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# Nova Scotia College of Audiologists and Speech-Language Pathologists

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Fair Registration Practices Act (FRPA)  
Review Report  
March 18, 2022

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Province of Nova Scotia

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## EXECUTIVE SUMMARY

The Nova Scotia College of Audiologists and Speech-Language Pathologists (NSCASLP) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including NSCASLP, as follows:

*Duty of regulating body*

**6** *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on May 18, 2021 and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action Plan containing specific actions and completion dates as well as the requirement of progress reports on that Action Plan until compliance is achieved.

The current compliance status was determined based on NSCASLP’s responses to 12 review questions. Based on these responses, as well as collaborating information on NSCASLP’s home page (<https://nscaslp.ca/>), no compliance issues were identified and therefore no Action Plan is required.

As required under Subsections 16(8) of the Act, another review will be conducted of NSCASLP’s registration practices of within 5 years of the date of this report.

The collaboration and cooperation of the Nova Scotia College of Audiologists and Speech-Language Pathologists throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt  
Review Officer, Fair Registration Practices Act (FRPA)

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# I: INTRODUCTION

## 1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 designated trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation. Everyone who practices within a regulated occupation must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the Regulatory Body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

## 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	Nova Scotia College of Audiologists and Speech-Language Pathologists
<b>Review Questions Due:</b>	2021-10-21
<b>Date Submitted:</b>	2021-10-20
<b>Name and contact for the review submitter:</b>	Name: Cindy Wheeler, Registrar Phone: 902.476.6481 Email: registrar@nscaslp.ca

The purpose of the Nova Scotia College of Audiologists and Speech-Language Pathologists is to regulate the professions of audiology and speech-language pathology in Nova Scotia. The formation of the College took place on November 5th, 2019. The types of licenses issued are practicing, temporary, restricted, associate and student.

Authorizing legislation: <https://nscaslp.ca/uploaded/web/website/pdf/SHANS%20Regs%20-%20Royal%20Gazette.pdf>

Role of the regulating body: The College serves and protects the public interest and governs its members in accordance with the Audiologists and Speech-Language Pathologists Act, (2015), and the regulations, policies and by-laws of the College. The College helps ensure the safety and effectiveness of audiology and speech-language pathology services

by setting appropriate standards of conduct and competence. It provides the public with an affordable and accessible avenue to report concerns and complaints about the care they have received, and a reasonable expectation that such issues will be effectively addressed. In addition, it serves to advance and promote the practice of the professions as it relates to serving and protecting the public interest.

Occupational profiles:

### **What do audiologists do?**

Audiologists are specialists trained at the graduate degree level to identify and treat hearing loss and balance disorders. There are a number of specialty areas in audiology, including: diagnostic audiology, pediatric audiology, dispensing audiology (hearing aids, and other devices that help people hear), industrial audiology, educational audiology, vestibular disorders, tinnitus or ringing in the ears and implant audiologists (those who specialize in cochlear implants).

In addition to clinical services, an audiologist's work could include teaching student audiologists, collaborating with other professionals and agencies to minimize the effects of hearing loss, doing research, building awareness in the community of hearing and hearing loss prevention programs, and providing rehabilitation and treatment for children and adults with congenital or acquired hearing loss.

### **What do speech-language pathologists do?**

Speech-language pathologists are specialists trained at the graduate level to provide assessment and intervention services to people of all ages who present with communication and/or swallowing disorders. In addition to the title "Speech-Language Pathologist," "Speech and Language Therapist," "Speech Therapist" or "Orthophoniste" (French) may be used.

Speech-language pathologists work to maximize the communication or feeding/swallowing potential of the people under their care and may refer them to other professionals or agencies as needed. Their work typically involves families and significant others such as teachers, as well as direct contact with clients who present with communication or feeding/swallowing difficulties.

In addition to providing clinical services, a speech-language pathologist's work could include teaching speech-language pathology trainees, collaborating with other professionals and agencies, conducting research, building awareness in the community of the impact of communication disorders and feeding/swallowing disorders, and advocating for expanded services and programs. Registration: <https://nscaslp.ca/client/subscription/subscriptionEdit.html?productId=7561>.

