</sup> 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.

Applicants who anticipate difficulties submitting all required documentation within the six-month timeline should contact the Senior Regulatory Coordinator to discuss the specifics of their circumstance.

- 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.

### 7.1.2 Referral 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.

ACSLPA's Registration Committee meets six times per year, on the second Friday of January, March, May, July, September, and November (*Please note: these dates are subject to change due to extenuating circumstances*). 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 and issue you an annual practice permit with specified conditions on practice,
- Defer your application with an interim decision until you successfully complete an examination that 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, or
- Refuse your application.

You will be notified by email of the Registration Committee's decision and the reason(s) for their decision(s). 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.

## 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 nor holding a practice permit from another SLP/audiology regulatory body in Canada)	1 – 2 weeks
New Graduates of a United States (US) ASHA <sup>8</sup> Accredited Program	2 – 3 weeks
Applicants registered in a fully practicing membership category <sup>9</sup> with another provincial SLP/Audiology regulatory body in Canada (BC, SK, MB, ON, QC, NB, NL, NS)	1 – 2 weeks
Applicants registered in a fully practicing membership category 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 2-3 months***

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

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

\*\*\* 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 interim registration decision (e.g., determination of substantial equivalency of qualifications, clearance to complete an entry-to-practice examination, approval of conditional registration for the purposes of completing supervised practice, or any additional requirements).

<sup>8</sup> American Speech-Language-Hearing Association.

<sup>9</sup> See Section 4.1.1a.

## 7.3 Specific Information for Each Applicant Type

### 7.3.1 Graduates of a Canadian Accredited Program (not registered with nor holding a practice permit from 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 SLP or audiology graduates who have not yet been employed,
- SLPs or audiologists who have been working but come from an unregulated Canadian jurisdiction (e.g., the territories), or
- Canadian graduates who have been working outside of Canada.

#### You must submit:

- A completed *Registration and Practice Permit Application Form*.
- Official transcripts confirming the date(s) on which you officially received your graduate 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, your 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 your 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. ACSLPA's *Reference Request Form* is included in the *Registration Application Package*.
- The application fee and registration fee.

#### After we've reviewed the required documents, we will notify you by email whether 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(s) on which you officially received your graduate degree(s) 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. If you haven't yet received your graduate degree, your 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 your university to send the official transcript to ACSLPA immediately following your convocation.
- 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, and
  - 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 to practice exam approved by ACSLPA.  
Results must be provided directly to ACSLPA by the testing agency; copies are not accepted. 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. Further information regarding examination requirements is available [here](#).
- 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. ACSLPA's *Reference Request Form* is included in the *Registration Application Package*.
- The application fee and registration fee.

**After we've reviewed the required documents, we will notify you by email whether 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 in a fully practicing regulated membership category with another provincial SLP/Audiology regulatory body in Canada

*Applicable if you are moving to practice in Alberta and are currently registered in a fully practicing regulated membership category in any Canadian province. All Canadian provinces regulate the professions of SLP and Audiology. Please note that the Canadian territories do not currently regulate SLP and Audiology practice.*

#### **You must submit:**

- A completed *Registration and Practice Permit Application Form*.
- A letter confirming your current registration in good standing in a fully practicing regulated membership category (as described in Section 4.1.1a.) forwarded directly to ACSLPA from all provincial SLP/Audiology regulatory bodies in Canada in which you hold registration.
- 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 the required documents, we will notify you by email whether 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 in a fully practicing membership category 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(s) on which you officially received your graduate degree(s) 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, and
  - ii. Total number of lecture hours.
- Your current résumé.
- A passing score on an entry-to-practice exam approved by ACSLPA.  
Results must be provided directly to ACSLPA by the testing agency; copies are not accepted. 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. Further information regarding examination requirements is available [here](#).
- 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.a.), 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 (ACSLPA's *Reference Request Form* is included in the *Registration Application Package*).
- The application fee and registration fee.

