

Fair Registration Practices Report

Audiologists and Speech-Language Pathologists (2008)

The answers that you submitted to OFC can be seen below.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

The applicant must submit a completed application form and application fee.

b) requirements for registration

12. (1) The following are the registration requirements for a certificate of registration of any class:

1. The applicant must provide details of any of the following that relate to the applicant:
i. A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.

ii. A finding of professional misconduct, incompetency or incapacity in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.

iii. A current proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.

2. The applicant must provide proof of having professional liability insurance:
i. of at least \$1,000,000.00 per claim before April 1, 1994, and
ii. of at least \$2,000,000.00 per claim on or after April 1, 1994.

3. The applicant must be able to speak and write either English or French with reasonable fluency.

(2) The applicant is exempt from the requirements of paragraph 2 of subsection (1) if the applicant:

(a) is applying for a non-practicing certificate of registration; or

(b) is applying for an academic or teaching certificate of registration and will not, within the scope of his or her practice be directly responsible for providing or deciding to provide any clinical service.

(3) The following are the conditions of a

certificate of registration of any class:

1. The member shall provide the College with details of any of the following that relate to the member and that occur or arise after the registration of the member:

i. A conviction for a criminal offence or an offence related to the regulation of the practice of the profession.

ii. A finding of professional misconduct, incompetency or incapacity in Ontario in relation to another health profession or in another jurisdiction in relation the profession or another health profession.

iii. A proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to another profession or in another jurisdiction in relation to the profession or another health profession.

2. The member shall have adequate professional liability insurance in accordance with subsections (1) and (2).

13. (1) The following are non-exemptible registration requirements for a general certificate of registration:

1. The applicant must have a professional master's degree in speech-language pathology or audiology or both from a university in Ontario, or a degree or diploma granted by a university outside Ontario, that is determined to be equivalent to the Ontario degree by the Registration Committee in accordance with subsection (2).

2. The applicant must be a Canadian citizen or a permanent resident of Canada or be authorized by the Immigration Act (Canada) to engage in the practice of the profession.

(2) For the purposes of paragraph 1 of subsection (1), a degree or diploma is an equivalent degree or diploma if the program contains the following:

1. 270 hours of course work in basic communication processes which include,
i. The anatomic and physiologic basis for normal development and use of speech, language and hearing.

ii. physical bases and processes of the production and perception of speech, and
iii. perceptual processes and psycholinguistic variables related to normal development and use of speech, language and hearing.

2. 200 hours of course work in related areas which include,
i. study of human behaviour, both normal and abnormal,
ii. statistics, and
iii. administrative organization of speech language pathology and/or audiology programs.

3. 360 hours of course work in the major professional area which provides in-depth study of disorders of speech and language or of hearing functioning and clinical evaluation and treatment of communication disorders.

4. 90 hours of course work in the minor professional area which provides study in audiology for speech-language pathology majors and study in speech-language pathology for audiology majors.

5. 300 hours of supervised university accredited clinical practicum with both children and adults representing a wide variety of communication disorders in the area in which registration is sought and consisting of, i. at least 225 hours of experience must be within the major professional area, and ii. a minimum of 35 hours in the minor area.

(3) It is a requirement for a general certificate of registration that the applicant have held an initial certificate of registration for the length of timer required under subsection 15(4) or have satisfactorily completed two years of professional practice in another jurisdiction.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

ACADEMIC QUALIFICATIONS - Applicants are asked to provide the College with an official transcript from both undergraduate and graduate degrees, a complete Form A for Coursework Requirements and a complete Form B for University Supervised Clinical Practicum Hours.

Internationally Educated Applicants are also required to submit an academic credential evaluation report and a program syllabus.

University degrees are deemed equivalent to an Ontario professional master's degree in audiology and/or speech-language pathology if the applicant has met the College's requirements for hours of coursework and clinical practicum and if the applicant has also met the College's requirements for course content.

CONDUCT - Applicants are required to report previous criminal offences related to the practice of audiology and/or speech-language pathology, current proceedings or past findings of professional misconduct, incompetence or incapacity in Ontario or in another jurisdiction in relation to audiology and/or speech-language pathology or another regulated profession.

The applicant also completes a Form C: Registration/Certification/ License Verification Form to be completed by the regulatory body

and the professional associations in the applicant's previous jurisdiction.

CANADIAN CITIZENSHIP, PERMANENT RESIDENT STATUS, VALID WORK PERMIT - The applicant must provide the College with a proof of either Canadian citizenship, permanent resident status or a valid work permit. A photocopy of birth certificate, passport, Canadian citizenship card, permanent resident card, work permit.