## II: QUANTITATIVE DATA

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by Nova Scotia College of Audiologists and Speech-Language Pathologists, covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA.

### Nova Scotia College of Audiologists and Speech-Language Pathologists Reporting Year: 2021

<b>Total Practicing Members*:</b>	421
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\* As of December 31, 2021

<b>Applications</b>	<b>Successful<sup>1</sup></b>	<b>Unsuccessful<sup>1</sup></b>	<b>In Progress<sup>2</sup></b>	<b>Total<sup>3</sup></b>
New	28	0	1	29
Interprovincial	17	0	0	17
International	0	0	1	1

1. Refers to registration decisions rendered within the reporting year regardless of when the applications were received.

2. Refers to applications, regardless of when they were received, for which registration decisions were still pending on December 31 of the reporting year.

3. Total number of applications received in the reporting year, including withdrawn applications. Does not necessarily equal to the sum of "successful", "unsuccessful" and "In Progress" applications, which may include some received prior to the reporting year.

### III: ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The *Nova Scotia College of Audiologists* responses to the FRPA Review Survey are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

#### SECTION I: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant's request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

##### QUESTION 1

Explain, in detail, the requirements for registration. Requirements include: 1) qualifications; 2) a list of the documentation an applicant must submit; and 3) the registration process and how requirements are met – from start to final decision. If there are steps (such as an exam or experience requirement) that take place as a part of the registration process, please include. Also, explain how this information is communicated to applicants. Include a link(s) to information published in the public domain.

Alignment with the FRPA: Section 7(c), 9(a), 16(3)(a), (b), (e) and (g)

**RESPONDENT ANSWER**

**Use the chart provided to identify each type of license issued. In each column next to the license type, identify the qualifications, documentation required, a step-by-step overview of the registration process, and communication of information.**

LICENSE TYPE	QUALIFICATIONS (LIST)	DOCUMENTATION (LIST)	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)
<ul style="list-style-type: none"> <li>Practicing license (Audiology/Speech-Language Pathology)</li> <li>We have two professions which we regulate. The requirements and application processes are the same for both.</li> </ul>	<ul style="list-style-type: none"> <li>Master’s degree in Audiology/Speech Language Pathology from an approved Canadian education program (or equivalent)</li> <li>Have maintained 1000 hrs of clinical practice over the previous 5 yr period.</li> </ul>	<ul style="list-style-type: none"> <li>For new grads from Canadian accredited programs: Proof of degree (official transcript) a letter from the university stating they have met all academic requirements if they wish to apply before transcripts are available, Proof of ID, copy of completed and signed supervised clinical hours form and copy of transcript</li> </ul> <p>For international applicants or graduates of non-accredited programs: Proof of Identification/Eligibility to Work in Canada, Proof of English Language Proficiency Results must be sent directly from TOEFL or IELTS , Clinical hours form, official transcripts, summary of transcript information form, course syllabi, credential</p>	<ul style="list-style-type: none"> <li>Process for grads of Canadian accredited programs: Applicants must indicate that they have passed the CETP exam and provide proof of ID and liability insurance.</li> <li>For applicants from another Canadian college: they must arrange for a verification letter from the registrar of the college in which they have most recently practiced indicating they were a member in good standing. They also need to provide proof of liability insurance and attest that they have practiced 1000 hours over the previous 5-year period.</li> <li>For international or applicants from a non-accredited Canadian program, they need to apply through SASLPA to determine their eligibility to</li> </ul>	<ul style="list-style-type: none"> <li>To apply for a license, an applicant must first create a profile in the College database beginning at the Becoming a Member of the College button on the home page (<a href="https://nscaslp.ca/site/Joining-The-College">https://nscaslp.ca/site/Joining-The-College</a>). This link leads to a member portal where all of the information and forms can be submitted into the member’s profile. The information is collected and reviewed by the Registrar. The member profile captures all required information which is used to approve, maintain and renew their licence over the years of their membership.</li> <li><a href="https://nscaslp.ca/uploaded/web/General%20NSCASLP%20adapted%20from%20SASLPA%20Exam%20Eligibility%20Application%20Guide%20Oct%202021.pdf">https://nscaslp.ca/uploaded/web/General%20NSCASLP%20adapted%20from%20SASLPA%20Exam%20Eligibility%20Application%20Guide%20Oct%202021.pdf</a></li> </ul> <p>Exam Eligibility and Licensure Application Guide which provides all applicant registration information including the following documents:</p>



