



Standard Category:	Standard Title:	Standard #:
Professional Standard	Certified Practice & Above Entry Level Practice	SOP-PROF-06
Regulation   Bylaw Reference:		HPA Reference:
Regulation: Section 6; Bylaws: Part 10		
Authorization:	Date Approved:	Date Revised:
CSHBC Board	January 25, 2013	May 15, 2023

## DEFINITIONS

**“Approved certification program”** means the Certified Practice (CP) certification program, for each certificate, approved by Board of the College of Speech and Hearing Health Professionals of British Columbia (CSHBC). The approved certification program outlines the overall knowledge, skills, and demonstrated competencies required for attaining a certificate and may include coursework, self-study, practical experience, and combinations of educational activities.

**“Above entry level”** means practice that requires an advanced level of knowledge, skills, and abilities that are not expected of entry level registrants or that exceed basic registration requirements.

**“Adult”** for CP certificates means clients who have attained the age of 16 years.

**“Certified practice”** means an above-entry-level clinical practice; one that maximizes the use of educational preparation, in-depth knowledge, and expertise in meeting the health needs of individuals, families, groups, communities, and populations. According to the Canadian Nurses Association (2008), certified practice involves “analyzing and synthesizing knowledge; understanding, interpreting, and applying theory and research; and developing and advancing knowledge of the profession as a whole” (p. 10).

**“Practice”** means any professional role, whether remunerated or not, in which the registrant uses their knowledge, skills, and abilities as an audiologist, hearing instrument practitioner, and/or speech-language pathologist. Practicing the profession includes the provision of clinical care as well as working in management, administration, leadership, education, research, advisory, regulatory, and policy development roles, and any other roles that use professional skills and impact on safe, effective delivery of services in the profession (source: Medical Board of Australia, *Registration Standard*, October 2016; *Attaining & Maintaining Practice Competence* (SOP- PROF-02).

**“Certified practice supervisor”** means a regulated health professional who has agreed to oversee and to supervise registrants who are in training for a Certificate. This may or may not be a registrant’s work-related or administrative supervisor. The supervisor has a current CSHBC CP certificate (for a minimum of 6 months) for the certification program they are supervising, or they are qualified in this area of practice under another regulatory college (e.g., College of Physicians and Surgeons of BC).

## SCOPE

All Full registrants of CSHBC, including registrants holding, or in training for, a CP certificate or supervising trainees for a certificate.

**NOTE: Conditional and Temporary registrants are not eligible to train for, apply for, or be granted CP certificates.**

## PURPOSE

To outline the above entry level practices and degrees for registrants.

To outline the core requirements for each CP certificate offered by CSHBC in keeping with the CSHBC Bylaws and the *Certified Practice & Above Entry Level Practice* (SOP-PROF-06) standard.

To define the required knowledge, skills, and competencies for each CP certificate that align with the Speech & Hearing Health Professionals Regulation, the CSHBC Bylaws, and the standards of practice.

To ensure that the CP certificate requirements in the approved certification programs reflect current best practices.

## STANDARD

Registrants of CSHBC are expected to provide competent, safe, and ethical care to clients. Entry level practices are within the scope of practice of registrants and do not require any additional knowledge, skills, or abilities other than those attained in a formal education program.

Above entry-level practice:

### A. Advanced degrees

Registrants may be required to hold a degree, above-entry-level, for specific roles or positions (e.g., teaching, research). This ensures knowledge over and above the entry-level registration requirements. Examples of advanced degrees include a Doctorate in Audiology or a PhD.

### B. Areas of practice with conditions by standards

CSHBC has the authority to establish standards of practice, with conditions on practice for registrants. Some areas of practice may require specific training, education, and clinical experience before they can be performed safely and competently. These practices do not necessarily involve restricted activities. In some instances, there may be a certification available to those who complete the training, based on accepted national and international industry standards. These areas of practice denote a level of expertise in the specified practice that is above entry-level. Registrants must be aware of all clinical standards and requirements for competence in specific areas of practice.

### C. Certified Practice

This includes the high-risk areas of certified practice which require certification and are included in the Speech & Hearing Health Professionals Regulation and the CSHBC Bylaws. Certified practice refers to areas of practice that require education, knowledge, skills, and clinical judgment that exceed the

foundational, entry to practice requirements. In addition to the standard of practice and clinical practice guidelines involving certified practice, registrants must ensure that they do not provide services that they are not competent to provide and must not practice in the certified practice area unless they are in training for the certificate or hold a valid certificate.

Certified practices will continue to evolve because of the complex nature of health care and the clients who CSHBC serves. Increasing patient acuity and complexity, improved technology and new techniques in diagnostics and interventions all contribute to the development of certified practices. The existing certification programs are not static but ever changing and expanding and must be within the established scope of practice of a given profession.

The certified practices across each profession are driven and influenced by multiple factors, including regulatory requirements, educational advancements, patient/client needs, general healthcare needs and technological change. These practices apply to a profession across the spectrum of employment, including but not limited to health authorities, agencies, educational institutions, and private practices and companies. Therefore, certified practices are not driven by a specific collective agreement or employment contract; rather, collective agreements and employment contracts need to consider the implications of certified practices for appropriate qualifications and required credentials for specific positions and roles. Pursuant to section 5 of the Speech & Hearing Health Professionals Regulation, practice certificates may involve one or more specified restricted activities that are granted to the profession, and certification requirements apply even if it is unlikely that all clients will require the performance of a restricted activity. The certificates required under the CSHBC bylaws are also higher risk activities that may or may not involve restricted activities.

