



CAASPR - WEB PORTAL APPLICATION GUIDE - 2020

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Disclaimer

Before applying for registration as an audiologist or speech-language pathologist in Canada, applicants are responsible for ensuring that they understand the regulations and policies associated with their intended practice jurisdiction.

By applying to CAASPR, applicants attest to having read and understood the policies herein. Failure to comply with application requirements may result in application or examination ineligibility, cancellation and loss of payment.

CAASPR reserves all rights to review and update its policies. Applicants are responsible for understanding and being aware of the most current policies and are expected to seek assistance if required. We remind you to regularly check the CAASPR website for new updates and changes (<http://caaspr.ca/>).

If you are seeking registration in Ontario, Alberta or British Columbia, please contact the provincial regulator.

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Abbreviations

This guide contains several abbreviations and acronyms which are listed and defined below. Applicants are reminded that they should seek clarification if they are unsure of certain specific terms, criteria or requirements.

AEF - Academic Equivalency Framework

AUD - audiologist or audiology

CAASPR - Canadian Alliance of Audiologist and Speech-Language Pathologist Regulators

CACUP - Council for Accreditation of Canadian University Programs

CETP - Canadian Entry To Practice Exam

ITW - The Canadian Internationally Trained Worker program

PIPEDA - Personal Information and Protection of Electronic Documents Act

SAC - Speech-Language & Audiology Canada

SLP - Speech-Language pathologist or speech-language pathology

About CAASPR

The Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR) is the federation of audiology and speech-language pathology regulators in Canada. CAASPR's mandate is to facilitate national regulatory collaboration to advance the practice and regulation of audiology and speech-language pathology in Canada. CAASPR works with provincial regulatory organizations to develop national standards and to determine if audiology and speech-language pathology applicants are eligible to write the Canadian Entry-To-Practice (CETP) Exam.

Applicants are reminded of their responsibility to become informed regarding audiology and speech-language pathology practice expectations including:

- Understanding entry-to-practice competencies at: <https://caaspr.ca/articles/national-audiology-and-speech-language-pathology-competency-profiles>
- Understanding examination requirements
- Understanding registration/licensure requirements for their intended jurisdiction.
- Understanding the Code of Ethics and the Standards of Practice of their intended jurisdiction.

Please familiarize yourself with these requirements by visiting <https://www.caaspr.ca/> and your chosen provincial regulator's website(s). The chart below identifies Canadian Provincial Regulatory agencies and their contact information.

Canadian Provincial Regulators

Province	Regulator	Contact Information
Newfoundland and Labrador	Newfoundland and Labrador Council of Health Professionals	209 Blackmarsh Road St. John's NL A1E 1T1 Tel: 709.745.7304 Fax: 709.745.0877 Email: contact@nlchp.ca
Nova Scotia	Nova Scotia College of Audiologists and Speech-Language Pathologists (NSCASLP)	502 - 5657 Spring Garden Road, Lobby Box 142, Halifax, Nova Scotia, B3J 3R4 Email: info@nscaslp.ca
New Brunswick	New Brunswick Association of Speech-Language Pathologists and Audiologists (NBASLPA)	147 Ellerdale Ave. Moncton, NB E1A 3M8 Tel: 506.858.1788 or 877.751.5511 Fax: 506.854.0343 Email: nbaslpa@nb.aibn.com
Quebec	Ordre des orthophonistes et audiologistes du Quebec (OOAQ)	630, rue Sherbrooke Ouest, bureau 800 Montréal, Québec, H3A 1E4 Tel: 514.282.9123 or 888.232.9123 Fax: 514.282.9541 Email: info@ooaq.qc.ca
Manitoba	College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM)	1-333 Vaughan St. Winnipeg, MB R3B 3J9 Tel: 204.453.4539 Fax: 204.477.1881 Email: office@caslpm.ca
Saskatchewan	Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA)	11-2010 7th Ave. Regina, SK S4R 1C2 Tel: 306.757.3990 or 866.757.3990 Fax: 306.757.3986 Email: saslpa@sasktel.net
Ontario	Please contact the regulator for registration information	3080 Yonge St., Suite 5060 Toronto, ON M4N 3N1 Tel: 416.975.5347 or 800.993.9459 Email: registration@caslpo.com
Alberta	Please contact the regulator for registration information	209 - 3132 Parsons Road Edmonton, AB T6N 1L6 Tel: 780.944.1609 or 1.800.537.0589 (Alberta only) Fax: 780.408.3925 Email: headoffice@acslpa.ab.ca
British Columbia	Please contact the regulator for registration information	900-200 Granville Street Vancouver, BC V6C 1S4 Tel: 604.742.6380 Email: enquiries@cshbc.ca
Prince Edward Island	There are no provincial/territorial regulators. You are not required to obtain a regulatory licence to practice the professions of audiology and speech-language pathology in these jurisdictions, however, some employers may have specific requirements.	
Northwest Territories		
Yukon		
Nunavut		

Applicable Policies

Non-Discrimination

CAASPR policies respects the non-discrimination principles of the Canadian Code of Human Rights. For these reasons, we do not discriminate for any reason, including age, gender, race, national origin, colour, religion, sexual orientation, family or marital status and disability.

Privacy Policy

CAASPR is committed to protecting the privacy of all collected personal information and to responsibly sharing only the information required to achieve its tasks. CAASPR is also committed to adhering to the principles of the *Personal Information and Protection of Electronic Documents Act, 2000 (PIPEDA)*. For more information, please see the Privacy Policy posted on CAASPR's website: <https://www.caaspr.ca/licensure-canada/privacy-policy>

Verified & Mailed Documentation Policy

In some circumstances, CAASPR will only accept valid, official, authenticatable and verifiable documents received by mail from third-party institutions. Applicants must arrange to have their documents mailed to CAASPR directly. Emailed, faxed or photocopied documents will not be accepted.

Document Retention Policy

Documents received by CAASPR that cannot be appended to an open or on-going application will not be accepted or retained and will be shredded. CAASPR does not track and cannot provide information about shredded documents.

Documents which form part of an open CAASPR application are held on record as per the CAASPR Privacy Policy, which is posted on the CAASPR's website.

Fraudulent Submission(s) or Cheating

All CAASPR document submissions, applications and examination processes are meant to uphold professional integrity and security. All submitted CAASPR information and processes are meant to ensure the strictest compliance with these principles. If your application contains fraudulent documents or you are found to have contravened professional expectations, you can expect that your application will be immediately rejected and closed, without possibility of refund. Where fraud is suspected, CAASPR will notify policing authorities. Provincial regulatory organizations will be notified if professional expectations have been contravened.

Audiology in Canada

Audiologists (AUDs) are hearing health professionals who identify, assess and provide treatment to individuals with peripheral or central hearing loss, tinnitus, vestibular and balance disorders, and related disorders across the lifespan.

Educational Entry-to-Practice Requirements:

A professional master's degree (or equivalent) in audiology is required to practice in all regulated Canadian provinces. A professional Master's degree is one that qualifies someone to practice audiology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam must demonstrate that they possess a professional Master's degree from a university program accredited by the Council for Accreditation of Canadian University Programs (CACUP) or education that is considered by CAASPR to be equivalent to same.

Roles and Responsibilities:

Audiologists may practice independently and/or within an interprofessional practice framework where they collaborate with other healthcare professionals such as: speech-language pathologists, physicians, nurses, educators, occupational therapists, physiotherapists, psychologists, child care staff and social workers, as well as communication health assistants. Audiologists may also provide a broad range of other clinical and professional services.

Speech-Language Pathology in Canada

Speech-language pathologists (SLPs) are health professionals who identify, assess and treat communication, swallowing and related disorders across the lifespan.

Educational Entry-to-Practice Requirements:

A professional Master's degree (or equivalent) in speech-language pathology is required to practice in all regulated Canadian provinces. A professional Master's degree is one that qualifies someone to practice speech-language pathology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam must demonstrate that they possess a professional Master's degree from a university program accredited by the Council for Accreditation of Canadian University Programs (CACUP) or education that is considered equivalent by CAASPR/Regulators. same.