**After we've reviewed the required documents, we will notify you by email whether 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

Applicable if you:

- Graduated from an audiology or speech-language pathology program outside of Canada or the US,
- Graduated from a non-accredited Canadian or US program, or
- Are an applicant from an American jurisdiction 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(s) on which you officially received your graduate degree(s) 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 completed *Coursework Requirements Form* (See Appendix 1).
- An original academic credentials assessment from one of the credentialing agencies listed below under heading 7.4 *List of Credentialing Agencies*. We require a credential assessment for both your undergraduate and graduate degrees. The cost of the academic credential assessment is your responsibility.  
**NOTE:** As World Education Services (WES) includes 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.
- A copy of, or link to a handbook, syllabus, or calendar that give a detailed description of your program of study and clinical practicum. We require course descriptions for both undergraduate and graduate level courses that we are being asked to consider as part of your education. Course descriptions should include:
  - i. Course objectives and format, and
  - ii. Total number of coursework hours (i.e., lecture hours, tutorial hours, laboratory hours, problem-based learning hours, etc.).
- Your current résumé.  
**NOTE:** ACSLPA recommends a resume format that outlines your job titles and the organizations you worked for, dates of employment for each position held, duties of each position, including the practice areas served, and any continuing education or professional development completed.
- 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. ACSLPA's *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/or other documents because of a situation you cannot control, you may give certified true, or notarized copies of your original documents. Please contact the [Registration staff](#) 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 (*Please note: these dates are subject to change due to extenuating circumstances*). 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 interim decision (e.g., determination of substantial equivalency of qualifications, clearance to complete an entry-to-practice examination, or approval of conditional registration for the purposes of completing supervised practice), and we will outline any additional requirements.**

Our standard requirement upon review of documentation is a passing score on an entry-to-practice 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](#). 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 eligible for conditional 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 name of a potential supervisor for approval by ACSLPA.
- The applicable registration fee.

**NOTE:** An approved supervisor must:

- be on the ACSLPA General Register with a valid practice permit;
- have a minimum of 3 years of clinical experience in their respective profession with an understanding of the Alberta practice environment (preferably with a minimum of one year of recent experience practicing in Alberta);
- 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.

**You will then be registered and issued a practice permit with the condition that you must practice under the supervision of an approved speech-language pathologist or audiologist for a minimum period of 450 hours. 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.**

ACSLPA will give the approved supervisor their guidelines and reporting forms (Refer to the sample supervision forms for [audiology](#) and [speech-language pathology](#))

**NOTE:** If you have difficulties finding a suitable supervisor for the supervised practice period, ACSLPA may be able to assist you, depending on your circumstance. Please contact the [Registration staff](#) if you need to discuss your situation in more depth, or if you need more information on how to find a supervisor.

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

**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)**

4<sup>th</sup> Floor, Sterling Place, 9940 – 106 Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655

Fax: 780-422-9734

Email: [iqas@aecd.gov.ab.ca](mailto: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](mailto: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 accredited<sup>10</sup> by a professional association of translators in Canada.
- A translator accredited by a federal, provincial, or municipal government in Canada.

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 and Practice Permit

As a regulated member of ACSLPA, you are required to renew your registration and practice permit annually using the online renewal system. Each regulated 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 name, address, employer, etc.

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

***It is your responsibility as a regulated member to:***

- ***See that ACSLPA has your current contact information, including your email address, and***
- ***Contact the ACSLPA office if you have not received a registration renewal notice by the middle of November of each year.***

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

1. Personal information, including your contact information, employment information, etc.
2. Current qualification hours, i.e., the ACTUAL hours spent in professional practice activities. Professional practice activities include 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.

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<sup>10</sup> Officially recognized as having the essential qualifications.

**NOTE:**

- ACSLPA may need to verify your reported hours.
- Any of the professional practice activities listed above that are accrued as part of doctoral or post-doctoral studies post-qualifying professional degree would also be considered.
- 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, refresher<sup>11</sup> 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.

