

# Canadian Entry-to-Practice Exam for Audiology and Speech-Language Pathology

## Exam Candidate Handbook

Exam Date: November 21, 2020

# Canadian Entry-To-Practice Exam for Audiology and Speech-Language Pathology

Canadian health care regulators have a duty to the public to ensure the entry-to-practice competence of their registrants. For most professions, this includes the successful completion of a national regulatory examination.

In 2018, CAASPR announced plans for the development of a national regulatory examination in audiology and speech-language pathology. The Entry-to-Practice Exam for Audiology and Speech-Language Pathology (CETP Exam) has been developed collaboratively by the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR) and Speech-Language & Audiology Canada (SAC).

The CETP Exam is one of the requirements for professional registration / licensing of audiologists and speech-language pathologists in several regulated jurisdictions of Canada. This document provides information for the **CETP Exam on November 21, 2020**.

## CETP Exam development and delivery

CAASPR and SAC are committed to ensuring that the national examination adheres to principles of fairness, privacy, psychometric integrity and security. The CETP Exam is a competency-based examination that aligns with the National Competency Profiles for Audiology and Speech-Language Pathology and the CAASPR CETP Exam Blueprints.

The National Competency Profiles for Audiology and Speech-Language Pathology describe the minimum abilities required of audiologists and speech-language pathologists entering practice in the regulated jurisdictions of Canada. They provide detailed information on the knowledge, skills, and judgments required of entry-level audiologists and speech-language pathologists.

The CETP Exam Blueprints provide the relative weighting of questions from the different professional roles within the national competencies and information about the cognitive level of questions. The Exam is a competency-based examination that aims to test the recall of relevant knowledge, but more importantly the clinical application of that knowledge and critical thinking. Examination questions may require reflection on how to apply clinical knowledge to support best practice in clinical activities.

The CETP Exam was created by professional subject matter experts working with SAC and Yardstick Assessment Strategies who ensured the development of a reliable and valid examination with defensible scoring procedures. SAC and Yardstick have confirmed that the CETP Exam meets all national psychometric standards for the development and delivery of professional entry-to-practice examinations. This includes processes that ensure the protection of personal information and the security of examination contents.

While the coronavirus pandemic has caused implementation delays, CAASPR and SAC have developed procedures for in-person provision of the CETP Exam that comply with provincial and national public health requirements to minimize the risk of spreading the virus. CAASPR and SAC are confident these procedures will ensure safe administration of the Exam on November 21st, 2020.

## Regulated Canadian jurisdictions requiring the CETP Exam

Successful completion of the CETP Exam has been a requirement for licensure in Newfoundland and Labrador, New Brunswick, Nova Scotia, Manitoba and Saskatchewan since April 1, 2020. Applicants to these provinces must create a CAASPR portal account and submit their application at [www.caaspr.ca](http://www.caaspr.ca). Questions and requests for further information can be submitted via the portal *Contact Form*.

As the CETP Exam will be offered only twice annually, jurisdictions have processes in place to allow individuals who meet all other requirements, to work while waiting to write the Exam. These temporary licensure processes vary across jurisdictions, so applicants are advised to contact the regulator of the jurisdiction where they intend to practice for more information.

## Canadian jurisdictions that do not require the CETP Exam

Currently, the CETP Exam is not a requirement in the regulated jurisdictions of Quebec, Ontario, Alberta and British Columbia. Individuals who plan to work in these jurisdictions should contact the provincial regulator for more information regarding registration requirements.

The professions of audiology and speech-language pathology are not regulated in the province of Prince Edward Island or the Canadian territories but the CETP Exam may be required by professional associations or employers in these jurisdictions.

Individuals who are not required to write the CETP Exam may voluntarily choose to do so and are directed to the Application Guide (<https://www.caaspr.ca/licensure-canada/application-guide>) and Exam Candidate Handbook. The Exam may be required for those who plan to relocate or who plan to provide cross-border telepractice or in-person services in another province. CETP Exam results will be valid for a three-year period.

## Eligibility to write the CETP Exam

An applicant's eligibility to write the CETP Exam is determined by the regulator in the jurisdiction where they intend to practice. Once granted eligibility to write the CETP Exam, applicants may enroll for the next Exam sitting.