Roles and Responsibilities:

Speech-language pathologists may practice independently and/or within an interprofessional practice framework where they collaborate with other health professionals such as; audiologists, physicians, nurses, educators, dietitians, occupational therapists, physiotherapists, psychologists, childcare staff and social workers, as well as communication health assistants. Speech-language pathologists may also provide a broad range of other clinical and professional services.

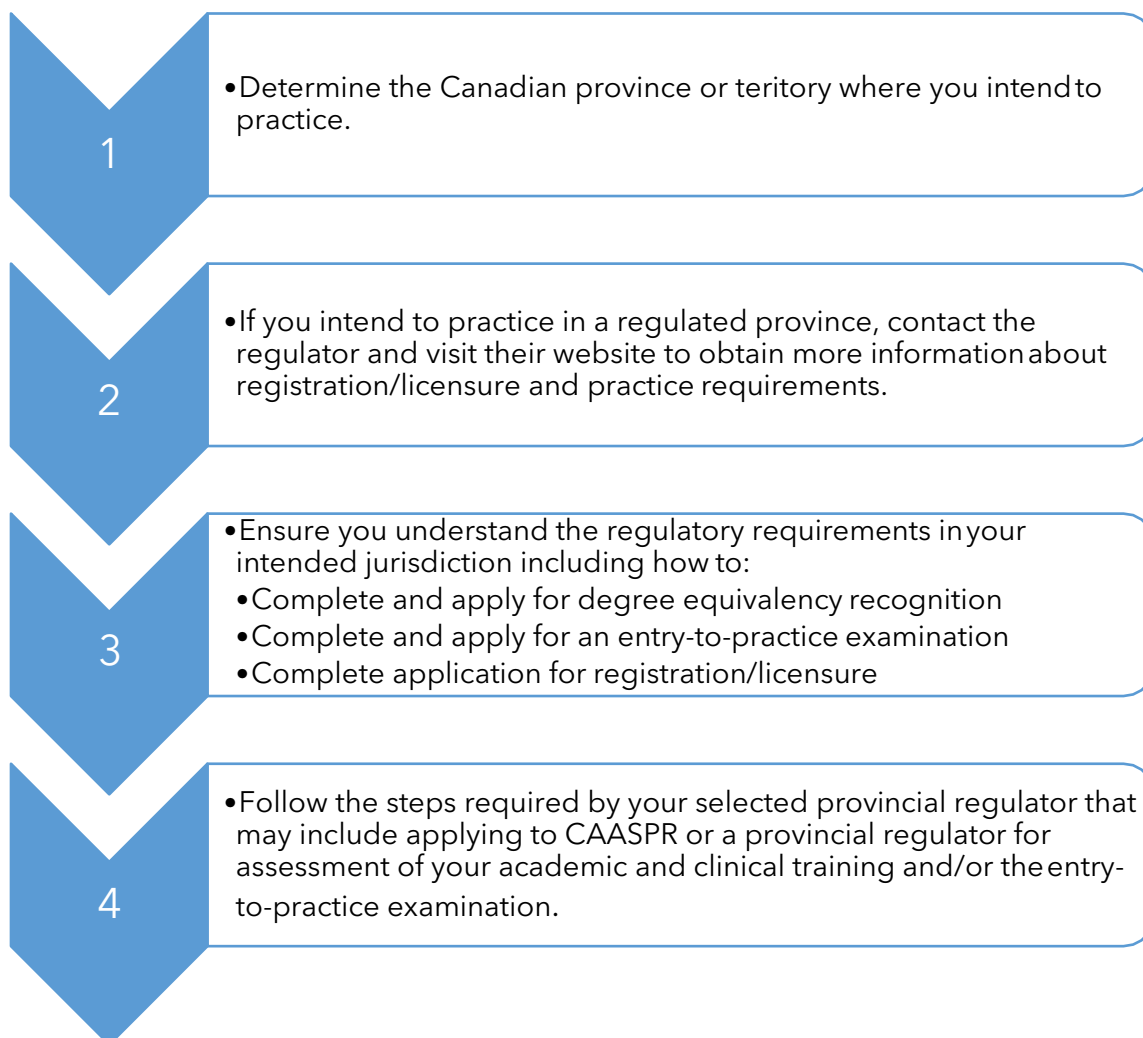
More Professional Information

To learn more about the AUD and SLP professions in Canada, we encourage applicants to explore CAASPR, provincial regulator and professional association website resources.

AUD and SLP Registration and Licensure in Canada

Audiology and Speech-Language Pathology practice is regulated by law in nine (9) Canadian provinces including: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia and Newfoundland and Labrador. It is, therefore, **illegal** in these jurisdictions to practice audiology or speech-language pathology or to use the titles of audiologist and speech-language pathologist (or other related forms/abbreviations thereof), without provincial regulatory registration/licensure.

Applicants are reminded that each province has specific registration/licensure requirements and you are expected to comply with the applicable registration/licensure processes. Applicants should follow the steps below to ensure they fully and thoroughly understand the professional expectations of the jurisdiction where they intend to practice prior to applying or providing professional services:



Canadian-Educated Applicants

If you are a Canadian-educated audiologist or speech-language pathologist applicant you should:

1. Visit CACUP-ASLP website (<https://www.cacup-aslp.ca/en>) to confirm the accreditation status of your educational program.
2. Determine the province or territory where you intend to practice and visit the corresponding regulator's website, regarding entry-to-practice requirements.
3. ***If you intend to practice in the regulated provinces of: Newfoundland and Labrador, Nova Scotia, New Brunswick, Manitoba or Saskatchewan***, you must create an account and application file with CAASPR (<https://www.caaspr.ca/>), arrange for official university documents to be provided to CAASPR and pay the associated fees. CAASPR will assess your eligibility to write the CETP Exam and if successful, you will be directed to enroll for the CETP Exam and pay the CETP Exam fee.
4. ***If you intend to practice in Quebec, Ontario, Alberta or British Columbia***, you should contact the appropriate provincial regulator for application instructions.
5. ***If you intend to practice in an unregulated jurisdiction*** you should contact the provincial/territorial professional association to learn the process for application. Applicants planning to practice in an unregulated jurisdiction are not required to write the CETP Exam but may wish to do so, if they plan to move to a regulated jurisdiction in the future.

IMPORTANT NOTE

If you are a graduate of a Canadian university that has ***not been accredited*** by CACUP, and intend to practice in **Newfoundland and Labrador, Nova Scotia, New Brunswick, Manitoba or Saskatchewan**, you will be required to follow the process for internationally educated applicants.

Internationally-Educated Applicants

If you are an internationally educated audiologist or speech-language pathologist or graduate, intending to practice in one of Canada's regulated jurisdictions, you will be required to:

1. Determine the province or territory where you intend to practice and become informed, by visiting the corresponding regulator's website, about the application processes and registration/licensure requirements.
2. ***If you intend to practice in the regulated provinces of: Newfoundland and Labrador, Nova Scotia, New Brunswick, Manitoba or Saskatchewan***, you must: create an account and application file with CAASPR (<https://www.caaspr.ca/>); have a credential assessment completed by a third-party agency and possibly complete language proficiency testing; submit all required documents to CAASPR and pay the associated fees. CAASPR will assess your eligibility to write the CETP Exam and if successful, you will be directed to enroll for the CETP Exam and pay the Exam fee. If you are deemed

not eligible to proceed to the Exam, the regulatory body in the jurisdiction where you intended to practice will provide you specific information regarding your application.

3. ***If you intend to practice in Quebec, Ontario, Alberta or British Columbia***, you should contact the corresponding regulator and follow their process for application and assessment. If your training is assessed to be equivalent to the minimum standard for accredited Canadian training programs, and you are required to successfully complete the CETP Exam, you will be advised how to enroll for the Exam and pay the exam fee.
4. ***If you intend to practice in an unregulated territory***, you should contact the corresponding provincial/territorial professional association to learn the process for application. Applicants planning to practice in an unregulated jurisdiction are not required to write the CETP Exam but may wish to do so, if they plan to move to a regulated jurisdiction in the future.