**NOTE:** Individuals seeking registration via Labour Mobility from another regulated province in Canada where they are currently registered in good standing in a fully practicing regulated membership category are assumed to meet these requirements, and hence are not expected to demonstrate currency.

3. Professional liability insurance information

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 in their own name to obtain registration and a practice permit. An extended reporting period of a minimum of two years is also required.

ACSLPA requires all regulated members holding a practice permit, including those on the courtesy register providing services directly to the public, to hold their own professional liability policy. **Employer coverage is not acceptable.** More information on the College's professional liability insurance requirements can be found [here](#).

4. Continuing Competence Program (CCP) information

Under the Health Professions Act (HPA), you must meet the requirements of the CCP 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.

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<sup>11</sup> A study course that is a review of previous education.

## 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.

As per section 39 of the HPA, if you do not complete your registration renewal and submit the required payment by the deadline, ACSLPA will notify you that your registration and practice permit have been suspended, 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.

***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 before the final deadline.***

## 9. HOW CAN I MAKE STATUS CHANGES?

If you will be leaving practice for an extended period of time (e.g., parental 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 to non-practicing during the annual registration renewal process, or at any time of year using the [Application to Change Status to Non-Practicing](#) form.

More information on applying to resume active practice can be found [here](#).

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, using the [Resignation from ACSLPA](#) form. You may also resign from ACSLPA 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 REGULATED 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 applying<sup>12</sup>, or
- c) Successfully completed approved, refresher<sup>13</sup> education courses in your profession within the previous three years.

**NOTE:** Individuals seeking initial registration via Labour Mobility from another regulated province in Canada where they are currently registered in good standing in a fully practicing regulated membership category are assumed to meet these requirements, and hence are not expected to demonstrate currency.

Once 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 for Re-Entry to 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 on the ACSLPA General Register with a valid practice permit;
- b) have a minimum of 3 years of clinical experience in their respective profession with an understanding of the Alberta practice environment (preferably with a minimum on one year of recent experience practicing in Alberta);
- 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 the sample supervised practice plans for [audiology](#) and [speech-language pathology](#)), must be developed and accepted by the Registrar, the supervisor, and the regulated 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).

<sup>12</sup> Currency hours obtained while working in other provinces or jurisdictions will be considered (verification may be required).

<sup>13</sup> A study course that is a review of previous education.

2. Your supervised practice will include both direct and indirect supervision – refer to supervised practice plan Appendix 8a and 8b for further information.
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.

**NOTE:**

- The Registrar, when issuing a registration and practice permit to allow a regulated member or applicant to gain the required experience, shall apply the following conditions:
  - the regulated member must practice only under the supervision of another regulated member,
  - the regulated member must complete their supervised practice within a time limit set by the Registrar, and
  - other conditions set by the Registrar if appropriate in the circumstances.

**11.2 Regulated Members Who Have Not Practiced for A Period of Greater Than Five Years**

Regulated 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 to practice exam, as prescribed by the Registrar.

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

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

If, as a regulated 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:

$$[\textit{supervised hours needed}] = \left[ \frac{\textit{deficiency in hrs}}{1250 \textit{ hrs}} \right] \times 450 \textit{ hrs} *$$

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



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

#### **11.4 Regulated Members Who Are $\leq$ 50 Hours Short of the 1250 Hour Requirement**

Regulated 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 regulated member of the same profession.

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

#### **11.5 Regulated 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 an audit of your CCP submission, and in the interview component of the Practice Assessment phase of the CCP (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.

**NOTE:** 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.

## **12. ACSLPA COURTESY REGISTER REQUIREMENTS AND CONDITIONS**

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 Alberta, Manitoba, New Brunswick, Ontario, and Saskatchewan 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). Please see the College's [Cross Provincial Practice Guide](#) for more information.

