



CONSEQUENCES OF NOT MEETING THE SAT SUBMISSION DEADLINE

All Academic and General Members are required to complete and submit their online Self-Assessment Tool (SAT) to CASLPO on an annual basis. The SAT has four sections:

- Practice Description
- Evaluation of Professional Practice Standards
- Development of Learning Goals
- Documentation of Continuous Learning Activity Credits

CONSEQUENCES OF NOT MEETING THE SUBMISSION DEADLINE

The deadline to submit your online SAT is **11.59 pm (EST), January 31**, of each year.

- If you fail to meet the deadline your information will be shared with the Quality Assurance Committee.
- You will be required to submit a letter to the Quality Assurance Committee explaining why you missed the deadline and the committee will review the letter.

You may be required to pay a fee.

A fee of \$50.00 may be charged to a member by the College for reminding a member to do something that they are required to do but have failed to do. (BY-LAW NO. 2011-3, 9.2). A reminder can be in the form of a letter, email or telephone call.

Continued failure to submit your SAT by the deadline may be considered an act of professional misconduct.

The Quality Assurance Committee will consider whether to make a referral to the Inquiries, Complaints and Reports Committee (ICRC) with allegations of professional misconduct as per Schedule 2 of the [Regulated Health Professions Act, 1991](#), s.51(1) (b.0.1), and for failing to participate in and fulfill the requirements of the Self-Assessment Program as set out in the [Quality Assurance Regulation](#) 5.2) c).

If you fail to submit your SAT by the deadline on more than one occasion, the Quality Assurance Committee will consider the following:

- 1) Make a referral to the Inquiries, Complaints and Reports Committee (ICRC) with allegations of professional misconduct (see above).
- 2) Direct staff to review the member's SAT to determine if you have submitted:

complete and accurate information or his or her records demonstrates that the member has engaged in adequate self-assessment, continuing education or professional development activities; (Quality Assurance Regulation s. 5 (2) (c))

3) Require you to participate in the Peer Assessment Program as per the [Quality Assurance Regulation](#) 373/12, s.5 (2) (c)

Annual peer and practice assessment

5. (1) Each year, the Committee shall select members to undergo a peer and practice assessment in order to assess the member's knowledge, skill and judgment. O. Reg. 373/12, s. 5 (1).

5 (2) A member may be selected by the Committee to undergo peer and practice assessment,

(c) if a request is made under subsection 4 (5) and the member does not provide complete and accurate information or his or her records do not demonstrate that the member has engaged in adequate self-assessment, continuing education or professional development activities.

The College is here to help you comply with your obligations under the Quality Assurance Program. If, due to an extraordinary set of circumstances, you require an extension to the submission deadline or if you need help to submit your online SAT because of a disability, medical condition or any other reason, please contact us before the deadline of January 31.



Please call us at

416-975-5347 or 1-800-993-9459

or e-mail us at



qualityassurance@caslpo.com

or

caslpo@caslpo.com