IMPORTANT NOTE

Internationally trained individuals may prepare for the application process while still enrolled in a program of study or while outside Canada by becoming familiar with Canadian registration requirements and upgrading language skills if required.

CAASPR Assessment

Through its roster of qualified, trained assessors, CAASPR supports the provincial regulators in **Newfoundland and Labrador, Nova Scotia, New Brunswick, Manitoba and Saskatchewan**, in making an objective decision regarding your qualifications for licensure.

The assessment process aims to evaluate your AUD or SLP training and (French/English) language proficiency to determine your eligibility to proceed to the next step of writing the national regulatory exam. In some specific cases, work history in AUD or SLP may be considered.

There are three (3) stages in the assessment process:

1. Pre-assessment

Starts when you create an account and file with CAASPR (<http://caaspr.ca>), enter your personal and professional information, upload required documentation and pay the applicable fee(s).

2. Assessment

Starts when CAASPR has received a **complete** application including **all** required documents. Your application will then be assigned to CAASPR assessors who will review your file and assess all supporting documents.

3. Post-assessment

Once assessed, you will be informed if you are eligible to sit the CETP Exam or if there

are identified gaps in the requirements for that step.

STAGE 1: Pre-Assessment

Step 1: Gather Information

Prior to applying, it is important that you contact the provincial regulator, where you intend to practice, as there are some region-specific registration requirements. Provincial regulators will advise you of their requirements and will be able to provide you up-to-date information regarding licensure for audiology and/or speech-language pathology in their jurisdiction.

We also suggest that you thoroughly read this Guide and understand the application, documentation and fee requirements. A summary of these requirements is provided below.

Be prepared to present evidence of:

- Identification and your professional Master's degree in audiology and/or speech-language pathology.
- If you are an internationally educated applicant or an applicant from a non-accredited Canadian Master's degree program, you will be asked to provide the following documents:

Document	Responsibility
Proof of ID	Submitted online by the applicant - CA &NCA/INT
Summary of Transcript Information (AEF)	Submitted online by the applicant - NCA/INT
Work History	Submitted online by the applicant- NCA/INT
Course Syllabi	Submitted online by the applicant- NCA/INT
Translation of Transcripts and Course Syllabi*	Notarized documents to be mailed to CAASPR by the applicant - NCA/INT
Undergraduate Transcript	Mailed directly to CAASPR by the applicant's educational institution - CA & NCA/INT
Master's Degree Transcript	Mailed directly to CAASPR by the applicant's educational institution - CA & NCA/INT
CAASPR Clinical Practice Hours Form	Mailed directly to CAASPR by the applicant's educational institution - CA & NCA/INT
Language Test Scores*	Mailed directly to CAASPR by the issuing institution or testing agency - NCA/INT
Credential Assessment	Mailed directly to CAASPR by the credentialing verification agency - NCA/INT
Employer Verification	Mailed directly to CAASPR by the applicant's employer - NCA/INT

CA=Canadian Accredited Applicant

CNA/INT= Canadian Non-Accredited / International Applicant

***Not applicable if your entire Master's program was in English or French**

Step 2: Create a CAASPR account

Go to <https://www.caaspr.ca/> and click on the Log-in button. Next, select "create new account" option and:

- Enter a current email address that CAASPR may utilize to communicate with you.
- Enter your current (legal) first name, last name, phone number and address.
- Select **one** of the options in the "Profession" field, AUD or SLP. You must choose either Audiology or Speech-Language Pathology. If you wish to be assessed for both professions, you must submit two separate applications.
- Select one of the options from "Jurisdiction" field. You must select the jurisdiction (i.e. province or territory) where you intend to practice.
- Check the box "Document Language" if your official documents are **not** in English or French. In this case, you will be required to provide translated documents.
- Indicate in "Language Setting" your preference for the English or French version of the CAASPR site. Review the "Consent and Declaration" statements and click the boxes to indicate your acceptance. (This is a mandatory field).
- Click "Create new account".

Step 3: Enter your academic information

- In the "Profession" field choose the profession that represents your educational background.
- In "Related Degrees" section, list any additional degrees that are related to audiology or speech-language pathology.

IMPORTANT NOTE

A professional Master's degree in audiology and/or speech-language pathology is the minimum educational entry-to-practice requirement in Canada.

Step 4: Submit and Obtain Official Documents

Canadian Accredited Program Graduate

If you are a graduate of an accredited Canadian Master's degree program, you must submit Identification, contact your university(ies) and request that official evidence of your degree completion (official transcripts) and duly complete clinical hours form be mailed directly to CAASPR.

Canadian Unaccredited Graduate or International Applicants

Applicants from university programs outside of Canada and graduates of non-accredited Canadian programs, must upload the following required documents:

Proof of ID

Canadian citizens must submit a copy of a valid Canadian passport or a Canadian driver's licence or both sides of your Canadian citizenship card.

Non-Canadian citizens must submit a copy of their passport, their record of landing, permanent residency card or your valid employment authorization (i.e. work permit).

IMPORTANT NOTE

If an applicant's current name is different from the name displayed on their provided identification, citizenship card, passport, record of landing, permanent residency card or employment authorization records, you must upload a copy of your marriage certificate or legal change of name document along with your other Proof of ID documents.

Summary of Academic Transcripts

You must summarize your completed undergraduate and Master's degree academic coursework. This can be accomplished by using the "Summary of Transcript Information" form, available in this guide ([Appendix 'C'](#)), or by downloading and completing the appropriate document in the "Documents and Status" tab when you are logged into your CAASPR account.

Work History

You must complete and submit the "Work History" form if you completed your audiology or speech-language pathology Master's degree more than three years before the date you submit your application to CAASPR. This form is not required if you completed your Master's program less than three years prior to application.

If you completed your Master's degree more than three years prior to application, you will be required to contact your past employer(s) and ask to have the "Employer Verification" form ([Appendix 'C'](#)) completed and mailed directly to CAASPR.

The "Work History" form and the "Employer Verification" form are available to download in the "Documents and Status" tab when you are logged into your CAASPR account.

Course Syllabi

You must submit detailed course descriptions or syllabi. Accepted course outlines/syllabi should include:

- Course objectives and format
- Detailed course content
- Total number of lecture hours
- Required assignment(s) or report(s)
- Required text(s)
- Required reading(s)
- Type and method of examination(s)

IMPORTANT NOTE

CAASPR will not seek out information for you if you are unable to provide course work information or syllabi. You may, however, contact CAASPR to explain your circumstances and provide evidence of your unsuccessful attempts to obtain the required information and discuss your particular circumstances to try and resolve this evidential requirement.

Transcript and Syllabi Document Translation

Transcripts and course syllabi, received in a language other than English or French, must be translated. When CAASPR receives official transcripts or course syllabi from third party institution(s), these will be appended to your application and you will have access to have them translated. It is your responsibility to arrange and pay for document translation.

CAASPR accepts document translations from:

- The consulate, high commission, or embassy (in Canada) of the country that issued the documents.
- A Canadian consulate, high commission, or embassy in the country from where you emigrated.
- A translator who is certified by a member organization of the Canadian Translators, Terminologists and Interpreters Council (CTIC). Go to <http://www.cttic.org/member.asp> for a list of member organizations that provide names of certified translators. It is important to confirm with the certifying organization that the translator is a **certified** member of their organization and certified to translate into English or French from the language of your document(s).
- A translator accredited by a federal, provincial or municipal government in Canada.

All translations must be original and accompanied by the translator's statement confirming:

- That the translation is accurate and authentic.
- That the translator belongs to one of the categories listed above (identification number and/or seal, name, address and telephone number of the translator are required).
- The full, printed name and signature of the translator.

You must ensure that the translation is clearly identified so that we can match it to your file, and that copies of your documents, that we sent to you for translation, are returned to CAASPR together with the official translation. Again, you are solely responsible for **all** arrangements and costs associated with document translation.