### **Requirements**

An applicant requesting registration on the courtesy register is eligible to be registered if they 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 registration in the home jurisdiction is cancelled, suspended, or has conditions imposed upon it, or if the individual become the subject of a complaint or investigation in their home jurisdiction
  - c. If seeking courtesy registration for purposes 5-9, as outlined below, we will require a verification of registration from the home jurisdiction (and from any other jurisdictions in Canada where the applicant currently holds an SLP/audiology registration).
- (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. evidence satisfactory to the Registrar that the applicant has 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 registration is set to expire in the home jurisdiction before the expiry of the courtesy registration, you will have to provide confirmation of renewal at least one week before the expiry date in the 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 will not be 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\*\*,
- (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\*\*, and
- (9) participating in ACSLPA’s Cross Provincial Practice Agreement (up to a maximum of 200 hours of client/patient care annually)\*\*.

**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

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

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

## 13. ADDITIONAL INFORMATION

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

You will see when you are completing your registration or renewal that we ask for certain information about you as a regulated member that is required by law. Under the 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 (including middle name if you have one) 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, and
- Your practice discipline (i.e., profession) recognized by ACSLPA.

The ACSLPA General Register is updated daily and is available on the ACSLPA website [here](#). 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, and
- 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, and/or 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. Name changes can be requested on the 'Member Login' area of the ACSLPA website, under the 'My Profile' tab. 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 notarized<sup>14</sup> copies.

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<sup>14</sup>A 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 – COURSEWORK REQUIREMENTS

ACSLPA has adopted the Academic Equivalency Framework (AEF), which was developed by a coalition of Canadian audiology and speech-language pathology regulators, as the minimum academic and supervised clinical practice requirements for entry-to-practice audiologists and speech-language pathologists in Alberta.

ACSLPA uses the *Coursework Requirements Form* (Form D) (included in the *Registration Application Package*) to check that applicants have met the academic requirements of the AEF. To complete the *Coursework Requirements Form*, applicants must review and summarize the courses from their program of study, and clearly identify how ACSLPA's coursework requirements, as per the AEF, are covered in their program's curriculum.

The following categories of applicants are required to submit a completed Coursework Requirement Form as part of their application for registration with ACSLPA:

- Graduates of an audiology or speech-language pathology program outside of Canada or the US,
- New graduates of a US ASHA accredited program,
- Graduates of non-accredited Canadian and US programs, and
- Applicants from American jurisdictions where application requirements are not substantially equivalent to ACSLPA's.

### NOTE:

- There is a specific *Coursework Requirements Form* available for each of the professions: one for speech-language pathology, and one for audiology.
- 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 the 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.
- 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.
- 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.

In accordance with the AEF, your program of study must include a minimum of the following hours:

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

Coursework Category	Courses Within Category	Minimum Requirement
<b>Core Professional Area</b> (audiology)	<p><b><i>Audiology Majors</i></b></p> <ul style="list-style-type: none"> <li>● Hearing measurement</li> <li>● Audiological assessment</li> <li>● Electrophysiological and other diagnostic measurements</li> <li>● Basic and advanced concepts in amplification (systems, selection, fitting, verification, and validation)</li> <li>● Implantable hearing devices</li> <li>● Calibration and maintenance of instrumentation</li> <li>● Auditory and vestibular disorders (peripheral and central)</li> <li>● Assessment and management of tinnitus, hyperacusis</li> <li>● Pediatric audiology</li> <li>● (Re)habilitation procedures applied to children, adults, the elderly, specific populations (developmental delay, occupational hearing loss)</li> <li>● Professional practice issues specific to audiology</li> </ul>	<b>405 clock hours</b>
<b>Minor Professional Area</b>	<p><b><i>Speech-Language Pathology Majors</i></b></p> <ul style="list-style-type: none"> <li>● 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</li> </ul> <p><b><i>Audiology Majors</i></b></p> <ul style="list-style-type: none"> <li>● 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)</li> </ul>	<b>45 clock hours</b>
	<b>TOTAL HOURS IN ALL CATEGORIES</b>	<b>765 CLOCK HOURS</b>

