

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

STEP 1

Go to the website caslpo.com and click on "Registrants" here you will see the Self-Assessment Tool option. It is not in the Registrant 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 secure 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**". This year you must also read the **Conflict of Interest Standards**.

STEP 6

Develop three Learning Goals for 2020. 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 2019, you need at least **15 CLACs** for 2019. If you joined CASLPO in 2019 you are not required to complete this step.

STEP 8

Evaluate your 2019 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 2020 Self-Assessment Tool to CASLPO by clicking

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, there is a logo for the College of Audiologists and Speech-Language Pathologists of Ontario (Ordre des Audiologistes et des Orthophonistes de l'Ontario). Below the logo, a red arrow points to a message: "Welcome Alexandra Carling CASLPO Reg Number: 2201" and "You've submitted your Self-Assessment Tool to CASLPO on 2017-01-30 09:15". Below the message 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 **2020 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.