



# The Saskatchewan Association of Speech-Language Pathologists and Audiologists

## SASLPA Registrant Handbook



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SASLPA Practice Guidelines may be found at <https://www.saslpa.ca/resources/reference-documents/>

# I. Introduction



Audiology and Speech-Language Pathology are self-regulated professions in Canada. Regulation for these professions is provincial. In Saskatchewan, *The Saskatchewan Association of Speech Language Pathologists and Audiologists (SASLPA)* is the provincial regulator for the professions of Audiology and Speech-Language Pathology. This means, in Saskatchewan, individuals **must** hold a valid licence to practise Audiology and/or Speech-Language Pathology.

Who we are:

## Council:

- Deena Offet, SLP, President
- Nicole Sax, SLP, President Elect
- Nichole Forbes, SLP, Treasurer
- Rachel Krauss, Aud, Secretary
- Tami Pavely, SLP, Member-at-Large
- Duane Schultz, Public Representative
- Amber Smale, Public Representative

## Staff:

- Kathy Carroll, Executive Director
- Josée Levasseur, Registrar
- Candice Pierce, Administrative Assistant

If you are interested in becoming a member of the SASLPA Council or participating in one of SASLPA's committees, please contact SASLPA.

# II. SASLPA Contact Information



**Website:** [www.saslpa.ca](http://www.saslpa.ca)

**General Email:** [saslpa@sasktel.net](mailto:saslpa@sasktel.net)

**Registrar Email:** [registrar.saslpa@sasktel.net](mailto:registrar.saslpa@sasktel.net)

**Executive Director Email:** [ed.saslpa@sasktel.net](mailto:ed.saslpa@sasktel.net)

**Phone:** 306-757-3990

**Toll Free:** 1-866-757-3990

**Fax:** 306-757-3986

**Mailing Address:** #11-2010 7<sup>th</sup> Avenue  
Regina SK, S4R 1C2

# III. SASLPA Credentials



It is important that audiologists and speech-language pathologists be consistent when using their designation and credential information in their signatures. When we are consistent, the public knows what to look for to make sure they are receiving services from a registered member of SASLPA.

The following explains the importance of consistency and gives examples of how registrants should sign their names.

When the public receives safe and ethical services from registered members, their confidence and trust in the professions increases and they develop expectations about what it means to receive services from a registered professional.

It is in the public’s interest that SASLPA members use their designations consistently and in a manner that avoids confusion. Currently, many members use varying combinations of the protected title(s), credentials, and registered designation. This can be confusing for the public, as they may have difficulty identifying and differentiating the qualifications of the person providing speech and hearing services.

Using a protected title and your registered designation lets the public know that you:

- are licensed by Saskatchewan’s regulatory body for speech-language pathology and audiology;
- are accountable for the delivery of professional services;
- possess a distinct knowledge base and skill set;
- engage in professional learning throughout your career; and
- belong to a community of highly educated, responsible, and caring practitioners who are committed to providing safe and ethical services.

**USE OF TITLE, DESIGNATION AND CREDENTIALS ON OFFICIAL CLIENT DOCUMENTS:**

**What must be included with your signature?**

- Title
- Registration Designation
  - Your registration designation indicates current licensure with the regulatory body for the audiology and speech-language pathology professions and gives you the right to provide services to Saskatchewan residents.

**What may be included in your signature?**

- Education Credentials
  - Although an important requirement of registration, academic degrees are only a part of meeting the regulatory requirements.
- Certification Designations

**Examples:**

Signature Components	Signature Components and Order of Listing by Profession	
	Audiologist	Speech-Language Pathologist
Title and Registration Designation (REQUIRED)	J. Doe Audiologist Registered SK Lic# 9876	J. Doe Speech-Language Pathologist Registered SK Lic# 0123
Educational Credentials (e.g., MSc; AuD; MSLP)	J. Doe, MA Audiologist Registered SK Lic# 9876	J. Doe, M.Sc. Speech-Language Pathologist Registered SK Lic# 0123
Certification Designations (e.g., S-LP(C); CCC-SLP; Aud(C); CCC-A)	J. Doe, Aud(C) Audiologist Registered SK Lic# 9876	J. Doe, S-LP(C) Speech-Language Pathologist Registered SK Lic# 0123
Combination	J. Doe, MA, Aud(C) Audiologist Registered SK Lic# 9876	J. Doe, M.Sc., S-LP(C) Speech-Language Pathologist Registered SK Lic# 0123

