

# Notice to the Professions

## CSHBC modifies application process for Certified Practice Certificates

April 12, 2023

### 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.

The 10 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.

### Applying for a Certified Practice certificate

Currently, the application process for a CP certificate involves downloading from the CSHBC website, viewing, and completing the relevant Certification Program & Application form that outlines the specific prerequisites and program objectives that must be completed under supervision to be granted a certificate.

Effective **April 26, 2023**, the Certification Program & Application forms for each certificate will no longer be available on the CSHBC website. Instead, CP certificate applicants will need to download from the website a new Application For Certification form and submit the completed form, along 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 that outlines the prerequisites and program objectives 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.

### Why CSHBC is modifying the CP certificate application process

CSHBC is modifying 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 & Application 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 will enable 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.

### **How will CP certificate applicants obtain information about certification programs?**

While CSHBC will remove the Certification Program & Application forms for the 10 CP certificates from the College website, registrants will still be able to read the prerequisites and program objectives for each certification program, and other information, on the Application for a Certified Practice Certificate page.

### **Timeframe for modifying the CP certification application process**

To enable a transition to the modified process and accommodate registrants who are partway through the existing certification process, CSHBC will keep the Certification Program & Application forms on the College website until April 25, 2023.

Effective April 26, 2023, the Certification Program & Application forms for each certificate will no longer be available on the CSHBC website, and all CP certificate applicants will need to complete and submit the Application For Certification form, and receive approval from the College before commencing the process of completing CP program objectives. A new Request for Additional Certified Practice Supervisor form will also be available on the CSHBC website as of April 26, 2023. Where an additional potential CP supervisor is being considered after the initial approval and commencement of a CP Certification Program, the applicant must first obtain approval from CSHBC for the proposed supervisor using the new form.