



Policy Category:	Policy Title:	Policy #:
Registration	Practice Hours Requirement for Applicants	POL-R-13
Regulation   Bylaw Reference:		HPA Reference:
Bylaws: 82, 85		Section 19
Authorization:	Date Approved:	Last Revised:
CSHBC Board	November 3, 2021	

## DEFINITIONS

**“Applicant”** means an individual who has submitted an application for registration to CSHBC under Bylaw section 82 or 85.

**“Non-standard Application”** means an application where it is not clear if one or more registration requirements, as defined by the CSHBC Bylaws and policy, are met. All such applications must be reviewed by the Registration Committee.

**“Recency of Practice”** means the registration requirement defined in sections 82(1)(a), 85(1)(a), 82(2) and 85(2) of the Bylaws, which requires that applicants must demonstrate:

- That they have graduated from their recognized program within the last three years (*sections 82(1)(a) and 85(1)(a)*); or
- That they have, in the last three years, practised for a minimum of 750 hours, in a regulated jurisdiction, and in accordance with criteria established by the Board (*sections 82(2)(b)(i) and 85(2)(b)(i)*); or
- That their knowledge, skills and abilities are substantially equivalent to the competencies or other qualifications described at sections 82(2)(b)(i) and 85(2)(b)(i) (*sections 82(2)(b)(ii) and 85(2)(b)(ii)*)

**“Registration Committee”** means the CSHBC Registration Committee established under section 21 of the CSHBC Bylaws with a statutory duty to exercise its powers and discharge its responsibilities in the public interest under section 19 of the *BC Health Professions Act*.

**“Standard Application”** means an application where it is very clear that each of the registration requirements as defined by the Bylaws and policy are met. The Registration Committee has delegated authority to the Registrar to review and approve such applications.

**“Verification of Registration”** means the registration requirement set out at sections 82(1)(f)(vii), 85(1)(e)(vi), which requires applicants to provide a letter or certificate dated within 60 days prior to the date of application, from each body responsible for the regulation of a health profession in a jurisdiction where the applicant is, or has been, authorized to practise that health profession, specifying particulars of any cancellation, suspension, limitation or

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conditions on the applicant's entitlement to practise, or any investigation, review or proceeding which could lead to one of those outcomes.

## PURPOSE

To provide clear and concise information to applicants and registrants regarding how the College enforces the requirement sections 82(2)(b)(i) and 85(2)(b)(i) of the Bylaws.

## SCOPE

All applicants for registration who are seeking to meet the College's Recency of Practice requirement for registration pursuant to sections 82(2)(b)(i) (hearing instrument dispensing) and 85(2)(b)(i) (audiology and speech-language pathology) of the Bylaws.

**NOTE** this policy does not define the requirements for meeting the Recency of Practice requirement pursuant to section 82(2)(b)(ii) or 85(2)(b)(ii) of the Bylaws.

## BYLAWS

Bylaw sections 82(2)(b)(i) and 85(2)(b)(i) require that applicants demonstrate that in the three years immediately preceding their application for registration, they have engaged in the practice of the relevant profession:

- (A) for a minimum of 750 hours,
- (B) in one regulated jurisdiction or more, and
- (C) in accordance with criteria established by the board

## POLICY

### **Number of Practice Hours**

To demonstrate that they have practised for a minimum of 750 hours, applicants must have their employer(s) provide confirmation of their work history directly to the College. This should be done via completion of the College's *Confirmation of Practice Hours form* (Form AF-30), however alternative confirmation of such hours may be accepted on a case-by-case basis (for example, in the form of a letter from an applicant's employer).

### **Regulated Jurisdiction**

Applicants must provide Verification of Registration from each health regulatory body they are or have been licensed by. This will include the regulatory body(ies) in jurisdictions from which they are seeking to demonstrate regulated practice hours for the purpose of meeting the Recency of Practice requirement pursuant to Bylaw section 82(2)(b)(i) or 85(2)(b)(i). However, the fact that an organization describes itself as a regulatory body is not sufficient to meet this requirement.

Applicants must demonstrate to the College that the jurisdiction(s) they have been practising in is/are regulated jurisdiction(s), which may be established by providing evidence of the following criteria:

1. There is law or governmental statute establishing the regulation of the profession in that jurisdiction.
2. There is a dedicated body or department that regulates the profession.
3. The body or department sets and enforces requirements for entry to the profession.
4. The body or department sets standards of practice for its registrants.
5. The body or department has a mechanism for enforcing standards.

Registration with the relevant regulatory body in a regulated jurisdiction will generally be mandatory. If registration is optional, the applicant must show they have opted to be regulated for the entire period(s) in which they wish to claim regulated practice hours. Applicants seeking to claim hours in which they were not registered with the relevant regulatory body may be considered under pursuant to Bylaw section 82(2)(b)(i)(ii) or 85(2)(b)(i)(ii).

Applicants may demonstrate their regulatory body(ies) meet these criteria by, for example:

- Having their regulatory body provide a letter directly to the College explaining the organization's enabling legislation and function.
- Providing official documentation regarding the regulatory body, which may include website information.

**NOTE:** *all documentation provided in support of an application must be in English or must be accompanied by a certified translation.*

If a regulatory body clearly meets all five criteria outlined above, the application may be considered a Standard Application for the purpose of assessing recency of practice<sup>1</sup>.

If a body meets some but not all the above criteria, the Registration Committee may still assess the application as a Non-standard one. It will determine, on a case-by-case basis, whether the jurisdiction in question may be considered a regulated one. The Registration Committee may use precedents from other applications in its decision making.

### ***Practice in Accordance with Board Criteria***

"Practice" has the same meaning for both applicants to and registration of the College, and is defined by the College's *Attaining & Maintaining Practice Competence Standard of Practice*, as follows:

***"Practice"*** means any professional role, whether remunerated or not, in which the registrant uses their knowledge, skills and abilities as an audiologist, hearing instrument practitioner and/or speech language pathologist. Practice includes the provision of clinical care as well as working in management, administration, education, research, advisory,

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<sup>1</sup> Other aspects of the application may be considered Non-standard, so Registration Committee review may still be required.



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*regulatory and policy development roles and any other roles that impact on safe, effective delivery of services in the profession and/or use of professional skills.*

Importantly, the reference to “audiologist”, “hearing instrument practitioner” and “speech-language pathology” refer to the definitions of these terms as accepted in British Columbia, which are set out in the [Speech and Hearing Health Professions Regulation](#).

Applicants must demonstrate that their practice in the jurisdiction(s) in which they have recently worked is consistent with these definitions by responding to the following declaration, which is contained within the College’s *Confirmation of Practice Hours* (AF-30) form, as follows:

## DECLARATION

The professions of audiology, hearing instrument dispensing, and speech-language pathology are defined in the Speech and Hearing Health Professions Regulation (B.C. Reg. 413/2008).

I attest that I understand these definitions, and confirm that my practice at \_\_\_\_\_ [employer name] in \_\_\_\_\_ [jurisdiction] between \_\_\_\_\_ [date] and \_\_\_\_\_ [date] was consistent with the relevant definition(s) as set out in that Regulation.

## RELATED CSHBC DOCUMENTS

*Confirmation of Practice Hours form* (Form AF-30)

*Attaining & Maintaining Practice Competence Standard of Practice* (SOP-PROF-02)