



Policy Category:	Policy Title:	Policy #:
Registration	Entry-to-Practice Examination Requirements	POL-R-12
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Bylaws: 68, 69, 70, 82, 85 & 87		Section 19
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DEFINITIONS

“Applicant” means an individual who has submitted an application for registration to CSHBC under Bylaw section 82 or 85, but who has not yet been granted any registration status. This includes HIP Interns.

“Conditional registrant” means an individual registered with CSHBC under section 87 of the Bylaws.

“HID Practical Exam” means the Hearing Instrument Dispensing (HID) practical examination. The HID Practical Exam is administered by CSHBC and is a condition of Full registration under section 82 of the CSHBC Bylaws.

“HIP Intern” means an applicant for registration as a Registered Hearing Instrument Practitioner (RHIP) under section 82 of the Bylaws who has not successfully completed their clinical practicum and/or the examinations required for licensure.

“ILE Written Exam” means the International Licensing Examination for hearing instrument practitioners, which is a computer-based written exam. The ILE written examination is administered by the International Hearing Society (IHS) and is a condition of Full registration under section 82 of the CSHBC Bylaws.

“Praxis Exam” means the entry-to-practice examination for audiology and speech-language pathology. The Praxis Exam is administered the International Testing Service (ETS) and is a condition of Full registration under section 85 of the CSHBC Bylaws.

“SAC” means Speech-Language and Audiology Canada, the national professional association for audiologists and speech-language pathologists in Canada, which formerly administered the SAC clinical certification examination for audiology and speech-language pathology.

“SAC Exam” means the clinical certification examination for audiology and speech-language pathology. This was a written examination which was retired after its final sitting in March 2020.

PURPOSE

To provide clear and concise information to applicants and Conditional registrants regarding the entry-to-practice (ETP) examination requirement(s) for Full registration with CSHBC.

SCOPE

All applicants for registration with CSHBC except for:

- Applicants applying under section 71 of the CSHBC Bylaws (labour mobility);
- Applicants for Temporary and Temporary (Teaching) registration; and
- Non-practising registrants applying for Full registration status.

POLICY

Required examinations and eligibility criteria

The following table sets out the required examinations for entry onto the CSHBC register, by profession, along with the eligibility criteria for attempting these examinations.

Profession	Approved Examinations	Eligibility Criteria
Audiology (AUD)	Praxis Exam in Audiology; OR	Upon being granted Conditional registration , registrants must register for their first attempt within 6 months of being granted Conditional registration.
	The SAC Exam ¹	N/A: this exam is no longer available.
Speech-Language Pathology (SLP)	Praxis Exam in Speech-Language Pathology; OR	Upon being granted Conditional registration , registrants must register for their first attempt within 6 months of being granted Conditional registration.
	The SAC Exam ²	N/A: this exam is no longer available.
Hearing Instrument Dispensing (HID)	The ILE Written Exam; AND	HIP Interns must register for their first attempt within 6 months of completing their HIP Intern practicum (660 hours of supervised clinical practice).
	The HID Practical Exam	HIP Interns are eligible to take this exam once they have successfully completed the ILE Written Exam and the HIP Intern practicum (660 hours of supervised clinical practice).

¹ Results up to and including March 2020.

² Results up to and including March 2020.

Examination day accommodations

An examination day accommodation is defined as a modification of examination procedures or testing conditions that afford applicants/Conditional registrants with physical or mental conditions, disorders, or disabilities a fair attempt at an examination. The purpose of examination accommodations is to promote equal opportunities to meet CSHBC's examination requirement.

Depending on an individual's specific needs, examples of examination day 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

Applicants/Conditional registrants must request any examination day accommodations for the Praxis and ILE examinations directly via the examination administrator, and in accordance with the policies of that administrator. Any additional costs related to an accommodation are the responsibility of the applicant/Conditional registrant.

NOTE: Some accommodation requests relate to health matters and disabilities that impair an individual's fitness to practise their profession(s) safely and competently. In accordance with provisions of the *Health Professions Act*, the applicants/Conditional registrant must inform CSHBC of their health condition at the time of their application³, or as soon as they become aware of the health condition (if they are not aware of the condition at the time they apply).

Examinations administered by CSHBC

Applicants wishing to request examination day accommodations for the HID Practical Examination must submit a written request to CSHBC Registration staff outlining:

- The nature of their professionally diagnosed or recognized disability, impairment, condition, or disorder;
- The accommodation(s) that 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 professionals that recognized/diagnosed their condition and support the accommodation(s) that they are requesting. Individuals may wish to provide a current medical report along with their request.

³ By truthfully answering the question "Based on your personal history, your current circumstances or 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 the CSHBC online application.

Requests for examination day accommodation(s) should be submitted to CSHBC **at least 60 days in advance** of the examination date on which the applicant intends to take the examination. Applicants may start the accommodation request process before they are eligible to take the examination.

