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NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS

Application Process for Internationally Educated SLP/ AUD Applicants



Introduction

The practice of Audiology and Speech-Language Pathology are governed under *The Health Professions Act*, the Newfoundland and Labrador Council of Health Professionals (NLCHP), and the College of Audiology and Speech - Language Pathology of Newfoundland and Labrador (CASLP- NL).

Important highlights related to registration:

- To practice in Newfoundland and Labrador as an Audiologist or Speech-Language Pathologist, you must be licensed with the NLCHP.

The NLCHP views unauthorized practice very seriously. Failure to register is a significant offence and can result in disciplinary action and/or fines.

NLCHP reserves all rights to review and update its policies. Applicants are responsible for understanding and awareness of the most current policies and are expected to seek assistance if required. Applicants may refer to the NLCHP website for updates and changes.

Abbreviations

This guide contains abbreviations and acronyms to assist you as you complete your application.

AEF – Academic Equivalency Framework

AUD – Audiologist or audiology

CACUP – Council for Accreditation of Canadian University Programs

CASLP -NL – College of Audiology and Speech - Language Pathology of Newfoundland and Labrador

CETP – Canadian Entry-to-Practice Exam

NLCHP – Newfoundland and Labrador Council of Health Professionals

SAC – Speech-Language and Audiology Canada

SLP – Speech-Language Pathologist or Speech-Language Pathology

The Practices of Audiology and Speech-Language Pathology

Audiology in Canada

Audiologists (AUDs) are hearing health professionals who identify, assess, and provide treatments to individuals with peripheral or central hearing loss, tinnitus, vestibular and balance disorders, and related disorders across the lifespan.



Educational Entry-to-Practice Requirements

A professional master's degree (or equivalent, as determined by a credentialing agency) in Audiology is required to practice in all regulated Canadian provinces. A professional master's degree is one that qualifies someone to practice audiology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam* must demonstrate that they possess a professional master's degree from a university program accredited by CACUP, or education that is considered equivalent by NLCHP.

Roles and responsibilities

Audiologists may practice independently and/or within an interprofessional practice framework where they collaborate with other healthcare professionals such as: Speech-Language pathologists, physicians, nurses, educators, occupational therapists, physiotherapists, psychologists, childcare staff and social workers, as well as communication health assistants. Audiologists may also provide a broad range of other clinical and professional services.

Speech-Language Pathology in Canada

Speech-Language Pathologists (SLPs) are health professionals who identify, assess, and treat communication, swallowing, and related disorders across the lifespan.

Educational Entry-to-Practice Requirements

A professional master's degree (or equivalent, as determined by a credentialing agency) in Speech-Language Pathology is required to practice in all regulated Canadian provinces. A professional master's degree is one that qualifies someone to practice Speech-Language Pathology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam* must demonstrate that they possess a professional master's degree from a university program accredited by CACUP, or education that is considered equivalent by NLCHP.

Roles and responsibilities

Speech-Language Pathologists may practice independently and/or within an interprofessional practice framework where they collaborate with other health professionals such as: audiologists, physicians, nurses, educators, dietitians, occupational therapists, physiotherapists, psychologists, childcare staff and social workers, as well as communication health assistants. Speech-Language pathologists may also provide a broad range of other clinical and professional services.

What is a Professional Master's Degree?

A professional master's degree must satisfy all the following criteria:

1. The degree must be recognized as a Canadian master's degree (or its equivalent, as determined by an credentialing agency).



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2. The program must be officially identified as a program whose intent it is to train audiologists or Speech-Language pathologists.
3. The master's degree program must consist of:
 - a. Coursework completed at a graduate level in audiology or Speech-Language Pathology.
 - b. Supervised practicum appropriate to the practice of audiology or Speech-Language Pathology completed at the graduate level.
 - c. A research component providing study in research techniques and statistical analysis, as well as the design and execution of research related to disorders of hearing functioning or disorders of communication and/or swallowing, completed at the graduate level.