**I have a doctorate, what is the ethical way to use this designation?**

- In accordance with the SASLPA Code of Ethics, section 14, “Members shall ensure that...Their spoken, written or printed communications shall be true, accurate and **clear in representing their qualifications**, professional affiliations, education, experience and competence.”
- For audiologists and speech-language pathologists, the designation “doctor” describes academic achievements only and, unlike a medical doctor, is not a designation of professional competence nor is it a requirement for practice in Canada. When providing, or offering to provide, health related services to the public, the use of the title “doctor” may be confusing and misleading as to your qualifications. Therefore, in the public’s interest, the following is recommended:
  - In a health-related setting:
    - You may **not** use “Dr.” before your name
    - You may list your academic achievements,
    - For example:
 

J. Doe, Doctorate Audiology Audiologist Registered SK Lic#1234	J. Doe, PhD Speech-Language Pathologist Registered SK Lic#1234
--	--
  - In an education setting:
    - Members with doctoral degrees may use the title “doctor” in academic, research and other such settings.
    - Example, Dr. J. Doe

**Examples by Registration Category**

Registration Category	Audiologist	Speech-Language Pathologist
Full Practicing	As above	As above
Provisional Member	Name Audiologist, Provisional Registered SK Lic#P0000	Name Speech-Language Pathologist, Provisional Registered SK Lic#P0000
Temporary Member	Name Audiologist, Temporary Member Registered SK Lic#T0000	Name Speech-Language Pathologist, Temporary Member Registered SK Lic#T0000
Retired Member: No longer has a valid licence number	Name Audiologist, Retired	Name Speech-Language Pathologist, Retired
Non-practicing Member	Name Audiologist, Non-Practising Registered SK Lic#	Name Speech-Language Pathologist, Non-Practising Registered SK Lic#

## IV. SASLPA Use of the Title Doctor Advisory Statement



A SASLPA advisory statement is intended to provide information, direction and recommendations to assist SASLPA registrants in complying with existing legislation. An advisory statement is not considered legal advice.

### PURPOSE OF THIS ADVISORY STATEMENT

- To outline restrictions of the use of the title “Doctor” or any related abbreviations.

### SCOPE

- All registered audiologists and speech-language pathologists with doctoral degrees.

### STATEMENT

- Use of the title “Doctor” is restricted in the course of providing health care. Registered audiologists and speech-language pathologists with doctoral degrees should only use the title “Doctor” when it is used:
  - in combination with other words when providing services in a health care setting; and/or
  - alone or in combination with other words, in connection with teaching, research or administration.

### BACKGROUND

In Saskatchewan, use of the title “Doctor” is restricted as set out in *The Medical Profession Act, 1981*:

80(1) A person who is not registered under this Act and who:

(c) assumes, uses or employs the term “doctor”, “surgeon”, “physician” or “podiatric surgeon” or any affix or prefix indicative of any such title as an occupational designation that relates to the treatment of human ailments, or advertises or holds himself out as such;

is guilty of an offence and liable on summary conviction, in the case of a first offence, to a fine of not more than \$5,000, in the case of a second offence, to a fine of not more than \$10,000, and, in the case of a third or subsequent offence, to a fine of not more than \$15,000.

The purpose of this restriction is to avoid confusion among the public. Use of the title “Doctor” in a healthcare setting may mislead members of the public to believe that the individual is a licensed medical doctor.

### COMPLYING WITH *THE MEDICAL PROFESSION ACT, 1981*

- In order to comply with this legislation in health care settings:
  - SASLPA registrants should not refer to themselves, or allow others (e.g., staff or clients) to refer to them, as “Doctor Jane” or “Doctor John Doe” in the course of providing health care.
  - SASLPA registrants with doctoral degrees may not use the title “Doctor”, alone or in combination with other words, to describe their academic qualifications in the course of providing health care. In order to decrease confusion for the public they should instead use the term “Doctorate”. For example:
    - a SASLPA registrant with a “Doctorate of Audiology” or “AuD” may describe him or herself as “John Doe, Registered Audiologist, Doctorate of Audiology\*”
    - a SASLPA registrant with a “Doctorate of Speech-Language Pathology” may describe him or herself as “John Doe, Registered Speech-Language Pathologists, Doctorate of Speech-Language Pathology”

\*as per legal recommendation, in order to avoid confusion for the public, use of the titles Doctor of Audiology/Doctor of Speech-Language Pathology are discouraged.

