



Required Documents for International Applications – SLP, AUD, and HIP

Equivalency Assessment Documents

International applicants are not restricted to using just one educational program to support their application. They may use coursework or clinical practicum hours completed at any degree-granting university to meet the coursework and clinical practicum requirements. However, if coursework or clinical practicum hours from more than one program are being used to support the application, applicants are required to provide official transcripts and an educational credential evaluation for each program.

1. Official transcripts

After your post-secondary degree has been conferred (i.e., awarded), arrange to have your official master's (and/or undergraduate, if required) program transcripts sent directly from the university to CHCPBC, either by email to licensure@chcpbc.org or by mail to the College.

Important: your official transcripts must indicate “Awarded” or “Conferred”. Unofficial or administrative transcripts that do not indicate “Awarded” or “Conferred” cannot be accepted.

2. Education Evaluation

You may obtain a credential evaluation of your program from one of the following organizations and arrange for the report to be sent directly to the College:

- International Credential Assessment Service of Canada (ICAS)
- International Credential Evaluation Service (ICES) – BCIT
- International Qualifications Assessment Service (IQAS)
- World Education Services (WES)

3. Academic coursework requirements

Please complete the applicable **Academic Coursework Requirements form** and submit it to licensure@chcpbc.org

Download:

- [Audiology Academic Coursework Requirements Form](#)
- [Speech-Language Pathology Academic Coursework Requirements form](#)
- [Hearing Instrument Dispensing Coursework Requirements Form](#)

4. Academic course outline or syllabus



Please submit the university course outline or syllabus for each course listed in your Academic Coursework Requirements form, including the credit-to-hours conversion rate and records of clinical practicum hours, to licensure@chcpbc.org.

5. Clinical practicum hours

Use the applicable **Summary of Clinical Practicum Hours form** to document proof of clinical hours (minimum of 350 hours).

The form requires sign-off from the Director of the program in which the clinical hours were completed.

Arrange for your academic institution to email the completed and signed form directly to licensure@chcpbc.org or by mail to CHCPBC. A copy of this form from the applicants is not acceptable.

Download:

- [Audiology Summary of Clinical Practicum Hours form](#)
- [Speech-Language Pathology Summary of Clinical Practicum Hours form](#)
- [Hearing Instrument Dispensing Summary of Clinical Practicum Hours form](#)

6. Professional Practice Experience (If applicable)

During the review of your educational credentials, the Licence Committee may request additional documents where further information is needed to assess your knowledge, skills and abilities and judgement under section 6.30 of the College bylaws.

If you are currently practising or have previously practised in another jurisdiction outside of British Columbia you are strongly encouraged to submit supporting documents for the Committee's review. These may include, but are not limited to:

- A detailed CV outlining your employment history
- Employer verification letters confirming your duties, scope of practice, dates of employment and hours worked. These letters must be sent directly from your employer(s) to the College at licensure@chcpbc.org
- A description of your scope of practice in your jurisdiction. This information may be obtained from your regulatory body, employer, or other official source, where applicable.
- Records of continuing education or professional development

Other documents for Licensure

7. English language proficiency

Please provide one or more of the following to demonstrate your English Language Proficiency in accordance with the Language Proficiency Policy:



- **Education pathway:**
If your professional program was delivered in English within the past 5 years, please arrange for your academic institution to send confirmation of your medium of instruction (or a letter verifying that your program was delivered in English) directly to the College at licensure@chcpbc.org.
- **Licensure pathway:**
If you have practised in a **regulated** jurisdiction in English within the past five years, you may provide **Evidence of English language proficiency requirements in that jurisdiction**, including but not limited to:
 - Official regulatory policy, bylaw, or standard outlining English language requirements
 - Confirmation letter from the regulatory authority stating that English language proficiency is required for licensure
 - Employer or supervisor letter confirming English was used in professional practice
- **Language Assessment pathway:**
If you have completed a College-approved English language proficiency test within the past two years and meet the minimum required scores in all domains (as outlined in Appendix A of the [Language Proficiency policy](#), please arrange for your official results to be sent directly from the test administrator to the College.

TOEFL:

Use the code number **D018** when indicating College of Health and Care Professionals of BC (CHCPBC) as a score recipient.

IELTS:

- Log in to your [IELTS Account](#) or the test-taker portal.
- Select "Request a Test Report Form".
- Search for the regulatory body in the list of recognized organizations. Select 'College of Health and Care Professionals of BC'
- Submit the request.

For more information, review the [Language Proficiency policy](#)(PDF).

8. Verification of licensure from other regulators (if applicable)

If you are, or have been, regulated as a health professional by any other regulatory body, you must provide a letter or certificate dated within 60 days of the date of your application from each relevant regulatory body (a "Verification of Licensure"). This must specify details of any cancellation, suspension, limitation, or conditions on your entitlement to practise, and any investigation, review, or proceeding that could lead to one of these outcomes. Verifications of Licensure may be sent to the College by email to licensure@chcpbc.org, so long as they come directly from an authorized individual at the regulatory body in question.



9. Notarized Identity Documents

You are required to submit a **notarized copy** of two identification documentation to licensure@chcpbc.org.

Please refer Appendix A: Identification Documents in the [Identity Documents](#) Policy for acceptable identification documents.

Note that you are required to submit legal name changes with supporting documentation within 14 days of the legal name change taking effect

A marriage certificate or legal name change document must be submitted to CHCPBC to support a legal name change request. These do not need to be notarized as they display both the former name and the new name.

10. Professional liability insurance

Under the CHCPBC Bylaws, licensees must obtain and maintain professional liability protection or professional liability insurance with coverage of at least \$2,000,000 per claim or occurrence.

As part of your application, you will be required to provide a copy of your professional liability insurance policy that clearly shows:

- your name;
- the profession for which you are insured; and
- the effective start date and expiry date of the policy.

If you do not have the required insurance at the time of submitting your application, you may provide updated information about your insurance at a future time. **Note that no application may be approved without confirmation that the required insurance is in place.**

13. Criminal Record Check Outside Canada

Pursuant to the [Criminal Record Check – Outside of Canada](#) Policy, applicants who have practised a health profession outside of Canada within the past five (5) years are required to submit a current police clearance certificate, certificate of good conduct, judicial record extract, or a similar document issued by the appropriate authority.

If this applies to you, please contact the College to obtain a secure link to Sterling BackCheck to initiate the criminal record check online. Once the check has been completed, Sterling BackCheck will issue an invoice to the College based on the jurisdiction of the search. The College will pay this invoice directly in order to receive the results directly. The corresponding fee will then be added to your licensee portal for reimbursement.

Supervision Agreement

If you are applying for provisional licensure, you are required to submit a completed [Supervision Agreement for Provisional Licensees](#) (PDF) to licensure@chcpbc.org.



If you wish to change your supervisor at any time, you must submit a new Supervision Agreement for Provisional Licensees form to licensure@chcpbc.org.