



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

Policy Statement:

An Applicant to any of the Designated Health Professions of Audiology, Hearing Instrument Dispensing or Speech-Language Pathology (an “Applicant”) must demonstrate that they have passed an approved entry-to-practice examination specified in Appendix A in order to be granted registration in the class of Full.

Accommodations for entry-to-practice examinations will be considered in accordance with Appendix B.

Improper conduct during an entry-to-practice examination will be handled in accordance with Appendix C.

Maximum examination attempts and consequences of failure are outlined in Appendix D.

Examination requirements for Conditional Registrants are outlined in Appendix E.

1. Policy Rationale and Purpose:

This policy provides clear and concise information regarding the entry-to-practice examination requirements for the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.

2. Policy Scope:

This policy applies to Applicants to the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.



This policy does *not* apply to:

- Applicants applying via labour mobility under Schedule 8, 10.0 of the CHCPBC Bylaws.
- Applicants for registration in the class of Temporary, under Schedule 8, 5.0 of the CHCPBC Bylaws.
- Registrants in the class of Non-Practising who are applying to the class of Full, as defined in Schedule 8, 6.3 of the CHCPBC Bylaws.

3. Legal Authority:

- *Health Professions Act*
- *Speech and Hearing Health Professions Regulation*
- *Declaration on the Rights of Indigenous Peoples Act*
- CHCPBC Bylaws, Schedule 8, 2.1.2, 3.1.2, 4.5, and 9.1

4. Key Partnerships:

- Douglas College
- Educational Testing Service (ETS)
- International Hearing Society (IHS)
- Speech-Language and Audiology Canada (SAC)

5. Definitions:

CETP Exam – The Canadian entry-to-practice examination for the professions of Audiology and Speech-Language Pathology; administered by Speech-Language & Audiology Canada (SAC)

Conditional Registrant – A Registrant of any of the Designated Health Professions of Audiology, Hearing Instrument Dispensing or Speech-Language Pathology in the registration class of Conditional

HID Practical Exam – The entry-to-practice Hearing Instrument Dispensing (HID) Practical Examination; administered by the College

ILE Written Exam – The entry-to-practice International Licensing Examination; administered by the International Hearing Society

Praxis Exams – The entry-to-practice examinations administered by Educational Testing Service (ETS), namely:

- Audiology (5343)
- Speech-Language Pathology (5331)

SAC – Speech-Language & Audiology Canada, the national professional association for Audiologists and Speech-Language Pathologists in Canada; the organization that formerly administered the SAC Exam



SAC Exam – SAC’s clinical certification examination for Audiology and Speech-Language Pathology, which was retired in March 2020

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.

7. Resources/References:

- Policy: RAUD, RHIP & RSLP - Conditional Registration Requirements
- Policy: RAUD, RHIP & RSLP - Entry-to-Practice Examinations - Approval

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

Required Examinations & Eligibility Criteria

Profession	Approved examinations	Eligibility criteria
Audiology	CETP Exam in Audiology ¹ ; OR	A Conditional Registrant who cannot demonstrate that they have already passed one of these exams must register for their first attempt within six months of being granted Conditional registration.
	Praxis Exam in Audiology (5343); OR	
	SAC Exam in Audiology ²	N/A: This exam is no longer available.
Hearing Instrument Dispensing	ILE Written Exam; AND	A Conditional Registrant must complete their first attempt within six months of completing their supervised practicum.
	HID Practical Exam	A Conditional Registrant is eligible to attempt this exam once they have successfully completed their supervised practicum requirement and the ILE Written Exam.
Speech-Language Pathology	CETP Exam in Speech-Language Pathology ³ ; OR	A Conditional Registrant who cannot demonstrate that they have already passed one of these exams must complete their first attempt within six months of being granted Conditional registration.
	Praxis Exam in Speech-Language Pathology (5331); OR	
	SAC Exam in Speech-Language Pathology ⁴	N/A: This exam is no longer available.

¹ Results from November 2021 onwards.

² Results up to and including March 2020.

³ Results from November 2021 onwards.

⁴ Results up to and including March 2020.



Examination fees

Fees for any examination administered by a third party are paid directly to the relevant examination administrator.

Fees for examinations administered by the College must be paid to the College no later than 10 business days before the scheduled examination date. All examination fees paid to the College are non-refundable and non-transferrable.



Appendix B

Examination Accommodations

An examination accommodation is a modification to examination procedures or testing conditions that affords an individual who has a physical or mental condition, disorder or disability a fair attempt at the examination. The purpose of examination accommodations is to promote equal opportunities to meet the examination requirements for the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.