			assessment if educated outside of Canada,	write the CETP exam. Once vetted by SASLPA to write the exam, they must pass the exam after which the NSCASLP registration committee determines whether they qualify for a full license.	<ul style="list-style-type: none"> <li>• Employer Verification of Currency Form</li> <li>• Summary of Supervised Clinical Practice Form - Audiologists</li> <li>• Summary of Transcript Information Form - Audiologists</li> <li>• Summary of Supervised Clinical Practice Form - Speech-Language Pathologists</li> <li>• Summary of Transcript Information Form - Speech-Language Pathologists</li> </ul>
	<ul style="list-style-type: none"> <li>• Restricted practicing license (Audiology/ Speech-Language Pathology)</li> </ul>	<ul style="list-style-type: none"> <li>• Same requirements as for a full license. A restricted license can be issued at the discretion of the Registration committee if a member doesn't meet all requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as for full license above</li> </ul>	<ul style="list-style-type: none"> <li>• Same as for full license above</li> </ul>	<ul style="list-style-type: none"> <li>• Regulations 12 (2)</li> </ul>
	<ul style="list-style-type: none"> <li>• Temporary license (Audiology/ Speech-Language Pathology)</li> </ul>	<ul style="list-style-type: none"> <li>• Same requirements as for a full license however this can be issued to applicants who are graduates of Canadian accredited programs who are deemed eligible to write the Canadian Entry to Practice Exam (CETP). They are eligible for a temporary license to practice until they pass the exam. They are entitled to this license for 3 consecutive</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>

		attempts at the exam. Once they fail a third time, they are no longer eligible for this license.			
	<ul style="list-style-type: none"> <li>• Restricted temporary license (Audiology/ Speech-Language Pathology)</li> </ul>	<ul style="list-style-type: none"> <li>• As above but determined by the registration committee to have restrictions on a temporary license.</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides information about its registration practices in a clear and understandable form; and</li> <li>• The regulating body explains the qualifications required for registration; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not provide information about its registration practices in a clear and understandable form; or</li> <li>• The regulating body does not explain the qualifications required for registration; or</li> <li>• The regulating body does not identify documentation of qualifications that must accompany an application; or</li> <li>• The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>				

<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022 as well as with the information provided above.</p>

## QUESTION 2

Do you have a registration process for applicants who have international qualifications? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants with international qualifications? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 7(c), 9(a) and 16(3)(b), (e), (g)*

<b>RESPONDENT ANSWER</b>	<p><b>Use the chart provided to identify each type of license issued. In each column next to the license type, identify the documentation required, a step-by-step overview of the registration process, and how information is communicated.</b></p>			
	LICENSE TYPE	DOCUMENTATION (LIST)	REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)	COMMUNICATION OF INFORMATION (DESCRIBE & ADD ANY RELEVANT LINKS)
	<ul style="list-style-type: none"> <li>Practicing License Aud/SLP</li> </ul>	<ul style="list-style-type: none"> <li>For international applicants or graduates of non- accredited programs: Proof of Identification/Eligibility to Work in Canada, Proof of English Language Proficiency Results must be sent directly from TOEFL or IELTS ,</li> </ul>	<ul style="list-style-type: none"> <li>For international or applicants from a non-accredited Canadian program, they need to apply through SASLPA to determine their eligibility to write the CETP exam. Once vetted by SASLPA to write the exam, they must pass the exam after which the NSCASLP registration</li> </ul>	<ul style="list-style-type: none"> <li>To apply for a license, an international applicant must first create a profile in the College database beginning at the Becoming a Member of the College button on the home page (<a href="https://nscaslp.ca/site/Joining-The-College">https://nscaslp.ca/site/Joining-The-College</a> . This link leads to a member</li> </ul>

