



College of Audiologists and  
Speech-Language Pathologists of Ontario

Ordre des Audiologistes et  
des Orthophonistes de l'Ontario

# INITIAL CERTIFICATE APPLICATION GUIDE: INTERNATIONAL GRADUATES

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## INTRODUCTION

The practice of audiology and speech-language pathology are governed under the *Regulated Health Professions Act, 1991* and the *Audiology and Speech-Language Pathology Act, 1991*.

Important highlights related to registration:

1. To practice in Ontario as an audiologist or a speech-language pathologist you must be a member of College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO).
2. Only members of the College may use the professional titles (e.g., audiologist, speech-language pathologist, speech therapist, SLP), and hold themselves out as qualified to practice.
3. The College is a self-regulatory body, meaning that the professional members along with representatives of the public have the authority to set and enforce standards for the profession.
4. The College is responsible for ensuring that everyone who is registered is qualified.
5. The College will assess applications in accordance with the requirements outlined in Ontario Regulation 21/12.

The College views unauthorized practice very seriously. Failure to register is a significant offence and can result in disciplinary action and/or fines.

If you have any questions regarding becoming registered with CASLPO, please contact the International Applications Coordinator:

Telephone: 416-975-5347 ext. 223 or (Toll-free in ON) 1-800-993-9459 ext. 223

Email: [International\\_grad@caslpo.com](mailto:International_grad@caslpo.com)

Mail: CASLPO, 3080 Yonge Street, Suite 5060, Toronto, ON M4N 3N1

# INITIAL CERTIFICATE OF REGISTRATION

The College offers an Initial certificate of registration to qualified applicants who have less than two years of professional practice experience.

When an initial practice registrant begins practicing in Ontario, the member must complete a six-month mentorship period that includes at least 48 hours of mentored practice and 500 hours of patient care. For more information about the mentorship program, please see the “Mentorship” tab on our [website](#).

## REGISTRATION REQUIREMENTS

The applicant must meet all the registration requirements, both exemptible and non-exemptible, posted in Ontario Regulation 21/12

([HTTP://WWW.E-LAWS.GOV.ON.CA/HTML/REGS/ENGLISH/ELAWS\\_REGS\\_120021\\_E.HTM](http://www.e-laws.gov.on.ca/html/regis/english/elaws_regs_120021_e.htm))

### 1. GOOD CHARACTER REQUIREMENT

You must complete a declaration of your past conduct to the College. The College may ask you to provide more information based on your response.

Note that declaring a conduct matter does not automatically disqualify an applicant from registration with CASLPO. Each circumstance is reviewed by the College’s Registration Committee on a case-by-case basis.

### 2. REGISTRATION IN ANOTHER JURISDICTION

You must provide verification of all of your previous registrations/licenses with professional regulatory bodies in other jurisdictions. The College may waive this requirement if there is no certification/registration/licensing body in your previous jurisdiction.

### 3. DEGREE REQUIREMENTS

To be registered in Ontario you must have completed a [professional master’s degree](#) in audiology or speech-language pathology.

Applicants must have a [professional master’s degree](#) in audiology or speech-language pathology to be registered in Ontario.

### 4. LANGUAGE PROFICIENCY

While language proficiency is not the only indicator of communicative competence, it is an important foundation particularly for audiology and speech-language pathology practice. If the language of instruction of your professional master’s degree program is not English or French, you will be required to submit scores that meet or exceed the standards set by the College for language proficiency from one of the College’s approved language proficiency tests.

If the College’s Registration Committee is not satisfied that the applicant has met the above requirement for English or French language proficiency, the applicant will be required to

demonstrate the applicant's English or French language proficiency by attaining a passing score on one of the College-approved language proficiency tests.

#### 5. CANADIAN CITIZENSHIP, PERMANENT RESIDENT STATUS OR A VALID WORK PERMIT

You must provide the College with proof of Canadian citizenship, permanent resident status or authorization under the *Immigration and Refugee Protection Act (Canada)* to practice audiology or speech-language pathology.

However, the College will evaluate your qualifications for registration in advance of your completion of your immigration to Canada.

The Registrar will revoke a member's certificate of registration if the member has ceased to be a Canadian citizen or a permanent resident of Canada or is no longer authorized by the *Immigration and Refugee Protection Act (Canada)* to engage in the practice of the profession in Canada.