- In order to comply with this legislation in academic settings:
  - SASLPA registrants with doctoral degrees may use the title “Doctor” alone or in combination with other words, in connection with teaching, research or administration. For example:
    - A SASLPA registrant with a doctoral degree may describe him or herself as “Dr. John Doe” in an academic setting.

**NOTE:** SASLPA registrants that hold doctoral degrees in a field other than audiology, speech-language pathology or communications sciences and disorders should not use their academic qualifications to imply that their doctoral degree is in the area of audiology, speech-language pathology or communication sciences and disorders. For example, “Jane Doe, PhD, SLP” should not be used as this could imply to consumers that the PhD is in speech-language pathology.

## V. Logging in to the SASLPA Member Portal



The SASLPA Member Portal was launched in October 2019. This portal is a tool that was developed for SASLPA registrants to:

- renew the annual licence;
- access invoices and receipts;
- pay invoices;
- access licence card and certificate;
- report continuing education throughout the year and review the status of this requirement;
- update personal information throughout the year (ex: employment information, personal contact information);
- request a name change;
- request a change in licence category (ex: non-practising to practising, retired to practising);
- request a Verification of Licensure;
- request and change a private practice listing.
- search for a SASLPA registrant (If you don’t know the full name of the registrant you are searching, enter the first few letters of the first or last name followed by an \*. This will bring up any names that contain the letters entered)

The information in the member portal serves to populate the private practice directory and public registry. It is the responsibility of all members to ensure that the information in the portal is accurate at all times.

To get started:

1. go to [www.saslpa.ca](http://www.saslpa.ca)
2. select the “Member Login” item in the menu at the top of the SASLPA website.



3. Click on “Activate Now” and follow the steps. You will be prompted to set up a new authentication. The information from your application is transferred to your member portal. Once approved for licensure, registrants no longer have access to their application portal.



## VI. SASLPA Registrant Access to Documents and Recorded Webinars



Recorded Webinars and handouts for Registrants are in a secure area of the SASLPA website. To access:

1. go to the SASLPA website [www.saspla.ca](http://www.saspla.ca)
2. select “Member Resources” under the “Resources” menu item
3. the password used for this area is: **SASLPAeducation** and is the same for all members.





To access other resource documents and guidelines, go to [www.saslpa.ca](http://www.saslpa.ca) and select “Reference Documents” under the “Resources” menu, or click [here](#).

## VII. SASLPA E-Badge



### How to Add the e-Badge Image and Link to Your Email Signature



**\*\*\* Right click on the image above and click “save as”**

*Members are invited to use the e-Badge, including the SASLPA logo, tagline and website link for its intended purpose within e-signatures. Please contact SASLPA for approval for any other use. Thank you.*

#### Outlook Express/Microsoft Outlook

- Click the “File” tab (top left next to Home)
- Click “Options”
- Click “Mail”
- Click “Signatures”
- Edit your signature by inserting the image into the “Edit Signature” box. If you do not have a signature set, click “New”, name it, and then insert the image into the “Edit Signature” box.
- Right click the image once pasted and select Hyperlink (in the dropdown or bar).
- Set the address to read: <http://www.saslpa.ca>

- Click “Save”

### Windows Live Mail or Outlook Express

To include an image inline in a message sent from Windows Live Mail, Windows Mail or Outlook Express:

- Start with an empty message using rich HTML formatting in Windows Mail or Outlook Express.
- Design your signature using the formatting tools.
- Insert the picture or animation where desired.
- You can link the image to a web site, by simply highlighting the image and selecting the *Insert a link* or *Create a Hyperlink* button in the message's formatting toolbar. Then paste <http://www.saslpa.ca>
- Go to the *Source* tab.
- Highlight the code between `<BODY>` and `</BODY>`.
- Select *Edit | Copy* from the menu.
- Open Notepad or any other text editor.
- Select *Edit | Paste* from the menu.
- Use *File | Save* to save the signature to a file called "signature.html" in your *My Documents* folder.
- Select *Tools | Options...* from the menu in Windows Mail or Outlook Express.
- Go to the *Signatures* tab.
- Click *New*.
- Make sure *File* is selected under *Edit Signature*.
- Use the *Browse...* button to open the "signature.html" file just created.
- Click *OK*.
- Test your new signature.