Where Do I Begin?

Canadian Educated Applicants

A Canadian educated audiologist or Speech-Language Pathologist should:

1. Visit [CACUP-ASLP website](#) to confirm the accreditation status of the educational program. Applicants from Canadian universities not accredited by CACUP must follow the process for internationally educated applicants.

Internationally Educated Applicants

To be eligible for a license with the NLCHP, internationally educated applicants who have not graduated from an approved education program must have an assessment of their formal education program and clinical experience to determine if it is similar to the entry to practice requirements for Canadian educated applicants. If you are an internationally educated audiologist or Speech-Language Pathologist, intending to practice in Newfoundland and Labrador, the College of Audiologists and Speech Language Pathologists of Manitoba (CASLPM), on behalf of NLCHP, will assess your eligibility to write the CETP exam and if eligible, you will be recommended to enroll for the CETP exam and pay the exam fee. If you are not eligible to proceed with the exam, NLCHP will provide you specific information regarding your application.

Assessment

There are three stages in the assessment process:

1. Initial application
2. Assessment
3. Post-assessment



Stage 1: Initial Application

Gather Information

Prior to applying, it is important to contact NLCHP to ensure you understand the application requirements. It is also important to understand what you will need to provide for your application by reviewing this document.

Follow the steps below:

1. Create an account in the NLCHP Portal
2. Enter personal and professional information. This will provide us with your contact information and give us a general idea of your education and work experience.
3. Pay a \$125.00 non-refundable application fee.
4. Receive a ShareFile link (a secure file sharing website) to upload required documents.

If you are an internationally educated applicant, you will be asked to provide the following documents (document descriptions follow the table):

Document	To Who and How
Proof of ID	NLCHP Portal by applicant
Summary of Transcript Information (AEF)	ShareFile link by applicant
Course Syllabi	ShareFile link by applicant
Undergraduate Transcript	Mailed or confidential link sent directly to CASLPM by the applicant's educational institution
Master's Degree Transcript	Mailed or confidential link sent directly to CASLPM by the applicant's educational institution
Clinical Practice Hours Form	Form available on ShareFile link
Language Test Scores (not applicable if the entire master's program was in English)	Mailed or emailed directly to CASLPM by the applicant or testing organization
Credential Assessment	Mailed or emailed directly to CASLPM by the credentialing verification agency

Legal Name Requirements

If the applicant's current name differs from the name displayed on the provided identification, citizenship card, passport, record of landing, permanent residency card, or employment authorization records, the applicant must upload a copy of legal change of name document or marriage certificate along with other Proofs of Identification.



Summary of Academic Transcripts

You must summarize your completed undergraduate and master's degree academic coursework. This can be accomplished by using the "Summary of Academic Equivalency (AEF)" form, available through the ShareFile link that will be provided to you once you have completed your initial application in the NLCHP portal. Any courses indicated on this form will be verified against your submitted transcripts.

Course Syllabi

You must submit detailed course descriptions or syllabi. Accepted course outlines/syllabi should include the following:

- Course objectives and format
- Total number of lecture hours
- Required text(s)
- Type and method of examination(s)
- Detailed course content
- Required assignment(s) or report(s)
- Required reading(s)

Please note that CASLPM will review information provided by the applicant and is not responsible to seek out information for the applicant. You may contact NLCHP to explain your circumstances and provide evidence if you have been unsuccessful in obtaining any of the required information. Course syllabi, received in a language other than English or French, must be translated into English.

- A translator who is certified by a member organization of the Canadian Translators, Terminologists and Interpreters Council ([CTIC](#)). A list of member organizations that provide names of certified translators is available and it is the applicant's responsibility to ensure that the translator is a certified member of the organization and certified to translate into English from the language of the document provided.
- A translator accredited by a federal, provincial, or municipal government in Canada.

All translations must be original and accompanied by the translator's statement confirming the following:

- The translation is accurate and authentic.
- The translator belongs to one of the categories listed above (identification number and/or seal, name, address, and telephone number of the translator are required).
- The full, printed name and signature of the translator.