Depending on an individual's specific needs, examples of examination accommodations may include (but are not limited to):

- Additional time
- A separate room
- A reader
- A sign language interpreter
- Large-font text

Examinations administered by a third party

An Applicant or Conditional Registrant requiring an examination accommodation on a third-party examination must make a request to the examination administrator, in accordance with the administrator's policies. Any additional costs related to accommodation are the responsibility of the Applicant or Conditional Registrant.

Examinations administered by the College

A Conditional Registrant requiring an examination accommodation for the HID Practical Exam must submit a written request to the College detailing:

- The nature of their professionally diagnosed or recognized disability, impairment, condition, or disorder.
- The accommodation(s) they are requesting.
- How their disability, impairment, condition, or disorder will interfere with their ability to take the examination, and how the accommodation(s) they are requesting mitigate(s) this.



- Contact information for the professional that recognized/diagnosed their condition and supports the accommodation that they are requesting. (An individual may wish to provide a current medical report along with their request.)

A request for examination accommodation(s) must be submitted to the College *at least 60 days in advance* of the examination date. A Conditional Registrant may submit an accommodation request before they are eligible to take the examination.

There is no fee for requesting accommodation; however, the Conditional Registrant is responsible for any costs associated with collecting supporting information or documentation (e.g., assessment and reporting fees charged by healthcare professionals to provide information to the College).

Upon receipt of an accommodation request, College staff may make inquiries to confirm the appropriateness and viability of an accommodation. The College will only request information that is reasonably necessary to assess and provide accommodation. Conditional Registrants have a responsibility to provide sufficient information.

Accommodation requests will be reviewed and approved by the Registration Committee on a case-by-case basis. If the requested accommodations are not viable, alternative suitable accommodations will be explored.

Fitness to practice

Some accommodation requests relate to health matters and disabilities that may impair an individual's fitness to practise their profession(s) safely and competently. In accordance with provisions of the *Health Professions Act*, an Applicant/Conditional Registrant must inform the College of their health condition at the time of their application for registration⁵, or as soon as they become aware of the health condition (if they are not aware of the condition when they apply).

To determine if a health condition could affect an Applicant's fitness to practise, the College may, during the registration process, consider information that the Applicant/Conditional Registrant and/or their healthcare professional(s) have submitted in support of any request for examination accommodations.

⁵ By truthfully answering the question "Based on your personal history, your current circumstances and any professional opinion or advice you have received, do you have a medical condition — including a substance use disorder — that impairs your ability to practise your profession(s) safely and competently?" on their online application.



Appendix C

Improper Conduct During an Examination and Examination Discrepancies

In accordance with Schedule 8, 9.1 of the CHCPBC Bylaws, an examiner or invigilator must make a report to the Registration Committee if they have reason to believe improper conduct has occurred during an examination. They may also report to the Inquiry Committee. Examples necessitating a report may include (but are not limited to):

- Discrepancies in an examination candidate's identification (which may suggest that an Applicant or Conditional Registrant is having someone else take the exam for them).
- Instances where an Applicant or Conditional Registrant obtains improper access to exam questions or answers and/or discloses exam questions or answers to a third party.
- Instances where an Applicant or Conditional Registrant is found to be using a personal electronic device (e.g., a cell phone) during the administration of the exam. (Personal hearing devices are exempt.)
- Improper conduct by an Applicant/Conditional Registrant or their volunteer that disrupts the integrity of the examination or the examination process in any way.

Examinations administered by a third party

When a third-party examination administrator advises the College that an Applicant or Conditional Registrant is suspected of improper conduct or unresolvable exam discrepancies, the College may make further inquiries into the issue and will refer the matter to the Registration Committee (or the Inquiry Committee) to determine:

- Whether to disqualify the Applicant/Conditional Registrant from participating in any examination for a defined period.
- Whether the Inquiry Committee will consider authorizing an investigation under Section 33(4) of the *Health Professions Act*.

The Applicant or Conditional Registrant will be informed in writing of the relevant committee's decision and their reasons for that decision.

Examinations administered by the College

If an examination attempt is terminated due to improper conduct or unresolvable exam discrepancies:



- The invigilator and/or the relevant examiner(s) must report the matter to the Registration Committee (or the Inquiry Committee). The relevant committee may consider one or more of the following courses of action:
 - Failing the Conditional Registrant
 - Passing the Conditional Registrant
 - Requiring the Conditional Registrant to rewrite the examination
 - Disqualifying the Conditional Registrant from participating in any examination for a defined period
- The Inquiry Committee may consider authorizing an investigation under Section 33(4) of the *Health Professions Act*.

The Conditional Registrant will be informed in writing of the relevant committee's decision and their reasons for that decision.