#### WHEN REGISTRATION REQUIREMENTS HAVE BEEN MET FOR AN INITIAL CERTIFICATE

Once the registration requirements have been met for an initial certificate, you will enter the registration process.

To complete CASLPO's registration process, you must:

- Secure an offer of employment and a mentor;
- Complete an Initial Certificate Registration form; and
- Pay the remaining fees for registration.

# WHAT IS A PROFESSIONAL MASTER'S DEGREE?

A professional master's degree must satisfy all the following criteria:

1. The degree must be recognized as a Canadian master's degree (or its equivalent, as determined by an outside credentialing agency).
2. The program must be officially identified as a program whose intent is to train audiologists or speech-language pathologists.
3. The master's degree program must consist of:
  - a. Coursework completed at the graduate level in audiology or speech-language pathology;
  - b. Supervised practicum appropriate to the practice of audiology or speech-language pathology completed at the graduate level; and
  - c. A research component providing study in research techniques and statistical analysis as well as the design and execution of research related to disorders of hearing functioning or disorders of communication and/or swallowing completed at the graduate level.

## COMPLETING THE APPLICATION

There are four parts to your application form:

1. Application form
2. Coursework Requirements form
3. Clinical Practicum Hours form
4. Verification of Registration form (if applicable)

### THE INITIAL CERTIFICATE APPLICATION FORM

Please print all information clearly. Ensure that your application form is complete and that you have signed your declaration. **An incomplete application form will delay the process.**

#### PERSONAL INFORMATION

The name you provide will appear on the Public Register and must match the name on the documents you submitted for registration.

If you need to change your name at any time, you must provide the College with proof of your legal name change (marriage/divorce certificates or evidence of legal name change).

It is considered professional misconduct to practice under a name other than the one you have registered with the College.

#### PROFESSION

Please indicate the profession you are applying for. If you wish to apply for registration in both professions, you must submit two separate applications.

#### RESIDENTIAL ADDRESS INFORMATION

Provide your current residential mailing address (in or outside of Canada) in full.

#### Email

Please provide an e-mail address that you check regularly, as this will be our primary method of communicating with you during the application process. CASLPO must be alerted to any changes to your email address.

#### CITIZENSHIP STATUS

Your eligibility to work in Canada as an audiologist or speech-language pathologist must be indicated, and the accompanying documentation must be provided.

**If you are a Canadian citizen**, you must submit a copy of the identification pages of your valid Canadian passport, Canadian birth certificate or both sides of your Canadian citizenship card.

**If you are not a Canadian citizen**, you must submit a copy of your record of landing (if it is current), your permanent resident card or your valid employment authorization documentation (i.e. work permit).

### LANGUAGE PROFICIENCY

Please indicate the language of instruction in your professional master's degree in audiology or speech-language pathology, as well as your intended professional language and preferred language of correspondence. If the language of instruction of your professional master's degree was not English or French, you will need to provide [evidence of language proficiency](#).

### EDUCATION (ACADEMIC HISTORY)

Please list your professional master's degree as well as any other university-level programs that support the information in the Coursework Requirements Form.

### REGISTRATION/LICENSURE

Please list any *current and/or previous* professional memberships held with any regulatory or licensing bodies in any jurisdiction and in any profession. Please note this does not include membership with professional associations (e.g., ASHA, ISHA, RCST, SPA).

### CONDUCT

Please answer all questions truthfully. Answers will be kept strictly confidential and are used only in the application process.

Should you answer "yes" to any of the questions listed on the application, please contact the College for an Evidence of Good Character form. You may be asked for further details for clarification.

Please note that declaring a conduct matter does not automatically disqualify you from registration with CASLPO. Each circumstance is reviewed by the Registration Committee on a case-by-case basis.

### DECLARATION

Please read and respond to each of the declaration statements carefully before signing the form. Any false declarations could be grounds for refusal of registration, or revocation of your license.

### FEES

Please complete this section. Fees must be paid in Canadian funds. For more information about fees, please see the [fees section](#) of this guide.

Making a false declaration in your application may disqualify you from registration.