Transcripts

A transcript must be requested from an educational institution and forwarded directly to CASLPM at the following address:



Deputy Registrar
CASLPM
112B Scurfield Blvd.
Winnipeg, MB R3Y 1G4

Transcripts received in a language other than English or French, must be translated into English. When CASLPM receives official transcripts from third-party institutions, they will be uploaded to the ShareFile folder and applicants will have access to have them translated. It is the applicant's responsibility to ensure the documents are appropriately translated. CASLPM accepts original document translations from:

- The consulate, high commission, or embassy (in Canada) of the country that issued the documents.
- A Canadian consulate, high commission, or embassy in the country the applicant emigrated from.

Documents from Third Parties

All third-party agencies must mail, or email required official documents directly to CASLPM.

You will receive a notification when CASLPM receives official third-party documents. You may check ShareFile at any time for your application file status and any updates/changes.

Clinical Practicum Documents

The educational institution where the audiology or Speech-Language Pathology degree was obtained is required to provide attestations of the applicant's supervised clinical practicum hours. Information required includes hours completed with type and age of caseload.

Language Proficiency

Applicants must meet the language proficiency requirement in one of the following ways:

1. Graduation (undergraduate or graduate) from a program in which the language of instruction was English.

Required Evidence: Official university documentation of degree completion (transcripts and clinical practicum hours) sent directly from the university to CASLPM.

2. Evidence of completion of an entire audiology or Speech-Language Pathology university degree program in English.

Required Evidence: Official credential assessment report which includes indication of language of instruction for didactic and clinical practicum or official attestation sent directly from the university to CASLPM, identifying the didactic and clinical practicum language of instruction.



3. If the language of instruction was not in English, the applicant must, at their own cost, validate their English language proficiency by completing a language proficiency assessment (see below for accepted testing organizations).

Required evidence: Official assessment report, sent directly to CASLPM, with minimum required test scores. The language assessment must have been completed no more than two years prior to the NLCHP application date. Applicants must meet the minimum score requirements for each testing component (speaking, listening, reading, and writing). Two or more test results cannot be combined to meet the test requirements.

Language	English	
Test	TOEFL internet-based test (IBT)	IELTS (AC or GT)
Required Minimum Scores	Speaking: 26 Listening: 26 Reading: 22 Writing: 24	Speaking: 7.5 Listening: 8 Reading: 7.5 Writing: 7.5

Credential Assessment

A credential assessment at the applicant's expense must be obtained for any degree(s) obtained from educational institutions outside of Canada. The purpose of the credential assessment is to:

- Determine whether the program of study was in audiology and/or Speech-Language Pathology.
- Confirm the authenticity of your academic document(s) and the institution(s) that issued them.
- Determine the level of education, and its equivalence to a Canadian master's degree.
- Verify the language of instruction.

Note: You can apply for an academic credential assessment while outside Canada.

Official academic credential assessments must be obtained from one of the following approved credential verification agencies:

World Education Services (WES)

45 Charles Street East, Suite 700, Toronto, ON M4Y 1S2

Tel: 416-972-0070 Fax: 416-972-9004

Email: canada@wes.org

Website: <http://www.wes.org.ca>

Note: You will need to request the "Comprehensive Course-by-Course Report".



Comparative Education Services (CES) University of Toronto

158 St. George Street, Toronto, ON M5S 2V8

Tel: 416-978-2400 (ext. 3)

Website: <https://learn.utoronto.ca/comparative-education-service>

Note: You will need to apply for “ECA for General Purposes”. Make sure you review the requirements and credential assessment process with CES.

International Qualifications Assessment Services (IQAS)

4th Floor, Sterling Place, 9940-106^v Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655 Fax: 780-422-9734

Email: iqas@aecd.gov.ab.ca

Website: <http://work.alberta.ca/immigration/international-qualifications-assessmentservice.html>

Note: You will need to request the “Specialized Assessment” and complete the Release of Assessment Results to Other Institutions/Organizations section of the form so that CASLPM will be sent a copy of the assessment report.