		Clinical hours form, official transcripts, summary of transcript information form, course syllabi, credential assessment if educated outside of Canada,	committee determines whether they qualify for a full license.	portal where all of the information and forms can be submitted into the member's profile. The information is collected and reviewed by the Registrar. The member profile captures all required information which is used to approve, maintain and renew their license over the years of their membership.
If you do not have a process, please explain.				
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not provide information about its registration practices in a clear and understandable form to individuals who received their qualifications outside Canada; or</li> <li>• The regulating body does not identify documentation of qualifications that must accompany an application; or</li> <li>• The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>			
<b>REVIEW FINDINGS</b>	<b>To be completed by the FRPA Review Officer:</b>			

	<input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not compliant
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022 as well as with the information provided above.</p>

### QUESTION 3

Do you have a registration process for applicants who are registered/licensed in another jurisdiction in Canada (CFTA transfers)? If so, describe the process and include a list of the documentation an applicant must submit. How is information on the registration process communicated to applicants who are CFTA transfers? Include a link(s) to information published in the public domain.

Alignment with FRPA: *Sections 3, 7(c), 9(a) and 16(3)(b), (e), (g)*

**CFTA transfers:** applicants who are currently registered/licensed in another jurisdiction in Canada, in accordance with the Canadian Free Trade Agreement (CFTA).

<b>RESPONDENT ANSWER</b>	<b>Use the chart provided to identify each type of license issued. In each column next to the license type, identify the documentation required, a step-by-step overview of the registration process, and how information is communicated.</b>			
	<b>LICENSE TYPE</b>	<b>DOCUMENTATION (LIST)</b>	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>
	<ul style="list-style-type: none"> <li>Practicing License Aud/SLP</li> </ul>	<ul style="list-style-type: none"> <li>A verification form used by each of the Canadian colleges.</li> </ul>	<ul style="list-style-type: none"> <li>Applicants must follow the standard license application and provide proof of liability insurance.</li> <li>Applicants must request a verification form be completed and sent to NSCASLP by the registrar of the college with which they are currently licensed.</li> </ul>	<p>It is listed under our FAQs that Under the Canadian Free Trade Agreement (CFTA) provincial jurisdictions automatically recognize the licensed status of professionals operating in another licensed jurisdiction.</p> <ul style="list-style-type: none"> <li><a href="https://nscaslp.ca/site/about/faq?nav=sidebar">https://nscaslp.ca/site/about/faq?nav=sidebar</a></li> <li>Typically, the registrar explains this process to any applicants who inquire by email.</li> </ul>

				<ul style="list-style-type: none"> <li>• <a href="https://nscaslp.ca/site/applicant-currently-practising-in-another-regulated-Canadian-province">https://nscaslp.ca/site/applicant-currently-practising-in-another-regulated-Canadian-province</a></li> </ul>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; and</li> <li>• The regulating body identifies documentation of qualifications that must accompany an application; and</li> <li>• The regulating body explains the registration process and how requirements for registration are to be met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body provides copies of blank application forms for registration in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a streamlined process to license applicants certified in another Canadian jurisdiction that regulates the same occupation; or</li> <li>• The regulating body has additional material requirements that must accompany an application; or</li> <li>• The regulating body does not explain the registration process and how requirements for registration are to be met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not provide copies of blank application forms for registration in a publicly accessible manner.</li> </ul>			
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>			
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022 as well as with the information provided above.</p>			

#### QUESTION 4

Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.

Alignment with the FRPA: *Section 7(f) and 16(3)(d)*

#### RESPONDENT ANSWER

Yes

No

Describe and explain: On the front page of our website, there is a button “Become a Member of the College” which links to information about the application fee (\$100 for graduates of an accredited Canadian program) and our dues (\$400 for 2021). See link:

<https://nscaslp.ca/client/subscription/subscriptionEdit.html?productId=7561>

The Canadian Entry to Practice (CETP) exam is required for all new graduates of Canadian accredited university programs, non-accredited programs and International applicants. The fee for this exam is \$1135.00

<https://www.sac-oac.ca/writing-cetp-exams-audslp#Fees>

For graduates of an international or non-accredited Canadian program, there is a link on the same page which takes them to a manual for how to proceed to have the credentials vetted. The costs are stated on the first page (International \$1500, Canadian Non-Accredited programs \$800, Canadian Entry to Practice Exam (CETP) \$1135).