Applicants may write the CETP Exam up to three times in a two-year period. Applicants who unsuccessfully challenged the previous SAC examination should contact the relevant provincial regulator if they have specific questions regarding their examination requirements.

Please see the Application Guide at <https://www.caaspr.ca/licensure-canada/application-guide> for further details on the application process.

## Enrollment for the CETP Exam

The enrollment period for the November 21, 2020 CETP Exam will be September 1 - 25, 2020. Applicants who meet eligibility requirements will be advised by CAASPR how to enroll for the Exam.

**Candidates are encouraged to register with CAASPR for examination eligibility and are encouraged to enroll for the examination as soon as they have been directed to do so.**

## Conditional Enrollment

CAASPR and SAC have developed a *Conditional Enrollment* process for students at Canadian university programs who have experienced delays in completing their educational program due to the COVID-19 pandemic. Conditional Enrollment allows students to enroll for the CETP Exam during the enrollment period, even if they have not completed all program requirements by the enrollment deadline of September 25, 2020. Although they may conditionally enroll for the Exam, they must complete all program requirements by November 11, 2020, or the conditional enrollment will be cancelled. For additional information regarding Conditional Enrollment, please visit <https://caaspr.ca/licensure-canada/conditional-approval-policy>

## Important CETP Exam dates

Exam Date	Exam Enrollment Deadline	Deadline for Exam enrollment changes	Deadline for meeting all Conditional Enrollment requirements
Saturday, November 21, 2020	September 25, 2020 23:59 hours (EDT)	October 31, 2020 23:59 hours (EDT)	November 11, 2020 23:59 hours (EDT)

## Exam fees

An examination fee of **\$1,135 (including tax)** will be charged for each examination attempt. Payment is made during the enrollment process with Mastercard or Visa. For questions or concerns regarding payment, please contact the exam administrator via email at [cetpexams@sac-oac.ca](mailto:cetpexams@sac-oac.ca).

## Exam sites

Due to the current pandemic circumstances, the November 21, 2020 CETP Exam is **ONLY** being offered at the following designated Canadian sites:

***Newfoundland*** - St. John's

***Nova Scotia*** - Halifax

***New Brunswick*** - Moncton

***Quebec*** - Montreal

***Ontario*** - Ottawa

***Manitoba*** - Winnipeg

***Saskatchewan*** - Regina

***Alberta*** - Edmonton

***British Columbia*** - Vancouver

## Exam format

- The CETP Exam is a paper-based examination offered in English and French.
- Exam candidates may choose to write the Exam in one language (English or French) and request, at the time of Exam enrollment, a copy of the examination booklet in the other language to use as a reference.
- The Exam duration is 3 hours and 45 minutes with a 15-minute break at the halfway mark.
- There is a total of 170 multiple-choice questions in two examination booklets.
- Each question has only **one** correct answer. There are **no** "all of the above" answers and there are **no** negative choice questions on the Exam.
- Questions may be individual or may be included within a case-based scenario.
- One point is awarded for each question with no penalty for incorrect answers. If you are uncertain about an answer, select your best choice.

## Special accommodations

Examination candidates who require special accommodations may request consideration of their special accommodation needs at the time of examination enrollment. Special accommodation requests received after the enrollment deadline will not be considered.

In addition to completing the special accommodation request, candidates must submit a detailed letter or report from a physician or other regulated professional who has assessed the candidate with respect to conditions related to the requested accommodation. This documentation must be current within three years of the date of accommodation request and must include details of the accommodation requested and the rationale supporting the request.

Please note the following important information regarding special accommodation requests:

- Special accommodation is designed to assist the Exam candidate during the examination where there exists a disability or inability to complete the examination under the usual examination conditions.
- Special accommodation is not designed to create an unrealistic expectation that an Exam candidate would complete the examination process without the requisite functional skills required for professional practice.
- Submitting a special accommodation request does not guarantee that special accommodation will be granted.
- Exam candidates will be notified of the outcome of their request prior to the scheduled Exam date.
- Special accommodation requests may be forwarded to the regulator for fitness to practice consideration and decisions.

## Name, contact or other changes

Candidates are encouraged to keep their contact information current in their CAASPR account and the examination enrollment platform. Candidates who wish to make changes in examination language or examination site or who require further information after they have enrolled for the Exam, may contact the examination administrator at [cetpexams@sac-oac.ca](mailto:cetpexams@sac-oac.ca).