## ACADEMIC CREDENTIALS ASSESSMENT

An academic credential assessment must be obtained for each degree obtained outside of Canada, to serve as a comparison to Canadian educational standards. The cost of this assessment is the responsibility of the applicant. An assessment must be obtained from one of the following credentialing agencies, which have been recognized by the Inter-provincial Mutual Recognition Agreement:

### WORLD EDUCATION SERVICES (WES)

(Search 'CASLPO' on the website and follow instructions. A Document-by-Document evaluation is required.) *Note:* If you apply for WES's ICAP Document-by-Document service, you will not need to submit additional transcripts to CASLPO, as a copy of your verified transcript(s) will be forwarded to the College as part of their service.

Tel: 416-972-0070

Fax: 416-972-9004

Website: <https://www.wes.org/ca/partners/credential-evaluation-requirements-college-audiologists-speech-language-pathologists-ontario/>

### COMPARATIVE EDUCATION SERVICE (CES) UNIVERSITY OF TORONTO

Tel: 416-978-0393

Website:

<https://learn.utoronto.ca/international-professionals/comparative-education-service-ces>

### INTERNATIONAL QUALIFICATIONS ASSESSMENT SERVICE (IQAS)

(A Basic evaluation is required.)

Tel : 780-427-2655

Fax : 780-422-9734

Website: <https://www.alberta.ca/iqas-employment-apply.aspx>

## COMPLETING THE COURSEWORK REQUIREMENTS FORM

All applicants must complete the academic coursework section of the application (Coursework Requirements Form). The coursework requirements reflect the minimal coursework content and hours necessary for practice in Ontario.

## WHAT YOU NEED TO KNOW TO FILL OUT THE FORMS

To complete the Coursework Requirements Form, you must clearly identify the relevant courses and coursework hours from your educational program(s) and provide details from your syllabi that demonstrate that you have covered the required content and hours.

## SYLLABUS REQUIREMENT

You must submit a detailed course syllabus for *each course* listed in the Coursework Requirements Form that includes the following information:

- the number and type of the course work hours (i.e. lecture hours, tutorial hours, laboratory hours, problem-based learning hours. For information about the different types of hours, please [see below](#))
- course content and objectives;
- required assignments or reports;
- required text and readings;
- types of examination; and
- method of evaluation.

Please note that course descriptions generally do not provide sufficient information. Syllabi usually specify the schedule of class time, the content, method of evaluation and associated readings.

## GRADUATE AND UNDERGRADUATE COURSEWORK

You may use both graduate and undergraduate university level coursework to fulfill CASLPO's academic coursework requirements. It is understood that the majority of the coursework hours in the major professional area will have been completed at the master's level. If this is not the case, your application may be referred to the Registration Committee for review.

CASLPO recognizes only university level coursework towards meeting the requirements for registration. Coursework completed at a community college level (i.e. at Colleges of Applied Arts and Technology or equivalent) will not be accepted.

## PROBLEM-BASED LEARNING (PBL) PROGRAMS

For applicants who studied within a problem-based learning curriculum, problem-based learning hours must be specified in the applicant's course syllabus. The College will recognize **30%** of problem-based learning hours towards satisfying the requirements for registration, similar to other student-directed instructional coursework hours (i.e., laboratory hours). The number of problem-based learning hours should be indicated separately from instructor-led coursework hours, in the Coursework Requirements form. If required, please attach separate sheets to show calculations.

## WHAT IS A COURSEWORK HOUR?

Coursework hours refer to the hours of course instruction provided by the educational institution. Instructional hours may consist of both "instructor-led" and "student-led".

A 100% of the instructor-led hours can be counted towards the required totals and include:

- lectures,
- tutorials,
- seminars

30% of the student-led hours can be counted towards the required totals and include:

- laboratory hours, and
- problem-based learning hours.

University practicum hours and continuing education courses *may not be* included on the Coursework Requirement form. In addition, self-study or preparation hours (i.e. activities such as essay writing, research, reading, assignments, projects, etc.) may not be used to meet CASLPO's requirements.

### TO CALCULATE COURSE HOURS

Course hour totals are generally determined by the number and type of class hours per week multiplied by the number of weeks in a semester, although this may not always be the case. In such cases, each of the number of class hours per week, the type of coursework hours and the number of weeks in a semester must be indicated in the syllabus or transcript.