#### COMPLIANCE CRITERIA

##### Compliant:

- The regulating body provides information setting out any fees for registration in a clear and understandable form; and
- The regulating body describes the fees even if they are not applicable or are \$0; and
- The regulating body provides information about fees in a publicly accessible manner.

##### Not compliant:

- The regulating body does not provide information setting out any fees for registration in a clear and understandable form; or
- The regulating body does not describe the fees even if they are not applicable or are \$0; or
- The regulating body does not provide information about fees in a publicly accessible manner.

<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022 as well as with the information and links provided above.</p>

<b>QUESTION 5</b>	
<p>When documentation cannot be obtained by an applicant for reasons beyond their control, do you advise the applicant about what alternative documentation could be supplied that may be acceptable to the regulating body? (Example: a sworn statement in lieu of full documentation.) If so, explain. How is this information communicated to applicants? Provide a link to information published in the public domain.</p> <p>Alignment with the FRPA: <i>Sections 7, 9 and 16(3)(c)</i></p>	
<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please explain:</p> <p><a href="https://nscaslp.ca/uploaded/web/General%20/Accepting%20Alternative%20Information%20to%20Required%20Documentation.pdf">https://nscaslp.ca/uploaded/web/General%20/Accepting%20Alternative%20Information%20to%20Required%20Documentation.pdf</a></p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides clear and understandable information with respect to acceptable alternative documentation; and</li> <li>• The regulating body advises applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; and</li> <li>• The regulating body provides information about acceptable alternative documentation in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p>



	<ul style="list-style-type: none"> <li>• The regulating body does not provide clear and understandable information with respect to acceptable alternative documentation; or</li> <li>• The regulating body does not advise applicants on what alternative information may be supplied when they cannot obtain documentation for reasons beyond their control; or</li> <li>• The regulating body does not provide information about acceptable alternative documentation in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022.</p>

<b>QUESTION 6</b>	
<p>Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link to information published in the public domain.</p> <p>Alignment with the FRPA: <i>Sections 7(e) and 16(3)(k)</i></p>	
<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If yes, describe:</b> Emails are responded to in a timely manner with responses to any questions regarding registration. If applicants request a phone conversation, the registrar sends a phone number so they can speak to with her directly. The management company which runs NSCASLP (Pathfinder currently until Dec 2021) are contacted regarding any issues applicants have with navigating the website, payment or their member profile.</p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body provides support to the applicant during the registration process; and</li> <li>• The regulating body describes the type of support provided to the applicant during the registration process; and</li> </ul>

	<ul style="list-style-type: none"> <li>The regulating body provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>The regulating body does not provide support to the applicant during the registration process; or</li> <li>The regulating body does not describe the type of support provided to the applicant during the registration process; or</li> <li>The regulating body does not provide information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022 as well as with the information provided above.</p>

### QUESTION 7

Do you have a description of existing accommodation practices for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](https://www.nslegislature.ca/)

**RESPONDENT ANSWER**

- Yes
- No

	<p><b>If yes, describe:</b></p> <p><a href="https://nscaslp.ca/uploaded/web/General%20Accommodation%20Practices%20for%20Applicants%20with%20Disabilities.docx.pdf">https://nscaslp.ca/uploaded/web/General%20Accommodation%20Practices%20for%20Applicants%20with%20Disabilities.docx.pdf</a></p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a description of existing accommodation practices for applicants with a physical or mental disability; and</li> <li>• The regulating body has a clear process for applicants to request an accommodation and understand how requests will be considered; and</li> <li>• The regulating body provides a description of accommodation practices in a publicly accessible manner.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a description of existing accommodation practices for applicants with a physical or mental disability; or</li> <li>• The regulating body does not have a clear process for applicants to request accommodation and understand how requests will be considered; or</li> <li>• The regulating body does not provide a description of accommodation practices in a publicly accessible manner.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022.</p>

**QUESTION 8**

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link to any published information, if available.