Late cancellations, no-shows and forfeitures

Late cancellations, no-shows and examination forfeitures are counted as failed examination attempts. These instances are defined as follows:

- **Late cancellation** – Where an examination sitting is cancelled by an individual less than 72 hours in advance of the start of the examination.
- **No-show** – Where an individual does not cancel their examination sitting but does not present themselves at the examination sitting to take the exam.
- **Forfeiture** – Where an individual presents to take an examination, and may participate in the examination, but:
 - Does not submit their examination documents to the examiner.
 - There is an instance of improper conduct or an unresolvable discrepancy leading to the cancellation of the examination by the invigilator.
 - The Registration Committee or Inquiry Committee fails the individual due to improper conduct during or an unresolvable discrepancy during the examination.

A Conditional Registrant may submit a request to have an examination attempt discounted if late cancellation, no-show or forfeiture occurred due to extenuating circumstances. The process for submitting such a request is outlined in Appendix D.





Appendix D

Examination Attempts and Failures

General Information about Examination Attempts

Applicants

Eligible Conditional Registrants are entitled to three attempts at each required examination, as specified:

- **Audiology and Speech-Language Pathology:** CETP Exam **OR** Praxis Exam
Note: These exams are interchangeable.
- **Hearing Instrument Dispensing:** ILE Exam **AND** HID Practical Exam

Any examination attempts made by an Applicant must occur within two years of the date of application submission. If all application requirements are not met, the application will expire, and the Applicant will be required to submit a new application.

Conditional Registrants

In accordance with Schedule 8, 4.5 of the CHCPBC Bylaws, if a Conditional Registrant fails an entry-to-practice exam three times, their registration will be cancelled. They are not eligible for a further period of Conditional Registration.

Specific Examples

- **Applicants and Conditional Registrants of Audiology and Speech-Language Pathology who *have not* previously attempted the CETP Exam or Praxis Exam**

Applicants and Conditional Registrants are permitted to make a maximum of three attempts at the relevant CETP and/or Praxis Exams. Attempts are counted regardless of the exam or combination of exams attempted.

Example 1:

A Conditional Registrant attempts the Praxis Exam and fails on their first attempt.

They have two remaining exam attempts.

They then attempt the CETP Exam and fail.

They now have one remaining attempt at *either* the CETP Exam or the Praxis Exam.



- **Applicants and Conditional Registrants of Audiology and Speech-Language Pathology who *have* previously attempted the CETP Exam or Praxis Exam**

Applicants and Conditional Registrants are entitled to a total of three attempts to pass the CETP Exam or Praxis Exam, even if they have already failed an exam on one or two occasions. They may attempt both the CETP Exam and the Praxis Exam, so long as the number of combined attempts does not exceed three.

Example 2:

A Conditional Registrant previously attempted and failed the CETP Exam or Praxis Exam on two occasions.

They are entitled to three attempts to pass the CETP Exam or Praxis Exam.

- **Conditional Registrants of Hearing Instrument Dispensing**

The ILE Written Exam and the HID Practical Exam are distinct exams, *both* of which are required. A Conditional Registrant is permitted three attempts at each.

Successful Examination Results

Successful entry-to-practice exam results from approved examinations do not expire. So long as an individual can provide independent proof (via an examination administrator or another regulatory authority) that they have passed the examination(s) required by the College for entry-to-practice and Full registration, they are considered to have met this requirement in perpetuity.

Examination Result Appeals

Examinations administered by a third party

An appeal of examination results must be submitted directly to the examination administrator, provided the administrator has an appeals process.

Examinations administered by the College

Appeals of HID Practical Exam results are considered by the Registration Committee. An appeal request must be submitted to the College; upon receipt, College staff may make inquiries on behalf of the Registration Committee to obtain additional information.



Appendix E

Examination Requirement and Conditional Registration

A Conditional Registrant of Audiology and/or Speech-Language Pathology must complete their first attempt at a relevant entry-to-practice exam as soon as is practicable after being granted Conditional registration.

A Conditional Registrant of Hearing Instrument Dispensing must complete their first attempt at the ILE Written Exam as soon as is practicable after successfully completing their supervised practicum. Once they have successfully completed the supervised practicum *and* the ILE Written Exam, they will be eligible to attempt the HID Practical Exam.

A Conditional Registrant who provides the College with proof of having successfully passed the required examination(s) will be granted registration in the class of Full. (Proof must be sent directly to the College from the examination administrator.)

A Conditional Registrant who does not provide proof of having passed the required examination(s) after three attempts, or within two years of being granted Conditional Registration (whichever occurs sooner), will have their Conditional registration cancelled.