## Preparing for the Exam

There are no formal study guides for the CETP Exam. The following resources may be utilized to assist you with your examination preparations:

- [National Audiology and Speech-Language Pathology Competency Profile - English](#)
- [National Audiology and Speech-Language Pathology Competency Profiles - French](#)
- [Speech Language Pathology CETP Blueprint - English](#)
- [Audiology CETP Blueprint - English](#)
- [Speech-Language Pathology - CETP Blueprint-French](#)
- [Audiology CETP Blueprint - French](#)
- [Assessing and Certifying Clinical Competency: Foundations of Clinical Practice for Audiologists and Speech-Language Pathologists](#)
- [SAC Code of Ethics](#)
- Provincial Regulator's Code of Conduct / Code of Ethics

## Study Tips

- Set a realistic study schedule and begin to study early.
- Spread out study sessions.
- Do not simply memorize facts; attempt to apply information within a practice context.
- Connect with other students to exchange study tips or organize study groups.

## On examination day

- Dressing in layers is recommended as room temperatures may vary.
- Only Exam candidates and invigilators may enter the examination room.
- Candidates should bring their admission confirmation and will be required to produce photo identification (e.g., driver's license, student card or passport) at the examination site. This information is required for admittance.
- Bottled water is permitted but no other food or beverage is permitted in the examination room.
- Pens are **not** permitted; candidates must bring 2B pencils and erasers to complete the Exam.
- Scratch paper is **not** permitted, but the examination booklet can be used for notes.
- While the examination is in progress, Exam candidates are prohibited from communicating with each other in any manner.
- Exam candidates are not permitted to ask questions of the invigilators, except in cases of illegible, missing, or damaged examination material.
- Exam candidates should avail themselves of washroom facilities before the examination. While candidates may be permitted to use the washroom during the examination, no additional time will be allotted for washroom breaks.
- Infection prevention and control procedures will be in place for the CETP Exam, in compliance with public health directives for COVID-19. Candidates are asked to bring a face mask to the examination and procedures for social distancing, hand hygiene and the handling of examination materials will be in effect.

## Thirty minutes before the Exam, the invigilator will:

- Verify photo ID and admission letter.
- Provide access to the examination room.
- Distribute examination booklets - **DO NOT** open the booklet until instructed to do so.
- Provide examination instructions.

## Copies of examination booklets in both official languages

- Only Exam candidates who requested English and French versions of the Exam during the enrollment process will receive the Exam in both languages.
- Exam candidates **may not** change their examination language preference on the day of the Exam.
- The use of the Exam in the second language is for verification of wording only. No additional time is provided to complete the extra Exam booklets.
- Speech-language pathology and audiology Exam candidates should note that, given the structural differences between English and French (e.g. in phonology and grammar), the

content of some questions might not be identical in the two languages. While official translators familiar with the professions are used, not all questions are a direct translation.

- Candidates will be asked to place a seal on each examination booklet before returning them to the invigilator.

#### **During the Exam, candidates:**

- **Must** act professionally and secure and keep confidential the examination content.
- **Must** enter ALL answers on the answer sheet. No extra time will be provided to transfer answers.
- **Cannot** remove any examination materials (i.e. exam booklet, answer sheet) from the examination room.
- **Must** hand in all examination materials once Booklet 2 is completed (examination booklet, answer sheet, admission letter and candidate ID card).
- **Must** complete the evaluation form once they have completed Booklet 2 and have handed in all materials to the invigilator.
- **Cannot** return to the examination room once the evaluation form has been submitted to the invigilator.