In cases where a course follows an irregular meeting schedule, the total number and type of coursework hours (e.g., lecture, laboratory) must be clearly identified in the syllabus. If information regarding coursework hours is not provided in a syllabus and/or transcript, then you must provide an alternate verification of this information (e.g., a letter from program director).

Please be advised that if you have used a course to satisfy the requirements in one category, you cannot use those same hours to satisfy an hours requirement in another category. It is possible however, that coursework hours within a single course may be divided across two or more sections on the Coursework Requirements form, if the course content relates to multiple sections. In such a case, the division of hours must be clearly indicated on the course syllabus.

### FILLING OUT THE FORM: COURSEWORK HOURS (SECTIONS I – IV)

When filling out Sections I – IV of the Coursework Requirements form, please indicate the courses (including course number and name) which contain content relevant to each of the different sections. Each section and subsection contains descriptions of relevant course content, with examples. For each course, indicate the number of lecture/tutorial hours (or other instructor-led hours) related to that section, in the first column of hours. These hours will be separate from relevant laboratory and/or problem-based learning hours (or other student-led instructional hours), which will be included in the second column.

Please leave the third hours column blank where greyed out. At the bottom of each page, the laboratory/problem-based learning column should be totalled up, and then multiplied by 0.3 to arrive at the "Lab/PBL" hours subtotal.

At the bottom of the page, add up the coursework hours in the Lecture/tutorial hours column. To arrive at the 'Total hours' for each Section, please add the subtotals of the 'lecture/tutorial' hours and the Lab/PBL hours\*0.3 columns.

#### EXAMPLES

1. For a course with instructor-directed coursework hours (e.g., lecture/tutorial/seminar) scheduled two hours weekly over a 12-week period, the coursework hours would total 24.

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2. For a course with lecture/tutorial/seminar hours scheduled three hours weekly over a 13-week period, the coursework hours would total 39.

If there are different types of hours within a single course, these must be clearly indicated on the Coursework Requirements Form.

3. For course with 3 lecture hours and 3 laboratory hours weekly over a 12-week period, the total coursework hours would total 47:

$$\begin{aligned} \text{Lecture/tutorial hours: } 3 \times 12 &+ \text{Laboratory hours: } (3 \times 12) \times 0.3 \\ &= 36 + 36 \times 0.3 \\ &= 36 + 10.8 \\ &= 46.8 \\ &= 47 \end{aligned}$$

Note that for courses that include laboratory hours (or other student-directed instructional hours), you will not see the individual total of that course on the Coursework Requirements form, as the multiplication by 0.3 will occur for all such courses at the bottom of the page.

### FILLING OUT THE FORM: CONTENT AREAS (SECTION V)

When filling out Section V, you must indicate where we can find evidence of each content area in your documentation. For each content area, please indicate the name of the course(s) in which that content area was covered, as well as the page(s) of the syllabus where this information is presented. Note that the courses listed in Section V will be the same as those listed in Section III.

*If a content area was covered in your program, but you are unable to find information relating to that content area within a course syllabus, then you must provide a letter from the university department indicating that the content was covered, and in which course it was presented. If a letter is provided in lieu of a syllabus, that can be indicated in the form. If a content area was not covered in an applicant's program, then that content area in Section V should be left blank.*

Please note that sections left blank on the Coursework Requirements Form may be interpreted as deficiencies in the content of your curriculum.

### OFFICIAL TRANSCRIPTS

You must provide an official transcript from your graduate degree, as well as any other transcripts (e.g. undergraduate degree) that verify any other courses listed on your Coursework Requirements form. Transcripts must be sent directly to the College from the university attended or must be provided with your application in a *university sealed* envelope.

If due to exceptional circumstances (i.e. war, political hardship, loss of records, closure of schools) necessary academic documents may not be obtained from the university attended, please contact the Director of Registration Services.

## FOR GRADUATES OF CANADIAN PROGRAMS THAT ARE NOT ACCREDITED

The Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP) provides "Candidate" status to those Canadian master's programs that are currently in the accreditation process. Because these programs are not yet accredited by CACUP, CASLPO processes applications from students of those programs in the same manner as applications from internationally trained applicants. Please refer to the information provided in this guide.