LANGUAGE PROFICIENCY - If an applicant's first language is not English or French and if the language of instruction in audiology or speech-language pathology was not English or French, the applicant must demonstrate proficiency by one of the following methods:

TOEFL - English Language Proficiency

- A minimum internet-based test (iBT) overall score of 100 is required with a score of 26 in both the writing and speaking sections of the test; or
- A minimum computer-based test (CBT) overall score of 250 is required with a minimum essay rating of 5 and a minimum score of 50 in the Test of Spoken English (TSE); and
- A minimum paper-based test (PBT) overall score of 600 is required with a minimum score of 50 in the TSE and a minimum score of 5 in the Test of Written English (TWE).

IELTS - English Language Proficiency

The International English Language Testing System (IELTS):

- A minimum score of 8.0 is required from the IELTS.

TESTCan - French Language Proficiency

- A minimum score of 4.5 on each section – listening, reading, writing and speaking, is required from TESTCan.

PROFESSIONAL LIABILITY INSURANCE - The applicant must sign a declaration affirming that s/he has secured professional liability insurance coverage that meets the College's requirements and must also provide the carrier's name, the policy certificate number and the expiry date.

TWO YEARS OF PROFESSIONAL EXPERIENCE -

The applicant must provide the College with a completed Reference Request - Form D. The reference must confirm that the applicant has "satisfactorily completed at least two years of professional practice in another jurisdiction."

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Applicants with less than two years of experience must become registered as an Initial registrant and must complete a 6-month period of mentored practice in Ontario.

The mentor of an Initial Practice Registrant must be a CASLPO member who has at least four years of professional experience and is in good standing with the College.

e) requirements that may be satisfied through acceptable alternatives

Most of the College's registration requirements are non-exemptible and cannot be satisfied with alternatives.

f) the steps in the assessment process

- 1. When an application is received, an electronic record of the application and a hard file are created.**
- 2. Application is review for missing information. If any information is missing the applicant is contacted via email and asked to follow-up on the missing items.**
- 3. If the application is complete the file is review to determine if the application requirements have been met.**
- 4. If the applicant has met the requirements for registration the application is approved. The applicant is notified that their certificate of registration has been issued via email.**
- 5. If concerns regarding the application are identified the application is referred to the College's Registration Committee for consideration.**
- 6. The applicant is notified of the referral of their application to the College's Registration Committee for review and is also notified of the Registrar's concerns regarding the application.**
- 7. The applicant has 30 days to provide a written submission to address the concerns identified and/or to provide additional evidence in support of his/her application.**
- 8. Once the applicant's written submission has been received, the application is considered at the next scheduled Registration Committee meeting.**
- 9. Once a decision has been made the applicant is notified of the Committee's decision via registered mail.**

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

- 1. A completed Application Form;**
- 2. Proof of Canadian citizenship, permanent residency or a valid work permit;**
- 3. A completed Form A: Coursework Requirements;**
- 4. A completed Form B: University Supervised Clinical Practicum Hours;**
- 5. Official transcripts;**
- 6. If the applicant's degree has not yet been conferred, a letter of verifying the applicant's completion of their degree from the university's program director;**
- 7. An academic credential assessment report - Internationally Educated Applicants only;**
- 8. Program Syllabus - Internationally Educated Applicants; and**
- 9. Proof of English or French Language Proficiency - Internationally Educated Applicants.**

<p>h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control</p>	<p>Where an official transcript, verification of university supervised clinical practicum hours and/or a program syllabus cannot be obtained by the applicant, the applicant must provide a statutory declaration (prepared by a notary public or a lawyer) in which the applicant swears that these documents are unattainable from his/her graduating institution.</p>
<p>i) how applicants can contact your organization</p>	<p>Applicant can contact CASLPO via telephone, fax or email.</p>
<p>j) how, why and how often your organization initiates communication with applicants about their applications</p>	<p>The applicant will be notified when their application is received via email and of any outstanding documents.</p> <p>The applicant is notified when outstanding documents are received via email.</p> <p>The applicant is notified when their application is ready for review via email.</p> <p>The applicant is notified when the application has been approved via email.</p> <p>If the application is referred to the Registration Committee, the applicant is notified via registered mail.</p> <p>The Registration Committee will provide the applicant with its decision via registered mail.</p>
<p>k) the process for dealing with documents provided in languages other than English or French</p>	<p>Documents that are not in either English or French must be translated. The cost of translation is the responsibility of the applicant.</p>
<p>l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process</p>	<p>The College uses a third-party organization to verify the authenticity of the credentials of internationally educated applicants and to provide a Canadian equivalency for each document.</p> <p>The College also uses a third-party organization to measure an applicant's English or French language proficiency if English or French is not the applicant's first language and if the language of instruction at the applicant's audiology and speech-language pathology program was not English or French.</p>
<p>m) any timelines, deadlines or time limits that applicants will be subject to during the registration process</p>	<p>When an application has been referred to the College's Registration Committee for review, the applicant has 30 days to make a written submission. This deadline may be extended at the request of the applicant.</p>
<p>n) the amount of time that the registration process usually takes</p>	<p>For applications approved by the Registrar, the process takes approximately three weeks to complete.</p> <p>For applications referred to the College's Registration Committee, the process takes approximately four to six months to complete.</p>