### Mac OS X Mail

- Select *Mail | Preferences...* from the menu.
- Go to the *Signatures* tab.
- Highlight the signature you want to edit or create a new one.
- To include an image with your signature, simply drag and drop it to the desired location in the signature. Highlight the image, select edit link, paste <http://www.saslpa.ca>, and select OK.
- When sending new emails, select your updated signature from the drop down on the top right.

### G-Mail

- Click on the gear image on the top right and select settings from the drop down menu.
- In the signature section, click on the insert image icon.
- Select the web address option at the top of the box that appears.
- Paste [http://www.saslpa.ca/public/images/images/jpg\\_ebadge\\_logo\\_small.jpg](http://www.saslpa.ca/public/images/images/jpg_ebadge_logo_small.jpg) in the box provided.
- Click on select.
- If you wish to add a link to your signature, click on link icon. Paste <http://www.saslpa.ca> in the box provided.
- Scroll down to the bottom of the page and click on save changes.
- Test your signature.

## VIII. SASLPA Professional Liability Insurance Requirement



All Practising, Provisional and Temporary SASLPA members are required to hold Professional Liability Insurance; a minimum coverage of two-million dollars is mandatory. All members providing private practice services are encouraged to purchase additional Commercial General Liability coverage. (*Section IV Policy A.16 of the SASLPA Policy and Procedure Manual*)

Effective January 1<sup>st</sup>, 2022, professional liability insurance is no longer included in the SASLPA licence fee for Provisional and Full-Practising registrants of SASLPA. All Provisional and Practising Registrants are required to provide proof of holding Professional Liability Insurance at the time of renewal.

*Note: The 2020-2021 Professional Liability Insurance (PLI) certificate is available to members in the secure member area of the SASLPA website until December 31<sup>st</sup>, 2021(see section VI of this document to access the PLI certificate)*

## IX. SASLPA Quality Assurance Requirements And Audit



### Currency

All SASLPA Full Practising registrants must maintain a minimum of 1250 hours of currency in the most recent five years of practice to be eligible to renew their license. Registrants are required to self-report currency at the time of renewal. See XIII Forms 1. and 3. for more details on reporting currency of practice.

In addition to self-reporting currency at the time of renewal, Provisional members are required to have their employer(s) complete and submit an [“Employer Verification of Currency Form”](#) once they have met the currency requirement of their provisional licence. This form is a requirement for granting Full Practising Status.

### Continuing Education

All SASLPA registrants (except Temporary and Retired Members) are required to complete a minimum of 45 continuing education units (CEUs) over a three-year cycle, to be eligible to renew their SASLPA license. Of the 45 CEUs, a maximum of 15 may be in related topics relevant to audiology and/or speech-language pathology. All 45 may be in areas specific to audiology and/or speech-language pathology. In some areas, there are no limits on the number of CEUs that may be counted while others have maximums. Registrants may log continuing education in their member portal at any point in the year. *See Appendix 3. for more information about the CEU activities/categories and maximums where applicable.*

## Continuing Education Audit

Registrants are required to retain proof of continuing education activities in case of audit. Proof may be uploaded to the member portal, but this is not a requirement. In January of every year, registrants who have completed their three-year continuing education cycle, are randomly selected for audit. If selected for audit, registrants are required to provide proof of completion of a minimum of 45 CEUs over three years. *See Appendix 3. for more information about activities documents required as proof of completion of CEUs.*

# X. SASLPA Registration Categories



SASLPA has five registration categories:

- Provisional Licence:
  - A Provisional licence is available to applicants who have submitted the required documentation and fees, and their application is in progress. Some conditions, restrictions and limitation may be imposed.
    - Completion of the National-Entry to Practice Exam
    - Completion of a period of supervision
    - Completion of the minimum currency requirement for full practising licensure.
- Full Practising Licence:
  - A Practising licence is available to the audiologist and/or speech-language pathologist who is eligible for a licence to practice for audiology and/or speech-language pathology issued by SASLPA.
- Non-Practising Licence:
  - A Non-Practising licence is available to audiologists and/or speech-language pathologists who currently hold a valid SASLPA full-practising licence. Members must apply annually for non-practising licence status and may be granted non-practising status for a maximum of three consecutive years.
- Temporary Licence:
  - A Temporary licence is available to audiologists and/or speech-language pathologists who are currently licensed in another Canadian regulated jurisdiction who intend to provide services to Saskatchewan residents during the course of training, research they are undertaking or for some other short-term reason.
- Retired membership:
  - Retired Membership is available to speech-language pathologists or audiologists who are initially registered as a full practicing member through the SASLPA, but are retired and are not currently employed in speech-language pathology or audiology in Saskatchewan

At the time of renewal, Full Practising registrants may apply for Non-Practising Status or Retired Status.

Once Provisional registrants have met the requirement(s) for Full Practising licensure, their status will be reviewed and changed once approved.

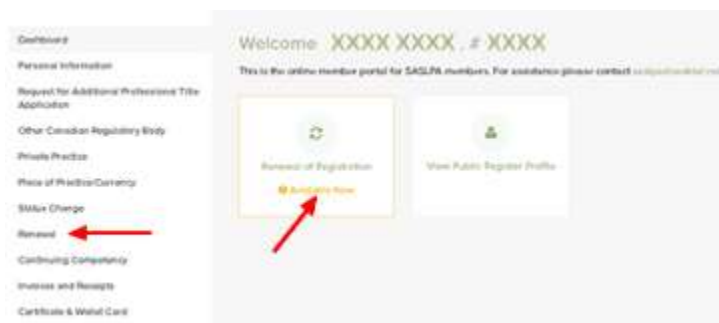
Non-Practising and Retired Registrants may request a change in status to Full Practising at any given point in the year. This may be done through the Member Portal.

# XI. SASLPA Licence Renewal Fees and Payment



## SASLPA Licence Renewal

- It is the member's responsibility to ensure that his/her licence is always current.
- The SASLPA Licence is valid from January 1<sup>st</sup> to December 31<sup>st</sup>.
- The online renewal opens in September and registrants will have access to the renewal by logging in to their member portal.
- To avoid late penalties, renewals must be complete (including payment of the fees) no later than December 1<sup>st</sup>.
- Members will see the following screen when Renewal has opened (*see 2020 Renewal Webinar and Handout in the secure member area for more details*)



## SASLPA Annual Licensure Fees

- SASLPA Practising or Provisional Licence Fee = \$600.00
- SASLPA Non-Practising Licence Fee = \$480.00
- SASLPA Retired Membership = \$50.00

An incomplete renewal (online renewal and/or fees), **or** a renewal submitted after the December 1<sup>st</sup> deadline is subject to a penalty:

- Provisional and Full Practising late penalty (late fees and online renewal) = **add \$300.00**
- Non-Practising late penalty (late fees and online renewal) = **add \$240.00**
- *NSF cheque charges are not included in the late fee = **add \$50.00***

**Licences will not be issued until all completed renewal and fees are received.**

SASLPA fees may be paid by credit card in the final step of the renewal through the portal. Payment may also be done by cheque, bank draft, or money order by choosing the cheque option in payment section of the portal. Once the payment has been processed, the receipt is accessible by logging into the SASLPA Member portal. Please contact the SASLPA if you are having trouble during renewal.

## XII. SASLPA Private Practice Directory



- In effort to better serve the public, it is essential the Private Practice Directory be always current.
- Members wishing to be listed on the Practice Directory will be required to submit a *Private Practice Directory Application / Renewal* annually at the time of SASLPA licence renewal. Members are also required to update any changes throughout the year as they occur.
- Only members who have renewed their private practice listing will be listed on the Private Practice Directory.
- Members may make a request at any point in the year to be added to the directory.
- All updates, requests for listing and renewals are done through the SASLPA Member Portal under the Dashboard menu item “Private Practice”.

# Reporting Currency

## 1) Clinical practice (paid or volunteer)

Professional activities directly related to clinical practice include direct and indirect clinical hours. Some examples of activities that may meet this definition of “clinical practice” are:

- Direct intervention sessions;
- Report writing;
- Case discussion (ex: IEP, multi-team meeting);
- Session preparation;
- Phone or e-mail correspondence with clients or other professionals involved in case discussion;
- Supervision of students, mentorship of speech-language pathologist or audiologist.
- Formal and informal assessment
- Classroom intervention/consultation/observation

## 2) Related work

Professional activities that require the member to make judgments or decisions based, in whole or in part, on knowledge of the practice of the profession of speech-language pathology or audiology. Some examples of activities that may meet this definition of “related work” are:

### a) Teaching

- Education of speech-language pathology or audiology concerning services or products that may be employed in the assessment or management of patients with communication disorders.