For graduates of these Canadian programs *only* (i.e., not graduates of international programs), if your transcript does not indicate that your degree has been completed, you may submit a current transcript listing all courses completed to date and a letter from your program director regarding the completion of your degree. Both documents are required. Alternatively, you may wait until your transcript indicates that your degree has been completed.

The letter from the program director of your audiology or speech-language pathology program must be submitted directly to CASLPO with the following information:

- that you have completed the requirements for your graduate degree (i.e. all coursework, practicum and research projects/thesis papers); and
- the date on which your graduate degree will be awarded.

## COMPLETING THE CLINICAL PRACTICUM HOURS FORM

A Clinical Practicum Hours form detailing the supervised clinical practice hours completed within your program must be signed by the Program Director (or designate) of your audiology or speech-language pathology program. Speech-Language and Audiology Canada's Clinical Hours Form may also be submitted in place of our Clinical Practicum Hours form. Photocopies are not accepted.

If you are submitting clinical hours from separate degrees, a separate Clinical Practicum Hours form must be submitted for each degree. It is understood that the majority of the clinical practicum hours in the major professional area will have been completed at the master's level. If this is not the case, your application may be referred to the Registration Committee for review.

### MINIMUM REQUIREMENTS

A total (minimum) of **300 hours of university supervised clinical practice** within your academic program of study are required. These clock hours must involve supervised clinical experience with patients. At least **225** of these 300 hours must be in the major professional area for which you are seeking registration. This experience must include assessment, management, with

both children and adults representing a wide range of disorders. A minimum of 20 clock hours of direct clinical experience must be obtained in the minor professional area.

Direct clinical experience refers to shared supervised clinical activities or solo supervised clinical activities involving direct patient contact and case conferences relating to a patient.

### SIMULATED PRACTICE

Please be advised that no more than 30 of the 300 required hours may fall into the category of simulated practice. Simulated Practice refers to activities using standardized or simulated patients.

Please also be advised that observation hours may *not* be included towards meeting CASLPO's requirements for practicum. Observation hours refer to activities where you have no active involvement.

## COMPLETING THE VERIFICATION OF REGISTRATION FORM

If you have been registered/licensed to practice as an audiologist or speech-language pathologist in another jurisdiction or in another regulated profession in Ontario or another jurisdiction, you must submit a completed Verification of Registration form from each regulatory body for which you currently or have previously held registration/licensure. A written letter confirming current membership is in good standing from a regulating body on letterhead may be submitted as an alternative, provided that it includes all of the information contained in the Verification of Registration form. **Wall certificates or photocopies of membership cards will not be accepted.** CASLPO does not require any documentation from professional associations who do not fulfill a regulatory function (e.g., ASHA, ISHA).

A checklist has been provided for your use to verify that your submission is complete. The checklist does not need to be submitted with your application.

## OTHER SUPPORTING DOCUMENTS

All applicants must submit the following supporting documents with his/her Initial Certificate Application Form:

### EVIDENCE OF NAME CHANGE

If your current name is different from the name on birth certificate, citizenship card, passport, record of landing or permanent residency card, you must provide either a copy of your marriage certificate or legal change of name document.

### TRANSLATION OF DOCUMENTS

All documents and letters not written in the English or French language must be accompanied by an official translation. The applicant is responsible for the payment of translation fees.

We accept translations from:

- The consulate, high commission or embassy (in Ontario) for the country that issued the documents.
- A Canadian consulate, high commission or embassy in the country from which you emigrated.
- A certified member of the Association of Translators and Interpreters of Ontario (ATIO). To obtain the name of a member translator from the ATIO, call 1-800-234-5030. Please confirm with ATIO that the translator is certified to translate into English from the language of the document. Translations completed by associated members of ATIO are not acceptable.
- A translator accredited by a professional association of translators in Canada.
- A translator accredited by a federal, provincial or municipal government in Canada.

You must ensure that the translation is clearly identified so that we can match it to your file. Additionally, all translations must be original and accompanied by the translator's statement indicating:

- 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 are required)
- Full printed name and signature of the translator

## VERIFICATION OF PROFICIENCY IN ENGLISH OR FRENCH

Applicants 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).

Evidence required: Official academic documentation (diploma, transcripts) required to meet the education requirement of registration, sent directly from the university to the regulatory body.