Step 5: Request official documents from Third Parties

Most items in Step 5 apply to internationally educated applicants and graduates of non-accredited Canadian university programs. **Only** the Professional Academic Transcript verification and Clinical Practicum forms applies to graduates of accredited Canadian university programs.

All third-party agencies and employer(s) must mail required official documents **directly** to CAASPR:

CAASPR - Suite 370, 11007 Jasper Ave NW
Edmonton, AB, Canada, T5K 0K6

When CAASPR receives official third-party documents, they will be uploaded to your CAASPR file. You will receive notification of this upload so it is important to regularly check your CAASPR application file status for updates/changes.

IMPORTANT NOTES

Faxed, emailed, or official documents submitted in person will not be accepted. Official documents become the property of CAASPR and will not be returned to you if you cancel or are unsuccessful in your application.

Academic Documents - ALL APPLICANTS

You must send a "Request for Academic Documents" form ([Appendix 'C'](#)) **with Section A completed**, to the educational institution, where you obtained your undergraduate degree(s)

and Master's degree in audiology and/or speech-language pathology. This form provides instruction and indicates which official documents are required.

The Registrar, Controller of Examinations or other school official must complete the remainder of the form (**Sections B and C**) and mail the form and official documents **directly** to CAASPR. The transcript (also known as official academic record or mark sheet or statement of marks) will list your courses and passing grades to demonstrate that you successfully completed all course requirements of your degree.

IMPORTANT NOTE

CAASPR will need to receive original official documents directly from your academic institutions. Faxed copies, emails, photocopies or documents submitted by the applicant will not be accepted.

Clinical Practicum Documents - ALL APPLICANTS

The educational institution, where you obtained your audiology or speech-language pathology degree is required to provide attestations of your supervised clinical practicum hours. Information required includes hours completed with type and age of caseload.

Credential Assessment

A credential assessment (at the applicant's expense) must be obtained for any degree(s) obtained from educational institutions outside of Canada. The purpose of the credential assessment is to:

- Determine whether your program of study was in audiology and/or speech-language pathology.
- Confirm the authenticity of your academic document(s) and the institution(s) that issued them.
- Determine the level of your education, and its equivalence to a Canadian Master's degree
- Verify the language of instruction.

Official academic credential assessments must be obtained from **one** of the following approved credential verification agencies:

World Education Services (WES)

45 Charles Street East, Suite 700, Toronto, ON M4Y 1S2

Tel: 416-972-0070 Fax: 416-972-9004 Email: canada@wes.org

Website: <http://www.wes.org/ca>

Note: You will need to request the Comprehensive Course-by-Course Report.

International Qualifications Assessment Service (IQAS)

4th Floor, Sterling Place, 9940 - 106 Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655 Fax: 780-422-9734 Email: iqas@aecd.gov.ab.ca

Website: <http://work.alberta.ca/immigration/international-qualifications-assessmentservice.html>

Note: You will need to request the Specialized Assessment. Please complete the Release of Assessment Results to Other Institutions/Organizations section of the form so that they will send us a copy of the assessment report.

Comparative Education Service (CES) University of Toronto

158 St. George St, Toronto ON M5S 2V8

Tel: 416-978-2400 (ext. 3)

Website: <https://learn.utoronto.ca/comparative-education-service>

Note: You will need to apply for "ECA for General Purposes". Make sure you review the requirements and credential assessment process with CES.

Ministère de l'Immigration, de la Francisation et Intégration du Québec (MIFI)

Direction de l'enregistrement et de l'évaluation comparative (DEÉC)

285 rue Notre-Dame Ouest, 4e étage Montréal, Québec H2Y 1T8

Tel: 514-864-9191 or toll free: 1-877-864-9191

Website: <http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html>

Note: You can apply for an academic credential assessment while outside Canada.

Verification of Previous Practice

If you have previous work experience and completed the "Work History" form, you must contact your past employer(s) and ask them to complete the "Employer Verification" form (Appendix 'C'). Verification must be mailed **directly** from your employer(s) to the CAASPR office. Faxed or emailed submissions will not be accepted.

Verification must indicate that you were employed as an audiologist or speech-language pathologist; and provide a brief job description, the language of employment, employment dates (date of hire and date you left employment), and the number of practice hours are required.

Language Proficiency

You must meet the language proficiency requirement in **one** of the following ways:

- a) Graduation from a program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP).

Required Evidence: Official university documentation of degree completion (copy of Master's diploma and/or transcripts and clinical practicum hours), sent directly from the university to CAASPR.

- b) Evidence of completion of an entire audiology or speech-language pathology university degree program in either French or English (this must include all didactic learning and clinical practice).

Required Evidence: Official credential assessment report which includes indication of language of instruction for didactic and clinical practicum or official attestation sent, directly from your university to CAASPR, identifying your didactic and clinical practicum language of instruction.

- c) If your language of instruction was not in English or French, you must, at your own cost, validate your French or English language proficiency by completing a language proficiency assessment through a CAASPR-approved testing facility (see below for approved testing organizations).

Required Evidence: Official assessment report, sent directly to CAASPR, with minimum required test scores. The language assessment must have been completed no more than two years prior to your CAASPR application date.

IMPORTANT NOTE

The testing facility must mail your test results directly to CAASPR. Faxed or emailed results will not be accepted. Results will not be accepted if any test section has not been evaluated. Applicants must meet the minimum score requirements for each test component (speaking, listening, reading and writing). No exceptions will be made if minimum requirements are not met. Two or more test results cannot be combined to meet test requirements.

**Scoring Requirements

Language	English		French	
Test	TOEFL internet-based test (IBT)	IELTS (AC or GT)	<i>Test d'évaluation du français (TEF) or TEF Canada</i>	<i>Office québécois de la langue française (OQLF)</i>
Required minimum score(s)	Speaking: 26 Listening: 26 Reading: 22 Writing: 24	Speaking: 7.5 Listening: 8 Reading: 7.5 Writing: 7.5	Level 5 Expression orale (speaking): 371 Compréhension orale (listening): 298 Compréhension écrite (reading): 248 Expression écrite (writing): 371	Passing mark set by the OQLF & reviewed by the OOAQ

Step 6: CAASPR Fee(s)

Applications will not be processed before payment of all associated fees:

- A mandatory administrative fee of \$65 CAD is required for **all** applicants.
- An assessment fee of \$1500 CAD is applicable for **all** internationally-educated applicants and graduates of non-accredited Canadian university programs.

Fee	Administrative Fee (\$65)	Assessment Fee (\$1500)
Canadian graduate applicant (accredited program)	Required	Not required
Canadian graduate applicant (non-accredited program)	Required	Required
International equivalency applicant	Required	Required

IMPORTANT NOTE

Your payment will be processed through the "Shopify" platform. Acceptable methods of payment are Visa, MasterCard and American Express. All payments must be in Canadian funds. All administrative and assessment fees are non-refundable and non-transferable.

Other Fees

Applicants are often surprised with the costs associated with obtaining a licence to practice in Canada. Individuals will need to submit required fees to different organizations throughout the application process.

Applicants should be aware that fees are associated with:

- Language proficiency evaluation
- Credential Assessment
- Document translation (if required)
- Additional training or upgrading in your profession
- CETP Exam
- Provincial registration/licensure

STAGE 2: Assessment

Canadian-Educated Applicants

If you are a Canadian-educated applicant, from a CACUP accredited program, your application and proof of graduation will be reviewed, and the administration fee processed.

If you are a Canadian-educated applicant from a non-accredited program, your application will be assessed in the same way as an internationally-educated applicant (see below).

IMPORTANT NOTE

Applicants will be notified, via email, when their application has been assessed and their eligibility to sit the CETP examination has been determined. Please ensure that you regularly verify your CAASPR application status, emails and adjust your spam filters accordingly.