#### **Exam Rules of Conduct**

- Candidates are expected to always conduct themselves in a professional manner.
- Candidates are expected to respect and comply, at all times, with the examination rules and with the direction provided by the examination invigilators.
- Examination candidates are expected to secure examination material, while it is in their possession, and keep confidential all examination content.
- CETP Exam materials are the property of SAC and CAASPR and must not be destroyed, defaced or damaged and must always remain in the examination room and be returned to the invigilator at the end of the examination period.
- CAASPR and SAC have a zero tolerance for abuse policy. Any display of profanity, aggressive behavior or excessive argumentation of instructions, policies or results will not be tolerated and can result in forfeiture of the Exam, examination results, and examination fees paid.
- Exam candidates suspected of being under the influence of drugs or alcohol, or to be in possession of any type of weapon will forfeit the examination in its entirety, including examination fees.
- Communication devices of any type are not permitted at any time during the examination. This includes cellular phones, computers or any device that can transmit or receive electronic information including wrist devices such as, but not limited to, watches, bracelets and fit bits.
- Candidates will not be permitted to keep personal items during any portion of the examination. This includes backpacks, bags, notebooks, papers, coats, purses and any other items not required for writing the Exam.
- Candidates will be observed throughout the examination. Exam Invigilators are required to report any conduct or irregular behavior which may violate the examination rules and regulations.
- Candidates experiencing any problems during the examination process must bring the matter to the attention of the invigilator immediately, not after the examination.

- Candidates suspected of cheating and/or breaching security in any manner during the examination will immediately forfeit the examination, be required to leave the premises and be reported to the regulator of the jurisdiction where they intend to practice.
- Candidates are expected to dress appropriately.
- Candidates found guilty of improper conduct may be subject to one or more penalties as follows:
  - Forfeiture of the examination and examination result
  - Receipt of a failed examination attempt
  - Forfeiture of all fees paid
  - Temporary or permanent suspension or disqualification for re-tests
  - Any other penalty as determined by the relevant regulator

### Exam scoring and results

The CETP Exam scoring is standardized through a psychometric examination score-setting process called the Angoff method. After the CETP Exam, Exam Committee members review the Angoff value for each question to ensure consistency with candidate performance. Angoff values ensure that the passing score remains current and reflects the difficulty of the examination.

Candidates will receive examination results via email, approximately 4-6 weeks after the Exam date.

### Exam rescoring

Unsuccessful candidates may request a manual rescoring of their Exam to confirm the examination result. The fee for manual rescoring is \$200.00 and is non-refundable. Candidates who wish to have a manual rescore of their examination may submit a request to the exam administrator at [cetpexams@sac-oac.ca](mailto:cetpexams@sac-oac.ca). Results of the manual rescore will generally be provided within 10 business days of receipt of the request. *Please be advised that every CETP Exam, with a score below or at the passing score, is automatically rescored **BEFORE** results are released.*

### Failure to attend a scheduled examination

No refund will be provided to candidates who have enrolled and do not attend scheduled examination.

Applicants may request consideration of extenuating circumstances in the case of:

- Death of an immediate family member.
- Sudden and incapacitating illness or injury.
- Other circumstances deemed commensurate with the two examples above.

Requests for consideration of an extenuating circumstance must be submitted within thirty days of the date of the examination. Requests must be accompanied by official documentation that outlines the circumstances that prevented the candidate from attending the examination.

In the case of sudden and incapacitating illness at the examination site or during the examination, candidates must report such illness to the invigilator, turn in all examination materials, leave the examination and file the required extenuating circumstance request with the examination administrator at [cetpexams@sac-oac.ca](mailto:cetpexams@sac-oac.ca), as soon as possible.

## Refund policy

Candidates who cancel their examination enrollment will receive:

- A 50% refund or enrollment for an alternative Exam date, if the cancellation is completed on or before November 11, 2020.
- No refund will be provided after November 11, 2020, but the candidate will be offered enrollment for an alternative Exam date.

## CETP Exam Appeals

A candidate, who fails the CETP Exam, may request a formal review of their examination results. Appeal requests must be submitted within thirty days of dissemination of the examination results. The fee for an examination appeal is \$200.00 and is non-refundable.

A candidate's examination results may be reviewed based on suspected irregularities in the examination process, but not on alleged errors in the content of the examination. The content of an examination is not subject to review at the request of candidates, either singly or as a group. In all instances, the decision of the Exam Appeal Committee is final.

A request to review examination results based on process irregularities must present evidence that the alleged irregularity materially affected the candidate's performance. The existence of examination irregularities is not in itself sufficient to automatically result in changes to the examination results. Please contact the examination administrator via email at [cetpexams@sac-oac.ca](mailto:cetpexams@sac-oac.ca) for further information about the appeal process.

## Applying to rewrite the CETP Exam

Candidates who fail the CETP Exam must contact their provincial regulator to determine next steps.