- b) Evidence of completion of an audiology or speech-language pathology university degree in English and/or French;

Evidence required: Academic credential assessment report which includes indication of language of didactic and clinical instruction or official attestation sent directly from the university to the regulatory body.

- c) Achievement of the required minimum score on a standardized language fluency test in the required language. All components of the test must be completed using the same test.

Evidence required: Official test results on one of the tests indicated below, completed within the two years prior to application, sent directly from the testing agency to the regulator.

The acceptable standardized language tests and scores are as follows:

### Test of English as a Foreign Language (TOEFL)

A minimum internet-based test (iBT) overall score of **100** is required with a score of **26** in both the writing and speaking sections of the test.

TOEFL

Website : <http://www.toefl.org>

Please be advised that CASLPO's TOEFL code number is **8492**. Please enter this code on your answer sheet when you sit for the TOEFL examination. You should also enter the code on your Score Report Request Forms. Your scores will then be sent directly to the College from the Educational Testing Service.

### The International English Language Testing System (IELTS):

A minimum score of **8.0** is required from the IELTS (Academic or General).



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IELTS (In Canada):

Website: <https://www.ieltscanada.ca/>

IELTS (International):

Website: <http://www.ielts.org/>

TESTCan (For demonstrating French Proficiency Only):

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

TESTCan Website: <http://www.testcan.uottawa.ca/>

The cost of these assessments is the responsibility of the applicant. The TOEFL and IELTS tests are given regularly in many countries and in most provinces of Canada.

If your TOEFL, IELTS or TESTCan test score was achieved more than two years prior to your application for a certificate of registration, the score achieved is no longer valid.

If the College's Registration Committee is not satisfied that the applicant has met the above requirement for English or French language proficiency, the applicant will be required to demonstrate the applicant's English or French language proficiency by attaining a passing score on one of the College-approved language proficiency tests.

## FEES

### APPLICATION FEE

The application fee is due and payable with the submission of an application. The application fee is **\$150.00**.

The application fee must be paid by a cheque or money order separate from the registration fee and the prorated annual fee.

A complete list of the fees is provided [here](#).

### METHOD OF PAYMENT

Fees may be paid using the following payment methods: Visa, MasterCard, cheque, or money order.

Payments made by cheque or money order (*in Canadian funds only*) should be made payable to "CASLPO". Please give the College until at least one month after your certificate of registration has been issued to cash all cheques, and do not assume your cheque has been cashed prior to this time.

NSF cheques and declined credit cards will incur an additional service charge of **\$50.00**.

OTHER COSTS ASSOCIATED WITH THE REGISTRATION PROCESS:

The fees associated with the following services may be obtained at the links provided below:

Credential Assessment:

1. World Education Services (WES): <https://www.wes.org/ca/partners/credential-evaluation-requirements-college-audiologists-speech-language-pathologists-ontario/>
2. Comparative Education Services (CES): <http://learn.utoronto.ca/international-professionals/comparative-education-service-ces/general-use/service-fees>
3. International Qualifications Assessment Service (IQAS): <https://www.alberta.ca/iqas-employment-apply.aspx>

Language Proficiency Tests:

1. TOEFL: <https://www.ets.org/toefl/ibt/about/fees/>
2. IELTS: <https://www.ieltscanada.ca/testfee>
3. TEF Canada: <https://www.lefrancaisdesaffaires.fr/tests-diplomes/test-evaluation-francais-tef/tef-canada/>

# WHAT DO I NEED TO DO BEFORE SUBMITTING MY APPLICATION?

## Step 1: **READ**

Please read the entire guide before you start the process. If you have any questions, read the [Frequently Asked Questions](#) on our website. If you are unable to find the answer to your question, contact the College at [International\\_grad@caslpo.com](mailto:International_grad@caslpo.com) or by telephone at 416-975-5347 ext. 223.

## Step 2: **GATHER**

Gather all of the documents that you need to include with your application. You may arrange for some documents to be sent directly to the College by institutions on your behalf. If these documents arrive ahead of your application, the College will file these documents until your application form arrives at the College. If any of your documents are in a language other than English or French, you must arrange to have these documents translated before you submit them to the College. If you need to submit documents to an outside agency, in addition to any documents being sent directly to CASLPO (e.g., for academic credential assessment), you must consult with that agency regarding the need for translation.