### b) Consulting

- Working with allied professionals in case management.

### c) Management and administration

- Administration of clinical speech-language pathology or audiology services where the member engages in one or more of the following:
- Oversees or evaluates the clinical work of speech-language pathologists or audiologists (e.g., Conducts performance evaluations or case reviews, assesses written reports, monitors professional standards);
- Makes decisions on the organization and delivery of clinical services in speech-language pathology or audiology;
- Determines, on professional grounds, whether individual clients should receive or be discharged from speech-language pathology or audiology services.
- Administration within professional organizations where the member sets or maintains professional standards of practice for speech-language pathologists or audiologists

### d) Research

- Research in speech language pathology or audiology that involves the assessment or the management of patients with communication disorders.

***REMEMBER, SICK, VACATION AND TRAVEL TIME ARE NOT CONSIDERED AS CURRENCY.***

## ACKNOWLEDGEMENT

*The SASLPA acknowledges the College of Audiologists and Speech-Language Pathologist of Ontario (CASLPO) in usage of portions of their currency description in creating this document.*



**SASKATCHEWAN ASSOCIATION OF SPEECH-LANGUAGE  
PATHOLOGISTS AND AUDIOLOGISTS**

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Phone: (306) 757-3990 / 1 (866) 757-3990 Fax: (306) 757-3986 saslpa@sasktel.net www.saslpa.ca

**EMPLOYER VERIFICATION OF CURRENCY - Provisional Licence**

**1. Applicant Profile**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Speech-Language Pathologist  Audiologist

**2. Please complete this form on behalf of the applicant named above:**

The applicant named above is seeking registration with the Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA). He/she is forwarding this Verification of Currency Form to you. This information is required as part of the process for the applicant’s registration and licensing with the SASLPA.

**3. Employment Demographics:**

Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Employment Setting: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of hours worked in this position in **the most recent five years:**  
**(holidays, sick time, travel time, breaks/lunch are note counted toward currency of practice)**

English \_\_\_\_\_ French \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**4. The above information is verified by:**

Name (please print): \_\_\_\_\_ Title \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. This form must be submitted directly by the Employer to:**

SASLPA                      11 - 2010 – 7<sup>th</sup> Avenue                      Regina, SK                      S4R 1C2  
Fax:(306)757-3986

**Note:** The form may be faxed followed by the original mailed directly to the SASLPA office.

**\*If you are fully self-employed, documents such as: letters from clients/patients, receipts, contracts, may be submitted in lieu of the “Employer Verification of Currency” form. Please contact the SASLPA Registrar if you have questions regarding verification of currency.**