Internationally Educated Applicants

CAASPR assessors will review your application for 'substantial equivalence' to the Canadian Academic Equivalence Framework (AEF). This means that the assessors will review your education, experience and credentials to determine if they are equivalent to a professional Master's degree from accredited Canadian university programs in audiology and speech-language pathology. The assessment process will not begin **until all** supporting (official) documents are uploaded and received by CAASPR.

- You will receive an automatic email notification when a document is received from a third-party institution and has been uploaded to your file.
- You will be able to view the progress and status of your application when you login to your CAASPR account (in "Documents and Status" section).
- You will be advised if any documents or corrections are required. A document checklist with instructions on how to submit your documents correctly is available in [Appendix 'A'](#).

IMPORTANT NOTE

Applicants should note that the application and assessment time frames are dependent on CAASPR receiving all required supporting documents.

STAGE 3: Post-Assessment

Possible Assessment Outcomes:

1. You are approved to write the CETP Exam

If you meet assessment requirements, you will be eligible to write the CETP Exam (see "[CETP Exam](#)" section for more details).

2. Assessment reveals minor gaps

In some cases, the assessment will identify gaps in your education or training and you will be provided an opportunity to rectify these gaps by a specific deadline. Minor gaps include conditions that can be corrected with further information, a language proficiency test, or an additional university course (See Appendix 'C').

3. Assessment reveals major gaps

If your qualifications or training are significantly different from the minimal standards for accredited Canadian training programs, you will receive written notice that that you are not eligible to write the CETP Exam and will not be permitted to continue with the registration process.

IMPORTANT NOTE

If you disagree with the outcome of your assessment, please contact the CAASPR office who will assist you obtain additional information or appeal details from the provincial regulator. Please note that appeal fees may be applicable.

Canadian Entry-to-Practice (CETP) Examination

If you have been approved to write the CETP Exam, you will be directed to enroll for the exam with the exam provider, Speech-Language & Audiology Canada (SAC). Some basic information from your CAASPR account will be securely transferred electronically to the exam enrollment page and you will be required to provide additional information regarding preferred examination location and language, etc., and pay the exam fee. You will have two years, from the date of your written eligibility confirmation, and three (3) attempts to successfully complete the CETP Exam.

IMPORTANT NOTE

Applicants are reminded that certain provinces and regulators do not require applicants to sit the CETP Exam. Applicants may, however, voluntarily undertake the Exam.

Provincial or Territorial Regulatory Registration/Licensure

The professional regulatory bodies in Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, and British Columbia are responsible for registering and licensing AUD and SLP professionals in their provinces.

In some cases, they may also provide provisional or temporary registration/licensure to audiologists and/or speech-language pathologists graduate or examination applicants who have met the eligibility criteria to take the CETP Exam and are awaiting the next scheduled Exam sitting. Details vary somewhat across jurisdictions so you must contact the provincial regulator where you intend to practice for jurisdiction-specific information.

Once you have successfully completed the CETP examination, your selected regulator will be advised of your success and will assume responsibility for your provincial registration/licensure. It is incumbent upon you to follow-up with your selected regulator and complete any additional provincial requirements to become registered and licenced so that you may legally practice the profession of audiology and/or speech-language pathology in Canada.

Appendix A - Internationally or Non- Accredited Canadian Educated Applicant’s Checklist

Read the Application Guide carefully. Requirements and instructions for each step are explained throughout the Application Guide. If you require further details or have questions, contact CAASPR office.

<input type="checkbox"/>	<p>Step 1: Contact the provincial or territorial regulator where you intend to practice</p> <ul style="list-style-type: none"> • Ensure you understand the entry to practice and registration/licensure requirements • Ensure you understand the professional NOCP, Code of Ethics and Practice Standards • Ensure you understand the professional application requirements
<input type="checkbox"/>	<p>Step 2: Review the CAASPR Application Guide</p> <p>Read the Application Guide carefully and make sure you:</p> <ul style="list-style-type: none"> • Understand the minimum CAASPR application requirements • Understand the document requirements • Understand all related application fees
<input type="checkbox"/>	<p>Step 3: Assemble your documents</p> <ul style="list-style-type: none"> • Prepare all your documents for submission • Complete all required forms
<input type="checkbox"/>	<p>Step 4: (If Required) Obtain language proficiency results</p> <p>If your education was <i>not</i> in English or French, you are required to provide evidence of obtaining the minimum required scores on the TOEFL (iBT) or IELTS (AC or GC). Results must be directly mailed from TOEFL or IELTS to the CAASPR office (arranged by applicant).</p>
<input type="checkbox"/>	<p>Step 5: Obtain credential assessment from a credentialing agency</p> <p>A credential assessment must be obtained for any degrees from one of the credentialing agencies: IQAS, WES, CES or MIFI. Results must be directly mailed to CAASPR office (arranged by applicant).</p>
<input type="checkbox"/>	<p>Step 6: Contact your educational institution(s) for transcripts and clinical hours</p> <p>You must send a completed “Request for Academic Documents” form (Section ‘A’ completed) to the school where you obtained your audiology or speech-language pathology education. The Registrar, Controller of Examinations or other authorized school official must complete the remainder of the form (Sections ‘B’ and ‘C’) and mail the form and official documents (transcript(s) and clinical hours information) directly to CAASPR.</p> <p>If your Transcripts are not in English or French, the copies will have to translated by a certified or ‘official’ translator. See “Translation of Transcripts and Syllabi” section.</p>
<input type="checkbox"/>	<p>Step 7: Contact your employer</p> <p>Contact your past employer(s) to complete the “Employer Verification” form. Original verification must come directly from your employer(s) to the CAASPR office. Verification must indicate that you were employed as an audiologist or speech-language pathologist, for which years, the number of practice hours and the language in which you worked.</p>

<input type="checkbox"/>	<p>Step 8: Create an account with caaspr.ca Go to https://www.caaspr.ca and create account. Make sure to use a current email.</p>
<input type="checkbox"/>	<p>a) Enter personal and academic information</p>
<input type="checkbox"/>	<p>b) Upload Proof of ID You must submit a copy of:</p> <ul style="list-style-type: none"> • your passport • your record of landing or your permanent resident card or your valid employment authorization (i.e. work permit). <p>If your current name is different from the passport, record of landing or permanent residency card, you must provide either a copy of your marriage certificate or legal change of name document.</p>
<input type="checkbox"/>	<p>c) Upload "Summary of Transcript Information (AEF)" form You must complete the "Summary of Transcript Information" form and upload it in your CAASPR profile (appropriate field of Documents and Status tab). The form can be downloaded from your CAASPR profile "Documents and Status" tab (make sure you are logged in into your account) or print the required forms from this Application Guide (see Appendix 'C').</p>
<input type="checkbox"/>	<p>d) Upload "Work History" form If you have previous work experience, you must complete the "Work History" form and upload it in your CAASPR profile (appropriate field of Documents and Status tab). The form can be downloaded from your CAASPR profile "Documents and Status" tab (make sure you are logged into your account) or print the required forms from this Application Guide (see Appendix 'C'). In addition, you will have to contact your previous employer(s) (see Step 6 of this Checklist).</p>
<input type="checkbox"/>	<p>e) Upload course syllabi You are required to submit the syllabi that provides a detailed description of your program of study. Course outlines should include:</p> <ul style="list-style-type: none"> • Course objectives and format • Total number of lecture hours • Required assignments or reports • Required text • Required readings • Type of examination • Method of evaluation <p>If your syllabi are not in English or French, it will have to be translated by a certified or 'official' translator. See "Translation of Transcripts and Syllabi" section.</p>
<input type="checkbox"/>	<p>Step 9: Pay the CAASPR fee(s) You will be required to pay Administration and Assessment fees. Those fees are non-refundable.</p>
<input type="checkbox"/>	<p>Step 10: (If Required) Have your transcripts and course syllabi translated Transcripts and course syllabi that are not in English or French will have to be translated by a certified or 'official' translator. When CAASPR receives the official transcripts from your school, they will send you copies of those documents to get translated. See "Translation of Transcripts and Syllabi" section.</p>
<input type="checkbox"/>	<p>Step 11: Once you are advised of your assessment results you will need to follow directed steps to:</p> <ul style="list-style-type: none"> • Enroll for the CETP examination • Complete additional training/education and/or • Apply for registration/licensure with the regulator.