## Step 3: **SUBMIT**

Send in your application form along with the required supporting documents and fees. Please refer to the Checklist (at the end of the application form) to ensure that your application is complete.

# WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

For timeline of the review process, please see the [Appendix](#) at the end of the guide.

## APPLICATION INTAKE

When CASLPO receives an application form, the applicant will be notified of any missing documentation.

## INITIAL REVIEW

The purpose of the initial review is to identify applications that do not have deficiencies. When the College has received your completed application along with the required supporting documents and an application fee payment, your qualifications will be evaluated.

CASLPO is only able to begin the review of an application when all of the required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the review of the application and the registration decision.

## RESULTS OF INITIAL REVIEW

After the initial review, an applicant will be contacted regarding whether or not there were deficiencies in their application. Deficiencies in an application may include, but are not limited to:

- missing coursework hours,
- missing content areas,
- missing clinical practicum hours,
- missing evidence of eligibility to work in Canada,
- professional degree is not at the master's level,
- language proficiency test score below the cutoff.

## IF THERE ARE NO DEFICIENCIES IN YOUR APPLICATION

If you meet the requirements for registration, you will be notified by email of your eligibility to register with CASLPO and asked to submit a completed Registration Form and the fees for registration in order for your certificate of registration to be issued.

## IF THERE ARE DEFICIENCIES

If in the initial review it is found that you do not meet all the requirements for registration, your application will undergo an in-depth review and will be referred to the College's Registration Committee. You will receive an email indicating that there are deficiencies in your application and that CASLPO will be conducting an "in depth review".

## IN DEPTH REVIEW (NOTICE OF REFERRAL TO THE REGISTRATION COMMITTEE)

If deficiencies are identified, then your application will then undergo a further review. When this review is complete, you will receive a Notice of Referral from the Registrar, which will clearly specify the deficiency(s) in your application. This formal, detailed letter provides you with the opportunity to respond. You will have 30 days to provide the College with any additional documentation that addresses the deficiencies and that you would like the Registration Committee to consider.

## REVIEW BY CASLPO'S REGISTRATION COMMITTEE

The Registration Committee is made up of audiologists, speech-language pathologists and appointed Public Members of CASLPO's Council. A panel of the Registration Committee will consider applications at its next scheduled meeting, following the receipt of any additional documentation the applicant provides.

This panel of the College's Registration Committee shall make an order doing any one or more of the following:

1. Direct the Registrar to issue a certificate of registration.
2. Direct the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the panel.
3. Direct the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the panel.
4. Direct the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specify a limitation on the applicant's right to apply under subsection 19(1).
5. Direct the Registrar to refuse to issue a certificate of registration.

If any information in an applicant's submission is unclear, the panel may also request additional information from the applicant before a decision is made.

A decision/order from a panel of the College's Registration Committee is emailed to the applicant within seven weeks of the meeting date. Applicants seeking a clarification of a Registration Panel's decision/order may call the Director of Registration Services.

## SECOND FILE REVIEWS AND APPEALS

If an applicant wishes to submit additional information after a decision has been made, the application may be referred back to the Registration Committee for reconsideration (Second File Review). The case is then reviewed at the next available meeting of the Registration Committee.

An applicant who has received an order from a panel of the College's Registration Committee can appeal the decision through the [Health Professions Appeal and Review Board](#).

## Initial Certificate Application Guide: International Graduates

The Health Professions Appeal and Review Board may be reached at:

Health Professions Appeal and Review Board  
151 Bloor Street West, 9<sup>th</sup> floor  
Toronto, Ontario  
M5S 1S4

Tel: (416) 327-8512; 1 (866) 282-2179 (Toll Free)  
Fax: (416) 327-8524

After the hearing or review, the Board will make an order doing any one or more of the following:

1. Confirming the order made by the panel.
2. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant if the applicant successfully completes any examinations or training the Registration Committee may specify.
3. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate.
4. Referring the matter back to the Registration Committee for further consideration by a panel, together with any reasons and recommendations the Board considers appropriate.