## APPENDIX 2 – CLINICAL PRACTICE HOURS REQUIREMENTS

ACSLPA has adopted the Academic Equivalency Framework (AEF), which was developed by a coalition of Canadian audiology and speech-language pathology regulators, as the minimum academic and supervised clinical practice requirements for entry-to-practice audiologists and speech-language pathologists in Alberta.

ACSLPA uses the *Summary of Clinical Hours Form* (included in the *Registration Application Package*) to check that applicants have met the supervised clinical practicum requirements of the AEF. All applicants from non-Canadian accredited programs must submit the *Summary of Clinical Hours Form* for application for registration with ACSLPA. 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.

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.

In accordance with the AEF, your clinical practicum hours from your program of study must include the following:

Audiology	Speech-Language Pathology
<p><u>Must</u> include:</p> <ul style="list-style-type: none"> <li>• Minimum 50 hours with children</li> <li>• Minimum 50 hours with adults</li> <li>• Minimum 100 hours assessment</li> <li>• Minimum 50 hours intervention</li> </ul> <p><u>Must</u> include the following activities:</p> <ul style="list-style-type: none"> <li>• Hearing measurement</li> <li>• Audiological assessment</li> <li>• Electrophysiological and other diagnostic measurements</li> <li>• Amplification (systems, selection, fitting, verification, and validation)</li> <li>• Implantable hearing devices</li> </ul> <p><u>Should</u> include the following activities:</p> <ul style="list-style-type: none"> <li>• Calibration and maintenance of instrumentation</li> <li>• Auditory and vestibular disorders involving both peripheral and central pathways of hearing</li> <li>• Assessment and management of tinnitus, including hyperacusis</li> <li>• Habilitation and rehabilitation procedures applied to children, adults,</li> </ul>	<p><u>Must</u> include:</p> <ul style="list-style-type: none"> <li>• Minimum 50 hours with children</li> <li>• Minimum 50 hours with adults</li> <li>• Minimum 50 hours assessment</li> <li>• Minimum 100 hours intervention</li> </ul> <p><u>Must</u> include a variety of disorder types from the following:</p> <ul style="list-style-type: none"> <li>• Articulation/phonological disorders</li> <li>• Preschool/school-aged language development and literacy</li> <li>• Developmental language disorders</li> <li>• Acquired language disorders</li> <li>• Cognitive communication disorders</li> <li>• Voice disorders</li> <li>• Resonance disorders or structurally related disorders (e.g., cleft lip and palate)</li> <li>• Fluency disorders</li> <li>• Neurologically based speech disorders</li> <li>• Augmentative and alternative communication</li> <li>• Dysphagia</li> <li>• Prevention and identification activities</li> </ul>



the elderly and specific populations (e.g., developmental delay, occupational hearing loss)	
Must include exposure to speech-language pathology assessment, intervention and/or prevention activities (minimum of 20 hours)	Must include exposure to audiology assessment, intervention and/or prevention (minimum of 20 hours)

**NOTE:**

- Please contact the [Registration staff](#) if you anticipate difficulties meeting the clinical practice hours requirements above.
- There is a specific *Summary of Clinical Practice Hours Form* for each of the professions: one for speech-language pathology, and one for audiology.
- As per ACSLPA Registration policy 6.029, where an applicant with prior work experience does not meet ACSLPA’s requirement of 350 hours of supervised clinical practicum in their training program, deficiencies may be filled with relevant work experience.

Applicants must have completed a minimum of 280 hours (80%) of SUPERVISED CLINICAL PRACTICUM HOURS and may be granted credit for up to a maximum of 70 hours (20%) of work experience in the major professional area.