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

**Application Fee - \$75.00 for Ontario graduates
\$100.00 for graduates from outside Ontario
Registration Fee - \$200.00
Annual Fee - Initial - \$250.00 - prorated until
September 30th
General - \$500.00 - prorated until September
30th**

p) accommodation of applicants with special needs, such as visual impairment

There are no specific accommodations in place nor have any been required. If an accommodation is need, such an accommodation will be considered on a case-by-case basis.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

The internationally educated applicant and applicants from other Canadian provinces must pay an application fee of \$100.00. The College is currently working to revise our fees by-law so that all applicants will pay the same fee.

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions

For an application is approved by the Registrar it takes approximately three weeks.

For an application referred to the Registration Committee for review it takes approximately four to six months.

b) What are your timelines for responding to applicants in writing

The applicant is provided with notification of the issuance of their certificate of registration via email on the same day that the certificate is issued.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions

The applicant is notified within three weeks of the Registration Committee's decision.

d) Explain how your organization ensures that it adheres to these timelines.

Timelines are tracked using an application checklist which records the received date for required documentation for an application. Once all of the required documents and fees have been received, the application timeline is tracked by the Manager of Registration Services. Missing documentation or fees will delay the review process and the issuance of a certificate of registration.

The Manager of Registration Services tracks the timeline for providing written decisions by the College's Registration Committee.

Access to Records (4 / 13)

a) Describe how you give applicants access to

Upon request, the applicant may receive a

their own records related to their applications for registration.	photocopy of any of the records related to their application file.
b) Explain why access to applicants' own records would be limited or refused.	Access has never been limited or refused.
c) State how and when you give applicants estimates of the fees for making records available.	Currently the College does not charge a fee for making records available.
d) List the fees for making records available.	None
e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.	Not applicable.

Resources for Applicants (5 / 13)	
a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.	The applicant package is available online or by regular mail. The package includes an application form and application guidelines. If additional support is needed, staff is available to assist the applicant in person, by telephone or via email.
b) Describe how your organization provides information to applicants about these resources.	CASLPO's application package is available online. Contact information for staff is provided in our application guidelines and on our website.

Internal Review or Appeal Processes (6 / 13)	
This section refers to initial internal reviews or appeals.	
a) List your timelines for completing internal reviews or appeals of registration decisions.	Not Applicable - Appeals of registration decisions are not completed internally. Appeals are reviewed by the Health Professions Appeal and Review Board.
i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.	Not applicable
ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.	Not applicable
b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.	Not applicable
c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.	Not applicable

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

Not applicable

e) Describe your internal review or appeal process.

Not applicable

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

**The Registration Committee is composed of 6 members.
Four of the Committee members are members of the profession in Ontario.
Two of the Committee members are members of a public appointed to Council by the Lieutenant Governor.
Two of the Committee members were educated in the United States.**

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Under the provisions of section 21 of the Health Professions Procedural Code, the applicant has the right to require that the Health Professions Appeal and Review Board hold a review of the application and documentary evidence in support of it, or a hearing of the application.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

12. (1) The following are the registration requirements for a certificate of registration of any class:

1. The applicant must provide details of any of the following that relate to the applicant:

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- ii. A finding of professional misconduct, incompetency or incapacity in Ontario in relation to another health profession or in another jurisdiction in relation to the profession or another health profession.**
- iii. A current proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to another health profession or in another jurisdiction in relation the profession or another health profession.**

2. The applicant must provide proof of having professional liability insurance:

- i. of at least \$1,000,000.00 per claim before April 1, 1994, and**
- ii. of at least \$2,000,000.00 per claim on or after April 1, 1994.**

3. The applicant must be able to speak and write either English or French with reasonable fluency.

(2) The applicant is exempt from the requirements of paragraph 2 of subsection (1) if the applicant:

(a) is applying for a non-practicing certificate of registration; or

(b) is applying for an academic or teaching certificate of registration and will not, within the scope of his or her practice be directly responsible for providing or deciding to provide any clinical service.

