

Notice to the Professions

Modified application process for Certified Practice certificates now in effect

April 26, 2023

On April 12, 2023, CSHBC provided registrants with notice that the College is modifying the application process for Certified Practice (CP) certificates. Effective today, April 26, 2023, the modified process — which will enhance support for CSHBC registrants applying for CP certificates — is in effect.

Certified Practice certificates

As set by the BC Ministry of Health, the [Speech and Hearing Health Professionals Regulation](#) outlines higher-risk practices that involve above entry level requirements and require certification before a registrant can perform them independently.

CSHBC CP certificates provide registrants with independence and autonomy in specific practice areas that involve above entry level requirements. To be granted a CP certificate, registrants must apply for the certificate and complete the relevant certification program under supervision.

Modified application process for Certified Practice certificates

The Application for A Certified Practice Certificate page outlines the modified application process for CP certificates. As noted on that page – under “Applying for a Certified Practice certificate” – to apply for commencement of a CP certification program, CP certificate applicants need to download the new **Application for Certified Practice Certification form** from that page and submit the completed form with the \$100 application fee (per certificate) to the CSHBC Registrant Portal. Once approved by the Registration Committee, CP certificate applicants will be issued a copy of the relevant Certification Program form that lists the specific prerequisites and program objectives for the certificate being applied for that must be completed under supervision. After completing the prerequisites and program objectives, registrants will be able to submit the form, which CSHBC will review.

Certification Program forms for each certificate are no longer available on the CSHBC website. That said, registrants will still be able to read the prerequisites and program objectives for each Certification Program, download a new **Request for Additional Certification Program Supervisor form**, and read other information on the Application for A Certified Practice Certificate page.

Why did CSHBC modify the CP certificate application process?

CSHBC modified the CP certificate application process to reduce the potential for submission of incomplete applications that are rejected. There have been instances where CSHBC registrants have downloaded a Certification Program form, worked on completing program objectives, and submitted the form that the College then rejected because the CP certificate applicant failed to properly meet prerequisites, or the supervisor was ineligible. Requiring CP certificate applicants to first complete the Application for Certification form enables the CSHBC Registration Committee to review whether registrants applying for certification have fully met prerequisites before working on completing program objectives, and to communicate to registrants issues they need to address. As a result, the process will be more efficient and effective for the CP certificate applicant, the supervisor, and the College.

For more information

See the [Application for a Certified Practice Certificate](#) page.