Appendix B - Canadian Educated Accredited Applicant's Checklist

Read the Application Guide carefully. Requirements and instructions for each step are explained throughout the Application Guide. If you require further details or have questions, contact CAASPR office.

<input type="checkbox"/>	<p>Step 1: Contact the provincial or territorial regulator where you intend to practice</p> <ul style="list-style-type: none"> • Ensure you understand the entry to practice and registration/licensure requirements • Ensure you understand the professional NOCP, Code of Ethics and Practice Standards • Ensure you understand the professional application requirements
<input type="checkbox"/>	<p>Step 2: Review the CAASPR Application Guide</p> <p>Read the Application Guide carefully and make sure you:</p> <ul style="list-style-type: none"> • Understand the minimum CAASPR application requirements • Understand the document requirements • Understand all related application fees
<input type="checkbox"/>	<p>Step 3: Create an account with caaspr.ca</p> <p>Go to https://www.caaspr.ca and create account. Make sure to use a current email.</p>
<input type="checkbox"/>	<p>a) Enter personal and academic information</p>
<input type="checkbox"/>	<p>b) Upload Proof of ID</p> <p>You must submit a copy of:</p> <ul style="list-style-type: none"> • your passport • your record of landing or your permanent resident card or your valid employment authorization (i.e. work permit). <p>If your current name is different from the passport, record of landing or permanent residency card, you must provide either a copy of your marriage certificate or legal change of name document.</p>
<input type="checkbox"/>	<p>c) Contact your educational institution(s) for transcripts and clinical hours</p> <p>You must send a completed "Request for Academic Documents" form (Section 'A' completed) to the school where you obtained your audiology or speech-language pathology education. The Registrar, Controller of Examinations or other authorized school official must complete the remainder of the form (Sections 'B' and 'C') and mail the form and official documents (transcript(s) and clinical hours information) directly to CAASPR.</p>
<input type="checkbox"/>	<p>Step 4: Pay the CAASPR fee(s)</p> <p>You will be required to pay the administrative fee. Those fees are non-refundable.</p>
<input type="checkbox"/>	<p>Step 5: Once you are advised of your assessment results you will need to follow directed steps to:</p> <ul style="list-style-type: none"> • Enroll for the CETP examination • Apply for registration/licensure with the regulator.

NOTE: If you have completed your academic and clinical requirements but have not yet convoked, a letter from your University stating that you have completed these requirements and your convocation date may be accepted in lieu of your official transcripts.

Appendix C - CAASPR Application Forms

As part of this application, you or a third-party institution(s) may be required to submit the following forms:

- Summary of Transcript Information (AEF)
- Work History Form
- Request for Transcript
- Clinical Practice Hours Form
- Employer Verification Form

You will find the necessary forms in the pages below.

Please read the Application Guide carefully and complete the required forms as per instructions.

Summary of Transcript Information (AEF)



Summary of Academic Equivalency Requirement Form - Speech-Language Pathologists Use this form to summarize transcript information

Name:	Date:
--------------	--------------

Each semester hour of credit corresponds to 15 hours of lecture for theory based courses or 30 hours of attendance at laboratory exercises.

Courses may be listed more than once, reflecting applicability of course content to satisfy academic requirements in more than one area. However, hours may be recorded and included only once in the **Total Hours** reported.

Please include the university course syllabus (in English) for all courses listed in this summary that were **not** completed at a **Canadian Accredited University Program**.

Section Summary	Minimum Hours Required	Total Hours Reported
1 - Basic Knowledge Specific to the Profession	135 Undergraduate and graduate level courses accepted	
2 – Basic Knowledge Related to Other Professions and Disciplines	180 Undergraduate and graduate level courses accepted	
3 - Professional Competencies, Profession Specific	405 Graduate level courses accepted	
4 – Professional Competencies, All Communication Disorders	45 Graduate level courses accepted	
TOTAL	765	

Section 1: Basic Knowledge Specific to the Profession: Normal Development and Use of Speech, Language and Hearing

Definition: Theory based courses designed to impart knowledge specific to client service in the area of human communication disorders.	Min Hours	Comments
	135	<ul style="list-style-type: none"> • Undergraduate and graduate level courses accepted • Note minimum required courses

Course Requirements:

- I. Anatomical, physiological and neurological basis of speech, language and hearing functioning: **Minimum 1 course required**
 - o Examples: Anatomy and Physiology of Speech and Hearing; Introduction to Neurosciences for Communication Disorders; Neuroanatomy for Audiology and Speech-Language Pathology

Educational Institution	Course Number	Course Name	Hours Completed

- II. Fundamental information pertaining to the use of speech and language processes: **Minimum 2 courses required**
 - o Examples: Linguistics; Psycholinguistics; Normal Acquisition of Speech and Language; Phonetics; Phonology

Educational Institution	Course Number	Course Name	Hours Completed

Section 1:	Total Hours (135 Hours Minimum)
-------------------	--

Section 2: Basic Knowledge Related to Other Professions or Disciplines

Definition: Theory based courses which include the study of other professions or disciplines, and deemed necessary in the area of human communication disorders.	Min Hours	Comments
	180	<ul style="list-style-type: none"> Undergraduate and graduate level courses accepted Note minimum required courses

Course Requirements:

- I. Basic principles and methods involved in conducting research in human behaviour: **Minimum 2 courses required**
- Examples: Statistics; Research Methods

Edu. Institution	Course Number	Course Name	Hours Completed

- II. Psychological and social aspects of human development: (Study must provide information from related fields) **Minimum 1 course required**
- Examples: Psychology; Education courses pertinent to communication disorders
 - Study **must** include **at least one** of the following:
 - Theories of learning and behaviour that have application to communication disorder (verbal learning, behaviour modification, neuropsychology)
 - Study of personality development, abnormal behaviour (Abnormal psychology, Child development)
 - Study of development and education of special populations, psychometric evaluation, school psychology (human development in education)
 - Counselling and interviewing (counselling in communicative disorders)

Edu. Institution	Course Number	Course Name	Hours Completed

- III. Professional practices and issues or administrative organization of speech-language pathology programs: **Minimum 1 course required**
- Examples: Professional issues; Principles of clinical practice

Edu. Institution	Course Number	Course Name	Hours Completed
Section 2:			Total Hours (180 Hours Minimum)

Section 3: Professional Competencies, Profession Specific

Definition: Knowledge, skills and behaviours which are specifically applicable to the profession of Speech-Language Pathology	Min Hours	Comments
	405	<ul style="list-style-type: none"> Must be obtained at the graduate level

Course Requirements:

I. Coursework must include development of competencies in each of the areas indicated:

Educational Institution	Course Number	Course Name	Hours Completed
		Articulation / Phonological Disorders	
		Preschool / School-Aged Language Development and Literacy	
		Development Language Disorders	
		Acquired Language Disorder	
		Cognitive Communication Disorder	
		Voice Disorders	
		Resonance Disorders or Structurally Related Disorders (Cleft Lip and Palate)	
		Fluency Disorders	
		Neurologically Based Speech Disorders	
		Augmentative and Alternative Communication	
		Dysphagia	
		Professional Practice Issues Specific to Speech-Language Pathology	
Section 3:			Total Hours (405 Hours Minimum)

Section 4: Professional Competencies, All Communication Disorders

Definition: Knowledge, skills and behaviours which are applicable to the entire field of human communication disorders, and provides study in Audiology for Speech-Language Pathology majors	Min Hours	Comments
	45	<ul style="list-style-type: none"> Must be obtained at the graduate level

I. Development of normal hearing, hearing disorders and related speech-language disorders:

- Examples
 - Symptoms of hearing disorders including associated speech, language and voice profiles
 - Screening procedures and basic audiometric testing
 - Application of audiometric information to the speech-language assessment
 - Modification in speech and language procedures to accommodate varying degrees of hearing loss
 - Approaches to habilitation and rehabilitation of speech and language of the hearing impaired
 - Use, care and maintenance of hearing aids, assistive listening devices, and amplification systems

Educational Institution	Course Number	Course Name	Hours Completed
Section 4:			Total Hours (45 Hours Minimum)



Summary Academic Equivalency Requirement Form - Audiologists

Use this form to summarize transcript information

Name:	Date:
--------------	--------------

Each semester hour of credit corresponds to 15 hours of lecture for theory based courses or 30 hours of attendance at laboratory exercises.