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1. The member shall provide the College with details of any of the following that relate to the member and that occur or arise after the registration of the member:

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iii. A proceeding for professional misconduct, incompetency or incapacity in Ontario in relation to another profession or in another jurisdiction in relation to the profession or another health profession.

2. The member shall have adequate professional liability insurance in accordance with subsections (1) and (2).

13. (1) The following are non-exemptible registration requirements for a general certificate of registration:

1. The applicant must have a professional master's degree in speech-language pathology or audiology or both from a university in Ontario, or a degree or diploma granted by a university outside Ontario, that is determined to be equivalent to the Ontario degree by the Registration Committee in accordance with subsection (2).

2. The applicant must be a Canadian citizen or a permanent resident of Canada or be authorized by the Immigration Act (Canada) to engage in the practice of the profession.

(2) For the purposes of paragraph 1 of subsection (1), a degree or diploma is an equivalent degree or diploma if the program contains the following:

1. 270 hours of course work in basic communication processes which include,
i. The anatomic and physiologic basis for normal development and use of speech, language and hearing.
ii. physical bases and processes of the production and perception of speech, and
iii. perceptual processes and psycholinguistic variables related to normal development and use of speech, language and hearing.

2. 200 hours of course work in related areas which include,
i. study of human behaviour, both normal and abnormal,
ii. statistics, and
iii. administrative organization of speech language pathology and/or audiology programs.

3. 360 hours of course work in the major professional area which provides in-depth study of disorders of speech and language or of hearing functioning and clinical evaluation and treatment of communication disorders.

4. 90 hours of course work in the minor professional area which provides study in audiology for speech-language pathology majors and study in speech-language pathology for audiology majors.

5. 300 hours of supervised university accredited clinical practicum with both children and adults representing a wide variety of communication disorders in the area in which registration is sought and consisting of, i. at least 225 hours of experience must be within the major professional area, and ii. a minimum of 35 hours in the minor area.

(3) It is a requirement for a general certificate of registration that the applicant have held an initial certificate of registration for the length of timer required under subsection 15(4) or have satisfactorily completed two years of professional practice in another jurisdiction.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

1. The applicant's academic credential evaluation report is reviewed to determine if the applicant has completed a university degree in speech-language pathology or audiology. If the credential is not identified as a university degree, the application is referred to the College's Registration Committee for review.

2. Once it has been established that the applicant has a university degree in audiology or speech-language pathology. The applicant's coursework is reviewed by staff to determine if the applicant has completed sufficient coursework and practicum hours to meet the

College's requirements.

(a) Staff will review transcript and syllabus information along with the applicant's Form A: Coursework Requirement to verify that the information provided is accurate.

(b) Staff will then identify if there are any deficiencies in either coursework hours and/or practicum hours.

(c) Staff will also review the content to the applicant's program to identify gaps in content.

(d) If there are no concerns identified regarding the application, the application is approved by the Registrar.

(e) If concerns are identified, the application is referred to the College's Registration Committee for review.

c) Explain how work experience in the profession is assessed.

The applicant must provide the College with a completed Form D: which states that the applicant has "...satisfactorily completed two years of professional practice in another jurisdiction."

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

For internationally educated applicants, the applicant must submit an academic credential assessment to the College. The academic credentialing agency verifies the authenticity of the applicant's academic credential.

Academic transcripts must be provided to the College directly from the applicant's university or in university sealed envelopes.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Registration Committee will give more weight to past decisions if all relevant aspects of the application are similar (i.e. university attended and timeframe of attendance). Less weight will be given to decisions with dissimilar facts or older cases which are no longer relevant.

When reviewing an application, the Committee will review past decisions that are less than 10 years old.

The Registration Committee must keep in mind that its ultimate objective is to ensure that the public is protected.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

The status of an institution in its home country does not affect recognition of credentials of the applicant by CASLPO.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

There are no specific accommodations in place nor have any been required. If an accommodation is need, such an accommodation will be considered on a case-by-case basis.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration

The average length of time required to complete the entire registration process is three weeks.

decision is issued.

i. State whether the average time differs for internationally trained individuals.

The average time differs for internationally educated applicants.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

The level of documentation provided by the applicant regarding their program of study is often substantial and takes time to review carefully. In addition, internationally educated applicants must be reviewed by the College's Registration Committee and if deficiencies are identified, the deficiencies must be fulfilled before a certificate of registration may be issued.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

CASLPO requires the applicant to provide the College with a credential evaluation from an approved credentialing agency (i.e. WES, CES, IQAS, ICES)

ii. Describe the criteria that are applied to determine equivalency.

