

FAQS: MAKING CHANGES TO YOUR SELF-ASSESSMENT TOOL (SAT)

1) Why do we submit the SAT to CASLPO every January 31st?

The College is required to have a system in place that monitors members' participation in, and compliance with, the quality assurance program (RHPA). For CASLPO, that is the annual completion and submission of the SAT by general and academic members.

2) When can I make changes to my SAT?

You can make changes to your SAT at any time of the year. Your SAT is a living document allowing you to reflect on your practice, develop goals, and seek out learning activities that help you to meet your goals.

3) Do I need to inform the College about changes?

No, the SAT is your tool. You can go into your SAT as many times as you like in January and throughout the year to update information, change a goal or add a CLAC. You do not have to inform the College of any changes.

4) What if I want to make a change just after I have submitted my SAT?

Make the changes - **you do not have to resubmit your SAT following your changes.**