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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.

**“CETP Exam”** means the Canadian Entry-to-Practice Examination for the audiology and speech-language pathology professions. The CETP Exams are administered by Speech-Language & Audiology Canada (SAC).

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

**“ETP Exam”** means an entry-to-practice (ETP) examination that is a condition of Full registration under section 82 or 85 of the CSHBC Bylaws.

**“HID Practical Exam”** means the Hearing Instrument Dispensing (HID) Practical Examination, administered by CSHBC. The HID Practical Exam 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 entry-to-practice examinations required for licensure.

**“ILE Written Exam”** means the entry-to-practice examination for hearing instrument dispensing. The ILE Written Exam is administered by the International Hearing Society (IHS).

**“Praxis Exam”** means the entry-to-practice examinations for audiology (5343) and speech-language pathology (5331). The Praxis Exams are administered by Educational Testing Service (ETS).

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

**“SAC Exam”** means SAC’s 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 & 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.

Approved Examinations	Eligibility Criteria
<b>AUDIOLOGY</b>	
<b>Praxis Exam</b> in Audiology (5343); <b>OR</b>	<b>Conditional registrants</b> who cannot demonstrate they have already passed this exam should register for their first attempt within 6 months of being granted Conditional registration.
<b>CETP Exam</b> in Audiology <sup>1</sup> ; <b>OR</b>	
<b>SAC Exam</b> in Audiology <sup>2</sup>	<b>N/A:</b> this exam is no longer available.
<b>SPEECH-LANGUAGE PATHOLOGY</b>	
<b>Praxis Exam</b> in Speech-Language Pathology (5331); <b>OR</b>	<b>Conditional registrants</b> who cannot demonstrate they have already passed this exam should register for their first attempt within 6 months of being granted Conditional registration.
<b>CETP Exam</b> in Speech-Language Pathology <sup>3</sup> ; <b>OR</b>	
<b>SAC Exam</b> in Speech-Language Pathology <sup>4</sup>	<b>N/A:</b> this exam is no longer available.
<b>HEARING INSTRUMENT DISPENSING</b>	
<b>ILE Written Exam; AND</b>	<b>Applicants are eligible to attempt this exam once they have been granted HIP Intern status.</b> They must register for their first attempt within 6 months of completing their HIP Intern practicum (660 hours of supervised clinical practice).

<sup>1</sup> Results from November 2021 onwards.

<sup>2</sup> Results up to and including March 2020.

<sup>3</sup> Results from November 2021 onwards.

<sup>4</sup> Results up to and including March 2020.

	<b>Conditional registrants</b> should register for their first attempt within 6 months of being granted Conditional registration.
<b>CSHBC HID Practical Exam</b>	Applicants who are <b>HIP Interns</b> 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).  <b>Conditional registrants</b> are eligible to take this exam once they have successfully completed the ILE Written Exam.

### **Examination Day Accommodations**

An examination day accommodation is defined as a modification of examination procedures or testing conditions that affords 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 CETP, 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 application<sup>5</sup>, 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/Conditional registrants wishing to request examination day accommodations for the HID Practical Examination must submit a written request to CSHBC Registration staff outlining:

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<sup>5</sup> 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.

- 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.

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/Conditional registrants 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/Conditional registrant and/or their health professional(s) submit in support of any request for examination day accommodations.

### ***Improper Conduct During an Examination & Examination Discrepancies***

Under section 70 of the CSHBC Bylaws, where the invigilator for an examination administered by 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;

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- Communication using personal electronic devices (e.g., cell phones), personal hearing devices are exempt;
  - Improper conduct by the applicant/Conditional registrant or their volunteer that disrupts the integrity of the examination or the examination process in any way.

#### ***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 resulting in termination of the examination attempt, the following will ensue:

- The invigilator, as well as the relevant examiners 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.

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### ***Late Cancellations, No-shows, & 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/Conditional registrant presents to take an examination, and may participate in the examination, but does not submit their examination documents to the examiner, where there is an instance of improper conduct or during the examination or an unresolvable discrepancy leading to the cancellation of the examination by the examination invigilator, 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 ATTEMPTS & FAILURES**

### ***General Information about Examination Attempts***

#### ***Applicants***

Once eligible to take the relevant ETP examination(s), applicants are entitled to three attempts at each examination requirement. These are:

For audiology and speech language pathology:

- the CETP or Praxis exam (these exams are interchangeable – see below for further information)

For hearing instrument dispensing:

- the ILE Exam; and
- the CSHBC HID Practical Exam

Applications for registration expire two years after they are submitted if all requirements are not met. Therefore, any attempts made as an applicant must occur within that two-year timeframe, otherwise a further application would need to be submitted.

Applicants who have failed an examination three times may not apply for registration until two years after the date of their most recent examination failure.

#### ***Conditional Registrants***

Conditional registrants are entitled to three attempts at the relevant ETP Exam(s), in addition to any attempts made as an applicant. All examination attempts made as a Conditional registrant must occur within two years from the date registration was granted.

If a Conditional registrant fails an ETP Exam three times, their registration will be cancelled, and they are not eligible for a further period of Conditional registration. They may reapply for registration after the passage of two years from the date of their most recent examination failure.

***Specific Information for Audiology & Speech-Language Pathology Applicants & Conditional Registrants -- those who have NOT previously attempted the SAC Exam***

Both applicants and Conditional registrants are each permitted a maximum of three attempts at the relevant CETP or Praxis Exam, regardless of the exam or combination of exams they choose to attempt.

**EXAMPLE 1:** Conditional registrant X attempts the Praxis Exam and fails on their first attempt. They have two remaining exam attempts. They then attempt the CETP Exam and fail. They now have one remaining exam attempt at either the CETP or Praxis Exam.

***Specific Information for Audiology & Speech-Language Pathology Applicants & Conditional Registrants -- those who have previously attempted the SAC Exam***

Applicants and Conditional registrants who have previously attempted and failed the SAC Exam on one or two occasions are each **entitled to three attempts to pass the relevant Praxis Exam or CETP Exam**. Applicants and Conditional registrants may attempt both the CETP Exam and the Praxis Exam, so long as the maximum combined attempts do not exceed three (see “Example 1”, above)

**EXAMPLE 2:** Conditional registrant Y attempted and failed the SAC Exam on two occasions. They are entitled to three attempts to pass the Praxis Exam or the CETP Exam.

***Specific Information for Applicants to Become RHIPS & Conditional RHIP Registrants***

The ILE and HID Practical Exam are two separate exams. Applicants and Conditional registrants are permitted three attempts at each.

***Additional Attempts & Extensions in Extenuating Circumstances***

Applicants/ Conditional registrants who have failed a required examination three times or failed to successfully pass the required examination(s) within the required timeframe 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.



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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 Exam results from approved examinations 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.

***Examination Requirement & Conditional Registration***

Conditional registrants must complete their first attempt of the relevant ETP 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**

*Conditional Registration Requirements (POL-R-06)*