Courses may be listed more than once, reflecting applicability of course content to satisfy academic requirements in more than one area. However, hours may be recorded and included only once in the **Total Hours** reported.

Please include the university course syllabus (in English) for all courses listed in this summary that were **not** completed at a **Canadian Accredited University Program**.

Section	Minimum Hours Required	Total Hours Reported
1 - Basic Knowledge Specific to the Profession	135 Undergraduate and graduate level courses accepted	
2 - Basic Knowledge Related to Other Professions and Disciplines	180 Undergraduate and graduate level courses accepted	
3 – Professional Competencies, Profession Specific	405 Graduate Level courses accepted	
4 – Professional Competencies, All Communication Disorders	45 Graduate level courses accepted	
TOTAL	765	

Section 1: Basic Knowledge Specific to the Profession: Normal Development and Use of Speech, Language and Hearing

Definition: Theory based courses designed to impart knowledge specific to client service in the area of human communication disorders.	Min Hours	Comments
	135	<ul style="list-style-type: none"> • Undergraduate and graduate level courses accepted • Note minimum required courses

Course Requirements:

- I. Anatomical, physiological and neurological basis of speech, language and hearing functioning: **Minimum 1 course required**
 - Examples: Anatomy and Physiology of Speech and Hearing; Introduction to Neurosciences for Communication Disorders; Neuroanatomy for Audiology and Speech-Language Pathology

Educational Institution	Course Number	Course Name	Hours Completed

- II. Physical basis and perceptual processes of hearing: **Minimum 2 courses required**
 - Examples: Hearing Science, Acoustics

Educational Institution	Course Number	Course Name	Hours Completed

Section 1:	Total Hours (135 Hours Minimum)
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Section 2: Basic Knowledge Related to Other Professions or Disciplines

Definition: Theory based courses which include the study of other professions or disciplines, and deemed necessary in the area of human communication disorders.	Min Hours	Comments
	180	<ul style="list-style-type: none"> Undergraduate and graduate level courses accepted Note minimum required courses

Course Requirements:

I. Basic principles and methods involved in conducting research in human behaviour: **Minimum 2 courses required**

- Examples: Statistics; Research Methods

Edu. Institution	Course Number	Course Name	Hours Completed

II. Psychological and social aspects of human development: (Study must provide information from related fields) **Minimum 1 course required**

- Examples: Psychology; Education courses pertinent to communication disorders
- Study **must** include **at least one** of the following:
 - Theories of learning and behaviour that have application to communication disorder (verbal learning, behaviour modification, neuropsychology)
 - Study of personality development, abnormal behaviour (Abnormal psychology, Child development)
 - Study of development and education of special populations, psychometric evaluation, school psychology (human development in education)
 - Counselling and interviewing (counselling in communicative disorders)

Edu. Institution	Course Number	Course Name	Hours Completed

III. Professional practices and issues or administrative organization of audiology programs: **Minimum 1 course required**

- Examples: Professional issues; Principles of clinical practice

Edu. Institution	Course Number	Course Name	Hours Completed
Section 2:			Total Hours (180 Hours Minimum)

Section 3: Professional Competencies, Profession Specific

Definition: Knowledge, skills and behaviours which are specifically applicable to the profession of Audiology	Min Hours	Comments
	405	<ul style="list-style-type: none"> Must be obtained at the graduate level

Course Requirements:

I. Coursework must include development of competencies in each of the areas indicated:

Educational Institution	Course Number	Course Name	Hours Completed
		Hearing Measurement	
		Audiological Assessment	
		Electrophysiological and Other Diagnostic Measurement	
		Basic and Advanced Concepts in Amplification (Systems, Selection, Fitting, Verification, and Validation)	
		Implantable Hearing Devices	
		Calibration and Maintenance of Instrumentation	
		Auditory and Vestibular Disorders Involving Both Peripheral and Central Pathways of Hearing	
		Assessment and Management of Tinnitus, Including Hyperacusis	
		Paediatric Audiology	
		(Re)Habilitation Procedures Applied to Children, Adults, the Elderly, and Specific Populations (Developmental Delay, Occupational Hearing Loss)	
		Professional Practice Issues Specific to Audiology	
Section 3:			Total Hours (405 Hours Minimum)

Section 4: Professional Competencies, All Communication Disorders

Definition: Knowledge, skills, and behaviours which are applicable to the entire field of human communication disorders, and provides study in Speech-Language Pathology for Audiology majors	Min Hours	Comments
	45	<ul style="list-style-type: none"> Must be obtained at the graduate level

I. Speech and language development, delays, and disorders:

- o Examples
 - Screening / identification programs and procedures for speech-language and hearing problems throughout the lifespan
 - Potential impact of hearing loss on speech and language acquisition

Educational Institution	Course Number	Course Name	Hours Completed
Section 4: Total Hours (45 Hours Minimum)			

Work History Form

Please provide details of employment as a speech-language pathologist or audiologist for the immediate past five (5) years (do not include student positions).

Applicant Information		
First Name		
Middle Name(s)		
Last Name(s)/Surname(s)		

1.		
Employment Dates	Start: mm/yyyy	End: mm/yyyy
Enter Position Name		
Enter Employer Name		
Enter Street Address	Enter City/Town	Enter Telephone
Enter Province	Enter Country	

2.		
Employment Dates	Start: mm/yyyy	End: mm/yyyy
Enter Position Name		
Enter Employer Name		
Enter Street Address	Enter City/Town	Enter Telephone
Enter Province	Enter Country	

3.		
Employment Dates	Start: mm/yyyy	End: mm/yyyy
Enter Position Name		
Enter Employer Name		
Enter Street Address	Enter City/Town	Enter Telephone
Enter Province	Enter Country	

4.		
Employment Dates	Start: mm/yyyy	End: mm/yyyy
Enter Position Name		
Enter Employer Name		
Enter Street Address	Enter City/Town	Enter Telephone
Enter Province	Enter Country	

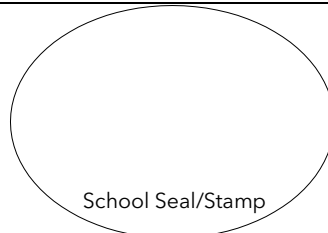
5.		
Employment Dates	Start: mm/yyyy	End: mm/yyyy
Enter Position Name		
Enter Employer Name		
Enter Street Address	Enter City/Town	Enter Telephone
Enter Province	Enter Country	

If necessary, please use a separate sheet for additional past employment

Request for Academic Documents

SECTION A: Instructions for Applicant	
1) Please complete the top part of the form.	
2) Submit this form to the institution's Registrar, Controller of Examinations or other authorized school official.	
First Name/ Given Name (s):	
Middle Name(s):	
Last Name(s)/ Surname(s):	
Former Last Name(s):	
Date of Birth:	
Student ID Number:	
<p>I agree and allow my University, where I obtained my Audiology and/or Speech-Language Pathology education, to give the information asked for in the Request for Transcript and Clinical Hours to the Canadian Alliance of Audiology and Speech-Language Pathology (CAASPR) so that CAASPR can complete my educational credential and qualifications assessment.</p>	
Date: DD/MM/YYYY	Signature:

SECTION B: Instructions for Institution	
<p>The student/graduate named above has applied to the Canadian Alliance of Audiology and Speech-Language Pathology (CAASPR) for an educational credential and qualifications assessment. To help us complete the assessment, please provide the information asked for in the remainder of this document.</p>	
<p>1) Please complete the sections B and C of this form. This form must be completed by a program official such as a Registrar, Program Director, Program Dean, or Principal.</p> <p>2) The institution must place this form and any other required documentation (see section C) in an envelope and must ensure they seal and stamp the envelope. The institution must be listed as the sender of the package/envelope..</p> <p>3) The institution must send this information directly to the CAASPR office, not to the student/graduate. We will not accept this form if the applicant or any relative or friend of the applicant completes it or sends it to us.</p>	
Name of Institution/University:	
Address of Institution:	
Degree/Credential Obtained:	
Graduation Date:	DD/MM/YYYY
Name of Official:	
Title/Position	
Phone Number:	
E-mail Address:	
Date:	DD/MM/YYYY
Signature:	



School Seal/Stamp

SECTION C: Document Checklist for Institution

Please check the box to ensure that you have enclosed all necessary items as instructed by the student/graduate.