### CALLS OR EMAILS ABOUT THE STATUS OF YOUR APPLICATION

We will provide you with a timeline for when to expect to hear the results of a review. Please contact us in the following situations:

- there has been a change to your application
- you have new contact information
- you would like to withdraw your application
- it is past the deadline you were provided with

Otherwise, please trust that we will email you regarding each step of your application process. There are many applicants to the College throughout the year, and additional calls and emails slow down the review process for you and everyone else.

CASLPO maintains procedures that are transparent, impartial, objective, and fair and does not offer any preferential treatment. Applications ALWAYS get processed in the order in which we receive them.

If you do need to contact the College about *a change to your application*, please contact the International Applications Coordinator by phone number at 416-975-5347 extension 223 or 1-800-993-9459 extension 223 or e-mail at [International\\_grad@caslpo.com](mailto:International_grad@caslpo.com).

## IMPORTANT INFORMATION

### HOW LONG DOES MY APPLICATION STAY ACTIVE?

Incomplete applications will remain active for two years.

Your application will remain active for two (2) years following your receipt of a registration decision from CASLPO.

After two years, your application will be closed. If you would like to become a member of CASLPO at a later date you must submit a new application to the College.

### PRIVACY

In the course of carrying out its regulatory activities, CASLPO collects, uses and discloses personal information in accordance with CASLPO's privacy code, the *Regulated Health Professions Act, 1991* and the *Audiology and Speech-Language Pathology Act, 1991*. While these regulatory activities are not of a commercial nature and therefore are not subject to the Federal "Personal Information Protection and Electronic Documents Act" (PIPEDA), the College promotes the privacy of personal information in a manner consistent with its regulatory role. A copy of CASLPO's privacy code is available on the College's website and in hard copy form upon request.

### ACCESS TO RECORDS

All **original** documentation submitted to the College throughout the application process will be scanned by the College and stored permanently as a PDF document. The College will **not** be returning original documentation to applicants regardless of whether the College approves or denies an application.

Upon making a written request to the Director of Registration Services, applicants may have access to copies of all documents submitted during the application process. The following service **fee** is also required with the applicant's written request:

- \$50.00 per request including the first twenty-five pages, and \$1.00 per page thereafter.

Fees may be paid using the following payment methods:

- Visa;
- MasterCard;
- Cheque; or
- Money Order.

## Initial Certificate Application Guide: International Graduates

Written requests may be sent:

- By mail to CASLPO, 3080 Yonge Street, Suite 5060, Toronto, ON M4N 3N1; or
- By email to [International\\_grad@caslpo.com](mailto:International_grad@caslpo.com).

Copies are available in the following formats:

- Photocopy; or
- PDF.

The College will make every effort to respond to written requests within 15 business days of the request being received by the College.



## APPENDIX: TIMELINES – INTERNATIONAL GRADUATES

- Application form is received, and documentation is assessed for completeness.
- Applicant is notified of receipt of application and outstanding documents are identified (if applicable).  
Timeline: **15 business days** from the date that the application form is received.

- Any further required documents have been received.
- Applicant notified that application is complete and that the application review process has begun.  
Timeline: **5 business days** from the date that all of the required documents have been received by the College.

- Initial Review of the complete application.
- Applicant notified of the results of the Initial Review.  
Timeline: **8 weeks** from the date that the applicant is notified that the complete application has been received.

### Applications **with no** deficiencies

- Application is accepted.
- Applicant notified of the approval of application and requirements to complete registration process.

- Completed Registration form received.
  - Remaining fees paid.
  - Certificate of registration issued.
- Timeline: **5 business days** from receipt of completed registration form.

### Applications **with** deficiencies

- Application is not accepted.
- Applicant notified that application requires further consideration by the College.

- In depth review of applicant's documentation.
  - Identification of deficiencies completed.
  - Applicant provided with a Notice of Referral to the Registration Committee.
- Timeline: **8 weeks** after notification that application requires further consideration.

- College receives a written submission (if applicable) from the applicant in response to Notice of Referral.
- Timeline: **30 days** from the applicant's receipt of the Notice of Referral.

- Application is reviewed by the Registration Committee at the next available Committee meeting.
- Timeline: **Varied**. The Committee meets quarterly.

- Registration Committee's decision is written and mailed to the applicant.
- Timeline: **5 weeks** from the date of the Registration Committee meeting or **7 weeks** if a decision requires translation.