Step 2: Assessment

- A) Upon receipt of a complete application including all required documents, the file will be assigned to CASLPM assessors from the same profession who will review your file and assess all supporting documents.
- B) Receive correspondence from CASLPM re education assessment fees.
- C) Pay the applicable education assessment fees.

CASLPM assessors will review applications for “substantial equivalence” to the Canadian Academic Equivalence Framework (AEF). This means that the assessors will review the education, experience, and credentials to determine if they meet NLCHP’s registration criteria. The assessment process will begin when all supporting (official) documents are uploaded and received by CASLPM.

- Applicants will receive email notification when a document is received from a third-party institution and has been uploaded to the ShareFile.



- Applicants will be able to view the progress and status of the application until all documents are received. The ShareFile is then locked during the Assessors' review.
- Applicants will be notified if any documents or corrections are required.
- Applicants will be notified via email when their application has been assessed and when eligibility to sit for the recommended CEPT examination has been determined.

Timeframes for assessment are dependent on CASLPM receiving all required supporting documents as outlined in this guide and on the ShareFile task list.

Step 3: Post-Assessment

Possible Assessment Outcomes

1. *Applicant is approved to write the CETP Exam** – If the assessment requirements are met, the applicant will be eligible to write the CETP Exam.

An applicant wishing to submit an appeal of an assessment decision should submit the appeal directly to NLCHP. Appeals are reviewed by the NLCHP and CASLP-NL.

Canadian Entry-to-Practice Exam

If the applicant has been approved to write the CETP exam, their name will be forwarded to the exam provider, Speech-Language & Audiology Canada (SAC). NLCHP will provide basic information to the exam enrollment page and applicants will be required to provide additional information regarding preferred exam location, language, etc., and pay the exam fee.

Applicants will have two years, from the date of written eligibility confirmation, and three attempts to successfully complete the CETP exam.

Completion of Licensure Process

1. Apply for temporary status with **NLCHP**. You will be required to provide the following additional documents to the NLCHP Portal before a license can be granted:
 - Certificate of Conduct and Vulnerable Sector Check dated within three months of your application date (originals must be forwarded to NLCHP office after uploading).
 - Letter of Good Standing: You will need to request a Verification of Registration/Letter of Good Standing (s) from all jurisdictions where you are currently or have even been registered/licensed to practice. These letters must be sent directly to NLCHP from the Regulatory Body. For more information, please see the NLCHP Letter of Good Standing Policy available on NLCHP website.



- Proof of professional liability insurance (PLI)- must have a minimum of \$ 2,000,000.
- Certificates of completion of the required online courses:

(1) Custodian-Direct Contact with Personal Health Information available on <http://nlchi.skillbuilder.ca/home>

(2) Direct Contact with Personal Health Information available on <http://nlchi.skillbuilder.ca/home> and

(3) Jurisprudence Education for your Health Profession available at www.chplearning.ca

2. Submit Mentorship Guidance Contract to CASLPNL. For more information: <https://caslpnl.ca/pathways-registration>
3. Await confirmation of temporary status from NLCHP – cannot begin work until this is provided.
4. Satisfy mentorship requirements.
5. Pass approved entry to practice exam.
6. Await confirmation of General Status from NLCHP.

*For additional information on regulated SLP – AUD practice in NL, please visit the NLCHP website. Please note once you become registered with the NLCHP, you are automatically registered with the College.

NLCHP will notify you by email that your application for registration has been reviewed and request you to login to the NLCHP Portal to pay your registration fees. You will receive an email once your application is approved and your name has been added to the List of Registered Health Professionals. You are then eligible to practice in Newfoundland and Labrador. **You are not able to commence employment, which includes orientation until your name has been added to the NLCHP List of Registered Health Professionals.**