



Policy Title: Electronic Registration Hearings	Replaces former policy: <input checked="" type="checkbox"/> Title: CSHBC Electronic Registration Hearings <input type="checkbox"/> N/A
	Date Effective: 2024-06-28
Applies to: <ul style="list-style-type: none"> • Audiology • Hearing Instrument Dispensing • Speech-Language Pathology 	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

For matters relating to registration in the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology, a hearing panel of the Registration Committee (a “Hearing Panel”) may conduct registration hearings as part of the process by which the Registration Committee makes decisions, pursuant to Section 20 of the HPA.

Subject to the requirements of the HPA, the CHCPBC Bylaws, and procedural fairness, the Registration Committee may, at its discretion, determine that a registration hearing will proceed by way of electronic hearing, including on a video conference platform.

All existing bylaws or policies regarding hearings continue to apply and are only modified insofar as is necessary to accommodate the specific guidance of this policy regarding electronic hearings.

This policy is subject to further directions provided by a Hearing Panel of the Registration Committee or the Registration Committee generally.

Procedures are outlined in Appendix A and Appendix B.

1. Policy Rationale and Purpose:

This policy provides clear and concise language regarding the process for conducting electronic registration hearings.

2. Policy Scope:

This policy applies to all Applicants to the Designated Health Professions of Audiology,



Hearing Instrument Dispensing and Speech-Language Pathology.

3. Legal Authority:

- *Health Professions Act*
- Speech and Hearing Health Professionals Regulation
- *Declaration on the Rights of Indigenous Peoples Act*

4. Key Partnerships:

N/A

5. Definitions:

Electronic communication devices –All computers, personal electronic and digital devices, and mobile, cellular and smart phones

Participants – All persons participating in a hearing, including:

- The Hearing Panel of the Registration Committee, and legal counsel for the Registration Committee, including any legal counsel appointed to fulfill the role of “public interest counsel”
- The Applicant, and their legal counsel, if any
- Witnesses, and their legal counsel, if any
- Staff of the College supporting or facilitating the hearing process
- Such other persons allowed by the Hearing Panel

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

7. Resources/References:

N/A



Reviewed by the Board on:		Select date	<input checked="" type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:		Select date	<input type="checkbox"/> N/A
Date Approved Select date	Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective Select date	Revision history	Last Updated:	Select date
Next Review Select date		Previous Update:	Select date
Drafted by: Name <i>Name</i>		Title <i>Title</i>	



Appendices

Appendix A

Pre-Hearing Process

The Registration Committee may provide notice that a registration hearing is to proceed by way of electronic hearing with the use of a video conferencing platform.

Notice

The Registration Committee will provide at least 21 days' notice of the electronic hearing, including:

- The electronic communication device system requirements in order to participate in the electronic hearing.
- For the purposes of circulating materials, the contact information (including a physical delivery address and an email address, if available) for:
 - The Hearing Panel;
 - Public interest counsel;
 - The Applicant, and their legal counsel, if applicable; and
 - Any court reporter retained by the Registration Committee to complete a transcript of the hearing.

At least 14 days prior to the commencement of the electronic hearing, the College must provide to the Hearing Panel (by email, if possible):

- An email address to which access instructions will be sent, and
- A telephone number at which a person may be reached during the hearing, for each witness being called by public interest counsel, and their legal counsel, if any.

Respondent confirmation



At least 14 days prior to the commencement of the electronic hearing, the Applicant must provide to the Hearing Panel (by email, if possible):

- An email address to which access instructions will be sent, and
- A telephone number at which a person may be reached during the hearing, for each of:
 - The Applicant
 - The Applicant’s legal counsel, if any
 - Any witnesses being called by the Applicant, and their legal counsel, if any

Material delivery

At least seven days prior to the commencement of the electronic hearing, the Applicant or their legal counsel, and the Registration Committee or public interest counsel, must each deliver to the other — and to the court reporter, if any — all materials that they intend to rely upon at the hearing. The materials may be delivered in electronic or paper format, unless the court reporter requests materials in a specific format. Materials must be page numbered and tabbed, where appropriate, to allow all Participants to locate references during the electronic hearing.

In exception to the seven-day time limit, the Applicant or their legal counsel, and public interest counsel, if any, may deliver opening and closing submissions by no later than the completion of the electronic hearing.

Hearing access instructions

One day prior to the electronic hearing, the instructions to access the video conferencing platform will be provided to the email addresses of each of the Participants.

The access details, including the link, must not be shared with any additional parties.



Appendix B

Hearing Process

General

Each Participant must enter their full name and email address when accessing the video conferencing platform. Failure to do so may result in denial of access to the electronic hearing.

Each Participant should log in to the electronic hearing individually, with the exception of co-counsel, of whom only one counsel may log in. This is, in part, to address technical feedback issues.

All Participants must keep their electronic communication devices on mute, except when speaking as part of the electronic hearing.

No recording of electronic hearing proceeding

As with in-person oral hearings, no person except a court reporter — or, absent a court reporter, the College staff supporting or facilitating the hearing process — may record any component of the electronic hearing. Any audio or video recording of the proceeding, including the capture of screenshots or other photographs, is prohibited.

Privacy and confidentiality concerns

The Registration Committee may consider the privacy and confidentiality concerns of any Participant and may provide further direction on the hearing process to address such concerns.

Non-attendance by the respondent

If the Applicant does not attend the electronic hearing, whether due to technical issues or for any other reason, the Registration Committee may at its discretion proceed with the hearing in the Applicant's absence and may, without further notice to the Applicant, proceed to address the registration matter.

Witness testimony on oath or affirmation

The testimony of an Applicant or witness must occur on oath or affirmation, which the Court Reporter or the Hearing Panel may administer electronically.



Attendance by witnesses at the hearing

A witness who has not testified must not see or hear the testimony of earlier witnesses, with the exception of the Applicant, who may observe the entire hearing.

A witness must be alone in a secure room, unless the Hearing Panel permits otherwise, with any doors closed to minimize external noise and interruptions. A witness must make all reasonable efforts to prevent interruptions and distractions during their appearance at the hearing.

A witness must sit at a desk or table that is clear, except for documents relating to the hearing.

A witness must not use a virtual background.

When giving evidence, a witness must keep their camera and microphone on at all times unless the panel instructs otherwise. The witness should position the camera so that the Hearing Panel and other participants will see the witness clearly, including their face and their hands (if possible).

A witness must not communicate with anyone outside of the electronic hearing room during their appearance at the hearing.

When giving evidence, a witness must only have and refer to copies of documents or document briefs circulated to the Applicant and their legal counsel, to the Registration Committee and public interest counsel, and to the court reporter, unless the Hearing Panel permits otherwise.

If requested by the Hearing Panel, a witness must show the Hearing Panel any document the witness is viewing.

If requested by the Hearing Panel, a witness must move the camera to allow the Hearing Panel to observe any part of the room where the witness is giving evidence, including the materials before the witness.

Once a witness is excused, the witness must leave the electronic hearing room, unless the witness is the Applicant or otherwise a participant, or unless the panel permits otherwise.