There is no fee for requesting an accommodation; however, applicants/Conditional registrants are responsible for any costs associated with collecting supporting information and documentation (e.g. assessment and reporting fees charged by health professionals to provide information to CSHBC). Upon receipt of an accommodation request, CSHBC staff may make inquiries to confirm the nature of the applicant's/Conditional registrant's disability, impairment, condition, or disorder and the appropriateness and viability of the testing accommodations they are requesting. CSHBC will only request information that is reasonably necessary to assess and provide an accommodation, but applicants have a responsibility to provide sufficient information for CSHBC to facilitate such requests.

Examination day accommodation requests will be reviewed and approved by the Registration Committee on a case-by-case basis. If it is considered that an applicant/Conditional registrant requires accommodations, but the requested accommodations are not viable, alternative suitable accommodations will be explored.

NOTE: In accordance with provisions of the *Health Professions Act*, to determine if a medical condition could affect an applicant's fitness to practise their profession safely and competently, CSHBC may, during the registration process, consider information the applicant and/or their health professional(s) submit in support of any request for examination day accommodations.

Improper conduct during an examination and examination discrepancies

Under section 70 of the CSHBC Bylaws, where an examiner or invigilator for an examination administered CSHBC has reason to believe that an applicant/Conditional registrant has engaged in improper conduct during the course of the examination, the examiner or invigilator must make a report to the the Registration Committee (or the Inquiry Committee in the case of a Conditional registrant).

Examples of improper conduct and examination discrepancies may include, but are not limited to:

- Discrepancies in a test-taker's identification (which may suggest that an applicant/Conditional registrant is having someone else take the test for them);
- Instances where an applicant/Conditional registrant obtains improper access to test; questions or answers, and/or discloses test questions or answers to third parties;
- Plagiarism;
- Copying or communication during an examination;
- Responses being unusually similar to those of another applicant/Conditional registrant present in the same examination sitting

Examinations administered by a third party

If CSHBC learns, through a third-party examination administrator, that an applicant/Conditional registrant has been suspected of improper conduct, or unresolvable examination discrepancies have occurred, CSHBC may make further inquiries into the issue, and will then refer the matter to the Registration Committee (or the Inquiry Committee in the case of a Conditional registrant) to determine:

- Whether to disqualify the applicant/Conditional registrant from participating in any examination for a defined period;
- In the case of applicants, the Registration Committee will determine whether the examination conduct is relevant to that Committee's assessment as to whether the individual meets the good character requirement for registration;
- In the case of Conditional registrants, the Inquiry Committee will consider authorizing an investigation under section 33(4) of the *Health Professions Act*.

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

Examinations administered by CSHBC

If an invigilator or examiner has reason to believe that an applicant/Conditional registrant has engaged in improper conduct during the examination, or unresolvable discrepancies have occurred, the following will ensue:

- The invigilator or examiner must report the matter to the Registration Committee (or the Inquiry Committee in the case of a Conditional registrant). The relevant committee may consider one or more of the following courses of action:
 - failing the individual;
 - passing the individual;
 - requiring the individual or applicant to rewrite the examination; or
 - disqualify the registrant or applicant for registration from participating in any examination for a defined period.
- In the case of applicants, the Registration Committee will determine whether the examination conduct is relevant to that Committee's assessment as to whether the individual meets the good character requirement for registration.
- In the case of Conditional registrants, the Inquiry Committee will consider authorizing an investigation under section 33(4) of the *Health Professions Act*.

The individual will be informed in writing of the committee's decision, and their reasons for that decision.

Late cancellations, no-shows, and forfeitures of examination sittings

Late cancellations, no-shows, and examination forfeitures are counted as a failed examination attempt under section 69 of the CSHBC bylaws. These instances are defined as follows:

- **Late cancellation** – when an examination sitting is cancelled by an individual less than 72 hours in advance of the examination time and date;
- **No-show** – where an individual that does not cancel their examination sitting but does not present themselves at the examination sitting to take the test;

- **Forfeiture** – where an applicant presents to take an examination, and may participate in the examination, but does not submit their examination results to the examination administrator, where there is an instance of improper conduct or during the examination or an unresolvable discrepancy leading to the cancellation of the test result by the examination administrator, or where the Registration or Inquiry Committee moves to fail an applicant due to improper conduct during the examination or an unresolvable discrepancy.

If an applicant/Conditional registrant considers their late cancellation, no show or forfeiture occurred due to extenuating circumstances they may submit a request to the Registration Committee to have the examination attempt discounted. The process for submitting such a request is outlined under the heading “*Additional attempts and extensions in extenuating circumstances*”, below.

EXAM FAILURES

Audiology & Speech-Language Pathology -- Conditional registrants who have previously attempted the SAC Exam

Those who have previously attempted and failed the SAC Exam on one or two occasions are **entitled to three attempts to pass the relevant Praxis Exam**, so long as these attempts occur within two years of the date of being granted Conditional registration.

EXAMPLE 1: Conditional registrant X is granted Conditional registration on **July 1, 2019**. They attempt and fail the SAC Exam in the Fall of 2019 and the Spring of 2020. They are **entitled to three attempts to pass the Praxis Exam** on or before **June 30, 2021**.