The credential must be evaluated as comparable to a Canadian university degree in order to be considered.

iii. Explain how work experience is taken into account.

If an applicant has at least two years of professional experience in another jurisdiction, the applicant is eligible for a general certificate of registration.

An applicant with less than two years of experience must apply for an initial certificate.

j) If your organization conducts competency assessments:

i. Describe the methodology used to evaluate competency.

Not applicable.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable.

iii. Explain how work experience is used in the assessment of competency.

Not applicable.

k) If your organization conducts prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Not applicable.

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable.

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable.

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.	Not applicable.
ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.	Not applicable.
iii. State how often exam questions are updated and the process for doing so.	Not applicable.

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.	LANGUAGE - TOEFL, IELTS, TestCAN CREDENTIAL ASSESSORS - WES, CES, IQAS, ICES.
b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:	
i. provides information about assessment practices to applicants	Information is provided on the websites of the third-party organizations regarding assessment practices.
ii. utilizes current and accurate information about qualifications from outside Canada	The College takes no specific measures.
iii. provides timely decisions, responses and reasons to applicants	The College takes no specific measures.
iv. provides training to individuals assessing qualifications	The College takes no specific measures.
v. provides access to records related to the assessment to applicants	The College takes no specific measures.
vi. accommodates applicants with special needs, such as visual impairment	The College takes no specific measures.
c) If your organization relies on a third party to conduct credential assessments:	
i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.	Credentialing agencies conducts extensive research on education systems and evaluation methodology and maintain an evaluation database of foreign academic institutions.
ii. Describe the criteria that are applied to determine equivalency.	The credentials are then evaluated through various criteria including: Admissions requirements Education level Type of institution Objective of educational program Information measured against Canadian standards
iii. Explain how work experience is taken into account.	Not applicable

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

Not applicable

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Not applicable

iii. Explain how work experience is used in the assessment of competency.

Not applicable

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

Not applicable

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

Not applicable

iii. Explain how work experience is used in the assessment of prior learning.

Not applicable

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

Not applicable

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

Not applicable

iii. State how often exam questions are updated and the process for doing so.

Not applicable

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

Staff attend workshops and conferences to gain further training in the area of qualifications assessment.

Registration Committee members receive an orientation manual and an orientation session is conducted with the Manager of Registration Services if the member has any questions. Registration Committee members will also attend workshops and conferences to get additional training.

ii. individuals who make registration decisions

Same as above.

iii. individuals who make internal review or appeal decisions

Not applicable

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

The Inter-provincial Mutual Recognition Agreement for Speech-Language Pathology and Audiology.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

The Inter-provincial Mutual Recognition Agreement works to fast-track the application process for applicants when moving from one province to the other.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

Language	Yes/No
English	Yes
French	Yes
Other (please specify)	

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	9
Staff involved in appeals process	n/a
Staff involved in registration process	3

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	United States	42
Second-largest number	Australia	6

Third-largest number	Ireland	4
Fourth-largest number	South Africa	2
Fifth-largest number	Iran, Egypt, UK	1

* Persons who have applied to start the process for entry to the profession.

**Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Total Members	1539	482	924	200	31	3176
Non-practising members	84	29	47	22	5	187

* Persons who are currently able to use the protected title or professional designation of your profession.

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	79	26	42	15	0	162
Applicants actively pursuing licensing (applicants who had some contact with your organization in the	1	4	8	31	0	44

reporting year)						
Inactive applicants (applicants who had no contact with your organization in the reporting year)	5	5	3	27	0	40
Applicants who met all requirements and were authorized to become members but did not become members	1	3	1	1	0	6
Applicants who became members	95	30	47	12	0	184
Applicants who were authorized to receive an alternative class of license* but were not issued a license	1	0	0	0	0	1
Applicants who were issued an alternative class of license*	90	20	29	9	0	148

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	Description
a)	Initial Certificate of Registration	The applicant has less than two years of professional experience and must successfully complete a period of mentored practice to become a fully licensed member
b)		
c)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)
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Jan. 1 to Dec. 31	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	2	22	0	24
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Our organization does not process appeals of registration decisions. Appeals are processed by a third-party - the Health Professions Appeal and Review Board. Four applicants have requested an appeal by HPARB of the registration decision regarding their applicant. Two applicants withdrew their appeal after they had initiated the process. Decision regarding the other two appeals have not been made yet by HPARB.

Certification (13 / 13)

I hereby certify that:

- - I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- - all information required to be provided in the Report is included; and
- - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

David Hodgson

Title:

Registrar

Date:

February 27, 2009