<p>1) Completed "Request for Academic Documents" form (both pages). We will only accept the original copy of this form.</p> <p>2) This form (both pages) and other documentation indicated below must be mailed directly to CAASPR at:</p> <p style="text-align: center;">CAASPR (Office) Suite 370, 11007 Jasper Ave NW Edmonton, AB, Canada T5K 0K6</p>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>3) Please provide the following:</p> <ul style="list-style-type: none"> • Official academic records (also known as transcripts or mark sheets or statement of marks). • Relevant grading scale. <p>This document must list the courses and passing grades which will demonstrate that the applicant completed every course successfully. Please ensure that you have the correct applicant and his/her full name on the transcript document.</p>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>4) Completed supervised practice Clinical Hours form (e.g. placement hours or clinical practicum). Note: there is one for audiology and one for speech-language pathology; ensure that the relevant form is completed.</p> <p>The school must provide an attested, supervised clinical practice document that indicates (for each clinical placement):</p> <ul style="list-style-type: none"> • applicant's clinical placement • dates • the areas of practice, and • the hours that the applicant completed <p>Please ensure that you have the correct applicant and his/her full name on the document.</p>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>If you are not able to provide a document or certain information, please check the checkbox on the right and provide the reason(s) below:</p> <p>_____</p>	<p style="text-align: right;"><input type="checkbox"/></p>



THE CANADIAN ALLIANCE OF AUDIOLOGY AND
SPEECH-LANGUAGE PATHOLOGY REGULATORS
ALLIANCE CANADIENNE DES ORGANISMES DE
RÉGLEMENTATION EN ORTHOPHONIE ET EN AUDIOLOGIE

**SPEECH-LANGUAGE PATHOLOGY
CLINICAL PRACTICE HOURS**

Hours to be rounded to nearest quarter hour

NAME: _____

UNIVERSITY: _____ DATE OF GRADUATION: _____

ACTIVITY	ASSESSMENT IDENTIFICATION 50 HOURS REQUIRED		INTERVENTION MANAGEMENT 100 HOURS REQUIRED		SIMULATED PRACTICE 50 HOURS MAXIMUM
	Adults	Children	Adults	Children	
ARTICULATION PHONOLOGY	Adults	Children	Adults	Children	
(PRE)SCHOOL LANGUAGE & LITERACY	Adults	Children	Adults	Children	
DEVELOPMENTAL LANGUAGE	Adults	Children	Adults	Children	
ACQUIRED LANGUAGE	Adults	Children	Adults	Children	
COGNITIVE COMMUNICATION	Adults	Children	Adults	Children	
MOTOR SPEECH	Adults	Children	Adults	Children	
AUGMENTATIVE & ALTERNATIVE COMMUNICATION	Adults	Children	Adults	Children	
VOICE & RESONANCE	Adults	Children	Adults	Children	
FLUENCY	Adults	Children	Adults	Children	
DYSPHAGIA	Adults	Children	Adults	Children	
PREVENTION & IDENTIFICATION	Adults	Children	Adults	Children	
TOTAL HOURS	Adults	Children	Adults	Children	
AUDIOLOGY (20 HOURS)					

Name of Clinical Coordinator

Signature of Clinical Coordinator

Email address

Date

FOR OFFICE USE ONLY			
HOURS	REQUIRED	SUBMITTED	STANDARD MET
TOTAL	MINIMUM 350		
ASSESSMENT	MINIMUM 50		
INTERVENTION	MINIMUM 100		
CHILDREN	MINIMUM 50		
ADULTS	MINIMUM 50		
AUDIOLOGY	MINIMUM 20		
SIMULATED	MAXIMUM 50		



THE CANADIAN ALLIANCE OF AUDIOLOGY AND
SPEECH-LANGUAGE PATHOLOGY REGULATORS
ALLIANCE CANADIENNE DES ORGANISMES DE
RÉGLEMENTATION EN ORTHOPHONIE ET EN AUDIOLOGIE

**AUDIOLOGY
CLINICAL PRACTICE HOURS**

Hours to be rounded to nearest quarter hour

NAME: _____

UNIVERSITY: _____ DATE OF GRADUATION: _____

ACTIVITY	ASSESSMENT IDENTIFICATION 100 HOURS REQUIRED		INTERVENTION MANAGEMENT 50 HOURS REQUIRED		SIMULATED PRACTICE 50 HOURS MAXIMUM
	Adults	Children	Adults	Children	
HEARING MEASUREMENT	Adults	Children	Adults	Children	
AUDIOLOGICAL ASSESSMENT	Adults	Children	Adults	Children	
ELECTROPHYSIOLOGICAL & OTHER DIAGNOSTIC MEASUREMENTS	Adults	Children	Adults	Children	
AMPLIFICATION	Adults	Children	Adults	Children	
IMPLANTABLE HEARING DEVICES	Adults	Children	Adults	Children	
CALIBRATION & INSTRUMENT MAINTENANCE	Adults	Children	Adults	Children	
AUDITORY & VESTIBULAR DISORDERS	Adults	Children	Adults	Children	
TINNITIS (INCLUDING HYPERACUSIS)	Adults	Children	Adults	Children	
HABILITATION & REHABILITATION	Adults	Children	Adults	Children	
SPECIAL POPULATIONS (ELDERLY, OCCUPATIONAL HEARING LOSS ETC)	Adults	Children	Adults	Children	
TOTAL HOURS	Adults	Children	Adults	Children	
SPEECH-LANGUAGE PATHOLOGY (20 HOURS)					

Name of Clinical Coordinator

Signature of Clinical Coordinator

Email address

Date

FOR OFFICE USE ONLY			
HOURS	REQUIRED	SUBMITTED	STANDARD MET
TOTAL	MINIMUM 350		
ASSESSMENT	MINIMUM 100		
INTERVENTION	MINIMUM 50		
CHILDREN	MINIMUM 50		
ADULTS	MINIMUM 50		
SLP	MINIMUM 20		
SIMULATED	MAXIMUM 50		

Employer Verification

Please complete this form and mail it, along with associated documents directly to CAASPR office. Photocopies or emailed copies will not be accepted.

CAASPR (Office) Suite 370, 11007 Jasper Ave NW, Edmonton, AB, Canada T5K 0K6

Applicant Information	
First Name(s)/Given Name(s)	
Middle Name(s)	
Last Name(s)/Surname(s)	
Employer Information	
Employment Dates	Start: mm/yyyy End: mm/yyyy
Enter Employer Name	
Enter Position Name	
Enter Telephone	Enter Country
Total Number of Practice Hours	Language
Please check applicable practice sector:	
Clinical Δ AUD Δ SLP Educational Δ AUD Δ SLP	Managerial Δ AUD Δ SLP Research Δ AUD Δ SLP
Please provide the following information:	
<ol style="list-style-type: none"> 1. What was your relationship with the applicant? 2. Please describe the employment tasks/duties of the applicant as it relates to professional audiology or speech language pathology practice (Please attach a job description if available) 	