Conditional registrants who fail the required Praxis Exam three times are not eligible to re-apply for registration until the two-year anniversary of their last failed examination attempt.

Conditional registrants who do not successfully pass the required Praxis Exam within two years of their initial application, but have not failed the examination three times, must re-apply for Full registration with CSHBC. They are not eligible for a further period of Conditional registration; however, they may complete their remaining examination attempts as an applicant.

EXAMPLE 2: Conditional registrant Y is granted Conditional registration on **July 1, 2019**. They attempt and fail the Praxis Exam on two occasions between this date and the expiry date of their Conditional Registration, i.e., **July 1, 2021**. Their Conditional registration is **cancelled**, and they must **reapply** for Full registration. They are not eligible for a further period of Conditional registration. They are entitled to **one further attempt** at the Praxis Exam as an **applicant** for registration.

Audiology & Speech-Language Pathology -- Conditional registrants who have NOT previously attempted the SAC Exam

Conditional registrants who fail the Praxis Exam on their first attempt are **entitled to two further attempts to pass the relevant Praxis Exam** and must complete all attempts within two years from the date of being granted Conditional registration.

Conditional registrants who fail the required Praxis Exam three times are not eligible to re-apply for registration until the two-year anniversary of their last failed examination attempt.

Conditional registrants who do not successfully pass the required Praxis Exam within two years of their initial application, but have not failed the examination three times, must re-apply for Full registration with CSHBC. They are not eligible for a further period of Conditional registration; however, they may complete their remaining examination attempts as an applicant (see “Example 2”, above).

Hearing Instrument Dispensing – ILE Written Exam

Applicants/HIP Interns who fail the ILE Written Exam are **entitled to two further attempts to pass the ILE Written Exam** and must complete all attempts within two years from the date of being approved as a HIP Intern.

Hearing Instrument Dispensing – HID Practical Exam

Applicants/HIP Interns who fail the CSHBC HID Practical Exam are **entitled to two further attempts to pass the HID Practical Exam** and must complete all attempts within two years from the date of being approved as a HIP Intern.

EXAMPLE: Applicant/HIP Intern X is approved as a HIP Intern on **January 1, 2019**. They pass the ILE written exam on June 30, 2019, on their third attempt. They then have 18 months (and 3 attempts) to pass the HID Practical Exam on or before **December 31, 2020**.

Applicants/HIP Interns who fail the either the ILE written exam or the HID Practical Exam three times are not eligible to re-apply for registration until the two-year anniversary of their last failed examination attempt.

Applicants/HIP Interns who do not successfully pass the required examinations within two years of being approved as a HIP Intern, but have not failed the examination three times, must re-apply for registration.

Additional attempts and extensions in extenuating circumstances

Applicants/Conditional registrants/HIP Interns who have failed a required examination three times, or failed to successfully pass the required examination(s) within two years of their initial application to CSHBC due to extenuating circumstances may apply to the Registration Committee for a further attempt and/or additional time to pass the examination(s). Such requests must be in writing and must include:

- Detailed reasons for the request, including an explanation as to why the individual was unable to successfully pass the examination within the three attempts and/or a two-year timeframe;
- When the individual plans to re-attempt the examination, if their request is granted;
- Information and documentation to support the request (for example, a relevant medical report);
- Contact details for any third parties (including medical professionals) that can speak to their circumstances; and
- In the case of an examination administered by CSHBC, information on why the individual did not notify the College in advance of an exam attempt for an accommodation

There is no fee for making such a request; however, individuals are responsible for any costs associated with obtaining additional information and documentation to support the request.

Upon receipt of the request, CSHBC staff may make enquiries on behalf of the Registration Committee to confirm the nature of the applicant/Conditional registrant's disability, impairment, condition, or disorder and the appropriateness and viability of the request.

Requests will be considered by the Registration Committee on a case-by-case basis. The Registration Committee is not required to accept requests for additional attempts or extensions.

Examination result appeals -- Examinations administered by a third party

Individuals wishing to appeal an examination result must do so directly with the examination administrator, if that examination administrator has an appeals process.

Examination result appeals -- Examinations administered by CSHBC

Individuals wishing to appeal a HID Practical Exam result may apply to the Registration Committee for a review. Upon receipt of a request for a review, CSHBC staff may make enquiries on behalf of the Registration Committee to obtain additional information.

Appeal requests will be considered by the Registration Committee on a case-by-case basis.

Successful examination results

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

The examination requirement and Conditional registration (AUD & SLP only)

Conditional registrants must complete their first attempt of the relevant Praxis Exam within six months of being granted Conditional registration.

Conditional registrants who provide CSHBC with proof of successfully passing the required examination(s) will be converted to Full registration status. This proof must be sent to CSHBC directly from the examination administrator.

Conditional registrants who do not provide proof of passing the required examinations after three attempts, or within two years of being granted Conditional registration (whichever is sooner), will have their Conditional registration cancelled.

CSHBC RELATED DOCUMENTS

Failure to Meet Conditional Registration Requirements (POL-R-06)