Alignment with the FRPA: *Sections 12(1) through (5) and 16(3)(j)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, describe:</b> <a href="https://nscaslp.ca/uploaded/web/General%20Policy%20on%20Access%20to%20Records%20Requests.pdf">https://nscaslp.ca/uploaded/web/General%20Policy%20on%20Access%20to%20Records%20Requests.pdf</a>
<b>COMPLIANCE CRITERIA</b>	<b>Compliant:</b> <ul style="list-style-type: none"> <li>• The regulating body has an established process by which an applicant can make a request in writing for access to their registration records; and</li> <li>• The regulating body describes how an applicant can make a request, any exclusions to information that can be provided and any fees that may apply.</li> </ul> <b>Not compliant:</b> <ul style="list-style-type: none"> <li>• The regulating body does not have a documented process by which an applicant can request in writing for access to their registration records; or</li> <li>• The regulating body does not describe how an applicant can make a request, any exclusions to information that can be provided, and any fees that may apply.</li> </ul>
<b>REVIEW FINDINGS</b>	<b>To be completed by the FRPA Review Officer:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not compliant
<b>COMMENTS: REVIEW FINDINGS</b>	<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all above noted compliance criteria could easily be verified from NSCASLP’s home page ( <a href="https://nscaslp.ca/">https://nscaslp.ca/</a> ) on March 11, 2022.

## SECTION II: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant's skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

### QUESTION 9

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

#### RESPONDENT ANSWER

Explain the criteria used for assessment and how the information is communicated:

The criteria to be licensed is a Master's degree in Aud/SLP or equivalent. Practicing members must have maintained 1,000 hours over the previous five-year period and have graduated from an approved Canadian education program. (Application Fees are \$100 and 2021 Dues are \$400). Must provide proof of insurance.

[New Member Application Subscription Personal Info - NSCASLP](#)

Is a third party involved in the assessment process?

Yes

No

If yes, name the third-party(s) and describe their role:

<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body describes all criteria used to assess whether the requirements for registration have been met; and</li> <li>• The regulating body explains how information is communicated; and</li> <li>• The regulating body provides information in a publicly accessible manner; and</li> <li>• The regulating body describes the role of third-party assessors (if applicable).</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not describe all criteria used to assess whether the requirements for registration have been met; or</li> <li>• The regulating body does not explain how information is communicated; or</li> <li>• The regulating body does not provide information in a publicly accessible manner; or</li> <li>• The regulating body does not describe the role of third-party assessors (if applicable).</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with Sections 7(d), 16(3)(b) and (i) of the FRPA could easily be verified from NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022.</p>

**QUESTION 10**

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

<b>RESPONDENT ANSWER</b>	<p><b>Explain the registration decision communication process:</b></p> <p>a) Successful applicants: Successful applicants are informed by an email triggered by the system once they have been assigned a license number. They are also contacted by the registrar to inform them by email.</p> <p>b) Applicants not granted registration: If they are not granted registration, they are contacted within 2 weeks to let them know what information they are missing. The registration committee makes the decision on any temporary or restricted licensing.</p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body explains the process they use to communicate registration decisions, and the timeframe; and</li> <li>• The regulating body provides written decisions to all applicants; and</li> <li>• The regulating body provides applicants with reasons when registration has not been granted; and</li> <li>• The regulating body provides information on programs/services available to support the future success of applicants, if applicable; and</li> <li>• The regulating body provides a description of the internal review process to applicants who are not granted registration</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not explain the process they use to communicate registration decisions, and the timeframe; or</li> <li>• The regulating body does not provide written decisions to all applicants; or</li> <li>• The regulating body does not provide applicants with reason(s) when registration has not been granted; or</li> <li>• The regulating body does not provide information on programs/services available to support the future success of applicants, if applicable; or</li> <li>• The regulating body does not provide a description of the internal review process to applicants who are not granted registration.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>The description provided above, as well as information easily accessible on NSCASLP’s home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022, satisfies all of the above noted compliance criteria.</p>

## SECTION III: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

### QUESTION 11

Do you have a documented internal review process for applicants who disagree with the registration decision? Provide a link to information published in the public domain.

