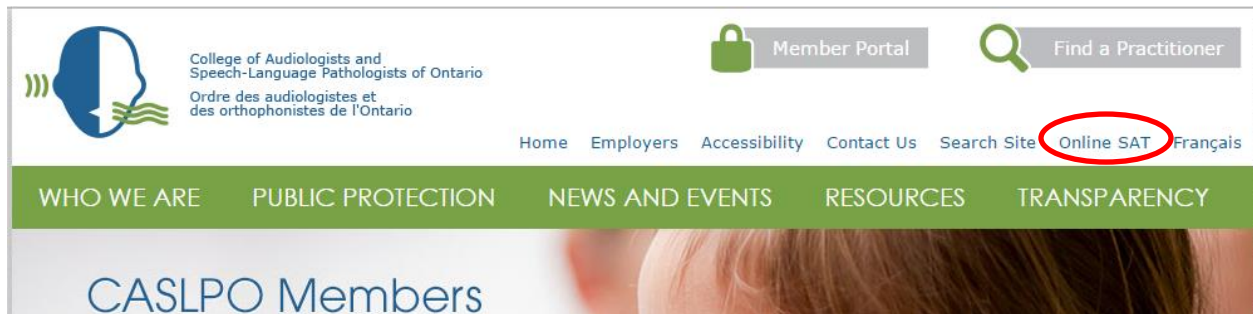


# TEN STEPS TO COMPLETE YOUR 2018 SELF-ASSESSMENT TOOL (SAT)

## STEP 1

Go to the website [caslpo.com](http://caslpo.com) and click on the "Online SAT" (top right hand corner). **Don't** go into the Member's Portal.



## STEP 2

**Sign in.** Your password is your last name, unless you changed your password earlier in the year. If so, put in your changed password.

**Can't remember your password?** Select Reset Password below the 'sign in' box.

## STEP 3

**Decide** which SAT to complete, the [Clinical](#) or the [Non-Clinical](#) SAT in French or English

## STEP 4

**Complete** the **Practice Description**.

## STEP 5

**Evaluate** whether you meet all five **Professional Standards**. If an Indicator does not apply to you, then select **"Non Applicable"**.

## STEP 6

**Develop three Learning Goals for 2018.** These are based on your Professional Standards and/or improvements in practice connected to your current role. You can develop more than three.

## STEP 7

Make sure you have **documented** your Continuous Learning Activity Credits (CLACs) from 2017. You need at least **15 CLACs** for 2017.

## STEP 8

**Evaluate your 2017 Learning Goals** by using the Pull-down menus on your Goal Writing page.

PROGRESS TO MEETING GOAL	IMPACT ON MY PRACTICE
Moderate ▾	Significant ▾

## STEP 9

**Submit** your 2018 Self-Assessment Tool to CASLPO by clicking on

**Submit to CASLPO**

If your SAT is incomplete, the program will not let you submit, but it will tell you which section needs work.

**Not sure if you have submitted?** Go to the SAT home page and look for a message in the top left corner.



The screenshot shows the CASLPO user interface. At the top left is the CASLPO logo, which consists of a stylized head profile with sound waves. To the right of the logo is the text: "College of Audiologists and Speech-Language Pathologists of Ontario" and "Ordre des Audiologistes et des Orthophonistes de l'Ontario". Below the logo, a red arrow points to a message that reads: "Welcome Alexandra Carling CASLPO Reg Number: 2201" and "You've submitted your Self-Assessment Tool to CASLPO on 2017-01-30 09:15". At the bottom of the screenshot is a navigation bar with four buttons: "Home", "Practice Description", "Professional Standards", and "Learning Goals & CLACs".

## STEP 10

- Read the [SAT Guide](#) for more information.
- Contact CASLPO if you require an **accommodation** for the **2018 SAT** due to a disability, medical conditions or unforeseen circumstance.
- What happens if I miss the SAT submission deadline? Click [here](#) to find out.
- Contact the [Practice Advice Team](#) if you have a question.