Where a newly graduated applicant (i.e., with no work experience post-graduation) from a non-CACUP accredited program, or from a non-ASHA accredited American university program does not meet the required hours of supervised clinical practice in their major professional area of speech-language pathology or audiology, they may be able to fill in deficiencies as follows:

- A minimum of 280 hours (80% of 350 hours) total SUPERVISED CLINICAL PRACTICE HOURS must have been completed.
- A maximum of 70 hours (20% of 350 hours) will be added to the 450-hour supervised practice period already required.

Where a newly graduated applicant (i.e., with no work experience post-graduation) educated at an ASHA accredited program does not meet the required hours of supervised clinical practice in their major professional area of speech-language pathology or audiology, they will be required to complete supervised practice of a minimum of 20 hours, or if the deficiency is greater than 20 hours, for the number of hours they are deficient.

- ACSLPA reserves the right to review where there are obvious gaps in clinical practicum hours, i.e., in areas considered foundational to SLP and audiology practice (see section A of the audiology clinical practicum hours form entitled “Essential Topics”; articulation/phonology and various language disorders sections on the SLP clinical practicum hours form) and to put conditions in place to address these gaps as required.
- The candidate’s work experience will be evaluated through the reference provided as part of the application process. ACSLPA reserves the right to request further documentation to verify, clarify, and/or validate information as necessary (e.g., an additional reference, employment records, information regarding whether the employer/supervisor is a regulated SLP or audiologist in their respective jurisdiction etc.).
  - Volunteer hours are not accepted as part of the 20% work hours for the purpose of meeting clinical practicum hours 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).

ACSLPA requires all members holding a practice permit, including those on the courtesy register providing services directly to the public, to hold their own professional liability policy. **Employer coverage is not acceptable.**

Typical cost of PLI for a speech-language pathologist or audiologist ranges between \$50.00-100.00 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 [here](#).

## 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.

### NEW APPLICANTS

(New graduates and individuals applying directly to ACSLPA who are NOT currently registered as a speech-language pathologist or audiologist with another provincial SLP/Audiology regulatory body in Canada).

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) that was completed in the English language.
- Graduation from a university program in audiology or speech-language pathology from a non CACUP accredited university program taught in the English language (this must include all didactic learning and clinical practice). Where required, evidence 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.

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.

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>.

## LABOUR MOBILITY APPLICANTS

(Individuals currently registered in a fully practicing regulated membership category with another provincial SLP/Audiology regulatory body in Canada).

- 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 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 in the course of becoming registered in the other jurisdiction.

Proof of English language proficiency will be accepted in any of the following ways:

- Achievement of the required minimum score on an approved standardized English test, as listed on the first page of this appendix (refer to bullet 3).
- Provision of a letter or other evidence from a current employer confirming you are competent to practice the regulated profession in English.
- Verification that professional education was completed in English.
- Verification that secondary schooling was completed in English.

## 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 if 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 applicants for registration 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 notarized<sup>15</sup> 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 that we do not accept criminal record checks from private third-party providers (e.g., BackCheck).

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.

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<sup>15</sup>A 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, and/or
- 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.

ACSLPA's jurisprudence education is designed to ensure that regulated members gain knowledge and understanding of the relevant legislation, regulation, ethical/practice standards, and requirements of a regulated health professional in Alberta. Additional modules focused on protection patients from sexual abuse and sexual misconduct (PPSA) are considered part of the jurisprudence education requirement. The ACSLPA requirement consists of the completion of all online education modules and the successful completion of a multiple-choice exam (quiz).

### ***New Applicants/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. These requirements include the modules related to the protection of patients from sexual abuse and sexual misconduct (PPSA). 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***

All regulated members must complete the full jurisprudence requirements (including the PPSA modules) every 5 years. Members can check when they last completed their jurisprudence via their dashboard on the member portal. The training and exam can be completed at any time during the year and should take approximately 1-3 hours to complete.

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