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal reviews decisions are communicated to applicants and what information is included with the decision; and
- who makes internal review decisions.

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.



<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p><b>If yes, explain:</b></p> <p><a href="https://nscaslp.ca/uploaded/web/Board-Policies/NSCASLP%20appeal%20policy.pdf">https://nscaslp.ca/uploaded/web/Board-Policies/NSCASLP%20appeal%20policy.pdf</a></p> <p><b>If no, explain why not:</b></p>
<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body has a documented internal review process; and</li> <li>• The regulating body describes time frames associated with the internal review process; and</li> <li>• The regulating body describes opportunities the applicant has to provide new information and make submissions with respect to their internal review; and</li> <li>• The regulating body describes how internal review decisions are communicated to applicants and what information is included with the decision; and</li> <li>• The regulating body ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and</li> </ul> <p>The regulating body provides information on the internal review process in a publicly accessible manner.</p> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not have a documented internal review process; or</li> <li>• The regulating body does not describe time frames associated with the internal review process; or</li> <li>• The regulating body does not describe opportunities the applicant has to provide new information and made submissions with respect to their internal review; or</li> <li>• The regulating body does not describe how internal review decisions are communicated to applicants and what information is included with the decision; or</li> <li>• The regulating body does not ensure that anyone who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; or</li> <li>• The regulating body does not provide information on the internal review process in a publicly accessible manner.</li> </ul>

<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>Compliance with all above noted compliance criteria could easily be verified from NSCASLP's home page (<a href="https://nscaslp.ca/">https://nscaslp.ca/</a>) on March 11, 2022.</p>

## QUESTION 12

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

Alignment with the FRPA: *Sections 11 and 16(3)(p)*

<b>RESPONDENT ANSWER</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If yes, please describe:</b></p> <p>NSCASLP came into force Nov. 5, 2019. On March 6, 2020 NSCASLP held a day-long in-person training for its Board members and members of its Registration and Discipline Committees. The training was provided by Marjorie Hickey, NSCASLP's lawyer and Ryan Baxter, her colleague. The morning session covered the roles and responsibilities of a College. The Registration Committee had an afternoon session with Ryan Baxter focusing specifically on registration issues. The slides from the presentations are attached.</p> <p>The plan is for there to be a yearly in-person meeting day. Due to the restrictions posed by COVID-19, NSCASLP has postponed its plans for this in May 2021 and then again in October 2021.</p> <p><b>Topics for the Registration and Discipline committee included: registration vs licensing, roles of registrar and committees, criteria for registration and licensure, categories of licensure, review of registrar's licensing and registration decisions, importance of reasons, rights, powers and privileges of committee, waiver of criteria, appeals and registration committee key functions, FRPA and labour mobility.</b></p>
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<b>COMPLIANCE CRITERIA</b>	<p><b>Compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body ensures that internal review decision-makers have received training on conducting an internal review; and</li> <li>• The regulating body describes the training.</li> </ul> <p><b>Not compliant:</b></p> <ul style="list-style-type: none"> <li>• The regulating body does not ensure that internal review decision-makers have received training on conducting an internal review; or</li> <li>• The regulating body does not describe the training.</li> </ul>
<b>REVIEW FINDINGS</b>	<p><b>To be completed by the FRPA Review Officer:</b></p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not compliant</p>
<b>COMMENTS: REVIEW FINDINGS</b>	<p><b>Comments, to be completed by the FRPA Review Officer:</b></p> <p>The description provided above satisfies all of the above noted compliance criteria.</p>

## V: ACKNOWLEDGEMENTS:

The Nova Scotia College of Audiologists and Speech-Language Pathologists hereby declares that the information contained in this report is a true and accurate representation of current registration practices of the organization.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:**

A handwritten signature in black ink that reads "Cindy Wheeler". The signature is written in a cursive, flowing style.

**Name (print):** Cindy Wheeler, MSc, SLP(c) - Registrar

**DATE:** 2022-03-28