## REPORTING CONTINUING EDUCATION

<b>SPECIFIC Education activities specific to SLP/AUD</b>		
<p><b>A Conferences, conventions, workshops, lectures, rounds, seminars, teleconferences/telerounds, webinars in SLP/AUD:</b> Each hour of attendance for education content (e.g., not a business meeting) will equal 1 CEU. Teleconferences and telerounds must be arranged by a professional association, agency or university.</p> <p><b>Proof</b> – certificate of course completion; handouts with notes; notes dated with title; receipts accompanied by notes; completed “Continuing Education Verification of Attendance” form.</p>	No maximum	
<p><b>B University/college course in SLP/AUD :</b> Each course given or taken for audit or credit, will count for 15 CEUs.</p> <p><b>Proof</b> – certificate of completion/grade</p>	No Maximum	
<p><b>C Study/interest group in SLP/AUD: lunch’n learns, journal reviews with group discussions:</b> A study/interest group has an educational component, meets regularly, and its ultimate goal is better service for the client. Meeting dates must be submitted. One meeting of a study/interest group or one hour electronic-interest group equals 1 CEU.</p> <p><b>Proof</b> – meeting dates and description; certificate of completion.</p>	Maximum 8 CEUs/yr	
<p><b>D Self-study in SLP/AUD: journal articles, books, textbooks, on-line research, viewing/auditing video:</b> Self-study is a self-initiated program of education that may be multi-media and is not designated for course work. One hour of study equals 1 CEU.</p> <p><b>Proof</b> – title, website address, date and summary of content.</p>	Maximum 8 CEUs/yr	
<p><b>E Supervision/Mentoring in SLP/AUD:</b> Any university or college student supervision in SLP or AUD. One hour of supervision equals 1 CEU.</p> <p><b>Proof</b> – letter from student or university.</p>	Maximum 8 CEUs/yr	
<p><b>F Professional publications in SLP/AUD:</b> For all authors in the initial publication of an SLP/AUD article in a professional publication. This does not include newsletters. One published article or one review equals 4 CEUs.</p> <p><b>Proof</b> – copy of publication.</p>	Maximum 8 CEUs/yr	
<p><b>G Presentations given in SLP/AUD (for the first time only):</b> A presentation in SLP/AUD given at a conference, convention, workshop, seminar or lecture, for the first time only, equals 4 CEUs.</p> <p><b>Proof</b> – copy of presentation.</p>	Maximum 8 CEUs/yr	
<p><b>H Special projects in SLP/AUD:</b> Special projects (e.g., research, writing a book, ASHA program/course, individualized CE plan) must expand knowledge relevant to clinical practice. Each project will receive 10 CEUs in the year in which it was completed.</p> <p><b>Proof</b> – proof of completion</p>	Maximum 10 CEUs/yr	
<b>2. RELATED Education activities in related topics relevant to SLP/AUD</b>		
<p><b>I Conferences, conventions, seminars, lectures, rounds, workshops, teleconferences, live interactive webinars on a related topic:</b> Each hour of attendance for education content (e.g., not a business meeting) will equal 1 CEU. Teleconference must be arranged by a professional association, agency or university. Related topic areas may include: Psychology, Education, Neurology, Stress management, Supervision, Counselling, Linguistics, Computers, Business management.</p> <p><b>Proof</b> – certificate of course completion; handouts with notes, notes dated with title; receipts accompanied by note; completed “Continuing Education Verification of Attendance” form.</p>	Maximum 15 CEUs/3-year cycle	
<p><b>J University/College courses on a related topic relevant to SLP/AUD:</b> A single course, taken for audit or credit, will fulfil the <u>maximum number of CEUs in Related</u> for a three-year period.</p> <p><b>Proof</b> – certificate of completion/grade</p>	15 CEUs in year completed	
<p><b>K Presentations in related topics relevant to SLP/AUD:</b> A presentation on a related topic by any author at a conference, convention, workshop, seminar or lecture, for the first time, equals 4 CEUs.</p> <p><b>Proof</b> – copy of presentation.</p>	Maximum 8 CEUs/yr	
<p><b>L Special projects in related area relevant to SLP/AUD:</b> Special projects (e.g., research, writing a book, program/course, individualized CE plan). Each project will receive 10 CUEs in the year in which it was completed.</p> <p><b>Proof</b> – must have-proof of completion and demonstrate relevancy to clinical practice.</p>	Maximum 10 CEUs/yr	
<p><b>M Committee Work for SLP/AUD:</b> Voluntary participation on provincial or regulatory boards, committees, or projects regarding the professions, that are non-social in nature, for the purpose of improving the quality of speech-language pathology or audiology services in Canada.</p> <p><b>Proof</b> – dates and minutes/agenda</p>	Maximum 5CEUs/yr	

## Verification of Attendance Form

This completed form is acceptable proof of attendance for the SASLPA continuing education equivalency program (CEE) audit. This form is available for the SASLPA members to document required continuing education units (CEUs) (employer-sponsored, In-service activities and other organizations' continuing and professional development activities).

To be filled out by CEU provider
<p><b>This confirms that _____ (print name of attendee)</b> <b>attended _____ (title of activity)</b> <b>on _____ (date).</b></p> <p>Number of continuing education units: _____</p> <p>Name of sponsoring organization or third party: _____ _____</p> <p>Mailing address of sponsoring organization or third party: _____ _____</p> <p>Telephone number: _____</p> <p>E-mail address: _____ _____</p> <p>_____</p> <p>Authorized individual's name</p> <p>_____</p> <p>Authorized individual's signature                      Date</p>