#### ***Limits on service provision involving certified practice***

Certified practices must not be delegated to non-certified health professionals, except in the case of a CSHBC registrant who is in training for the certificate. Certified practices must never be delegated to Communication Health Assistants (CHAs).

At present, there is no provision for registrants of CSHBC to train other regulated health professionals in a CP area that has been designated by regulation to registrants of CSHBC. The CSHBC certification programs for CP certificates are profession-specific and the pre-requisites and required body of knowledge are not transferrable to other professions.

Registrants who do not hold a valid certificate must not practice with clients, or for demonstration, teaching, or learning purposes, in the area of practice requiring a certificate. It is unethical and unsafe for registrants to knowingly circumvent the certification process.

#### ***Supervision requirements***

Registrants of CSHBC in training for a CP certificate, must be under the appropriate supervision of a qualified supervisor(s). Multiple qualified supervisors are allowed. Requirements for each certificate and appropriate supervision levels may be found in the *Application for Certified Practice Certification Program* form as well as within each CP Certification Program form. Definitions of the supervision levels while in training can be found in *Supervision (SOP-PRAC-07)*. Supervisors who are registered with

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CSHBC must have held their certificate for a minimum of 6 months prior to supervising a registrant in training. All out of province supervisors must be pre-approved by CSHBC.

## **CERTIFICATION PROGRAM REQUIREMENTS**

The process for attaining a CP certification is shown in Appendix A.

### ***Meeting prerequisites***

Pre-requisites must be met before training begins. Applicants must be Full registrants before commencing the certification program objectives. For some CP certificates, there are additional prerequisite (e.g., coursework or equivalents) requirements. Applicants should verify these prerequisite requirements on the *Application for Certified Practice Certification Program* form (AF-44), or with CSHBC if necessary. Pre-requisite coursework/education must have been completed within the last 7 years or a more recent equivalency may be required.

### ***Applying to commence a CP Certification Program***

Registrants are required to apply to commence a Certification Program as outlined in the *Application for Certified Practice Certification Program* form. Once pre-approved by the Registration Committee, registrants are issued a copy of the applicable Certification Program which outlines the objectives that must be completed under supervision. Registrants are not permitted to initiate the training of their Certification Program until pre-approval has been obtained and all pre-requisites of the program have been met.

### ***Learning objectives***

A registrant may start training on a certified practice certificate as soon as they are full registrants but will not be granted the certificate until one<sup>1</sup> year of basic clinical experience has been completed. Registrants must submit proof of attendance for educational objectives that require proof.

### ***Practical demonstration of CP competencies***

In any certification program where observations are required, they must be completed prior to other practical objectives. The recommended numbers for practical demonstrations during the training period (e.g., number of procedures or hours) are the minimum number required for acquiring a specific competency and completing an objective. Where a certification program indicates that certain objectives must be completed in sequential order this is required and is verified in a log. A learning log of practical training must be completed as part of the application package and the log is attached to every certification program.

**NOTE: The supervisor must not be used as a 'subject/client' for any practical training objective.**

In consultation with the registrant, the supervisor may increase the number of practical activities, if additional practical experience is deemed to be required. If objectives have been extended this must be

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<sup>1</sup> Certificate D: Hearing Instrument Dispensing for Children Aged 12-16 requires the registrant to complete one year of clinical experience before commencing this program and will not be granted this certificate until two years of clinical experience has been completed.

indicated on the application/certification program submission along with a rationale and the supervisor's indication that the issue(s) have been resolved.

### ***Applying for a CP certificate***

Each Full registrant who applies for a CP certificate must have a supervisor(s) who either holds that certificate with CSHBC or is competent through another regulatory college that has this area of practice within its scope of practice. This arrangement is by mutual agreement between the registrant and supervisor. A registrant may have more than one qualified supervisor.

Once the training has been completed, new applicants must submit a completed Certification Program form for the applicable certificate along with any required supporting documents. Each section must be verified by the supervisor and all objectives and practical learning activities signed for completion. Where indicated (\*), the source of the education must be cited (i.e., name, date, location of the course or educational event). Certification programs may list recommended courses or provide an explanation of required course content for the completion of specific objectives. All other sources of education are optional for learning purposes.

### ***Practice restrictions***

In keeping with the CSHBC *Registrant Code of Ethics* and standards of practice, registrants who are in training must not practice in the CP area independently until they have received notification that their application has been approved. Applicants who have completed the certification program and are awaiting approval may continue to practice under general supervision until approval is received.

### ***Appealing a CP certificate application decision***

An appeal of a CP certificate decision may be made in accordance with section 134(1) of CSHBC Bylaws.

### ***Renewing a CP certificate***

To be eligible to renew a CP certificate, registrants must refer to the *standard Attaining & Maintaining Practice Competence* (SOP-PROF-02) for information on the continuing education (CCC) and practice hour requirements. If the required CCCs and practice hours are not reported in the 3-year timeframe, the certificate cannot be renewed. Renewals can be facilitated through the secure [Registrant Portal](#) on the CSHBC website.

There is no specified number of procedures or activities required for renewal purposes. It is the registrant's professional responsibility to ensure that they are competent to continue performing the Certified Practice, and this will vary from individual to individual. Renewing registrants must also review and check the renewal declarations.

Failure to renew a CP certificate on time results in immediate cancellation of the certificate. Registrants wishing to continue to practice within the scope of the certificate must submit a re-application for Registration Committee approval. These are considered non-standard applications and will be reviewed on a case-by-case basis.

**IMPORTANT: Registrants who continue to practice within the scope of a Certified Practice Certificate (including any restricted activities) without the required CP certificate are conducting unlawful practice in contravention of**



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the *Health Profession Act* and the CSHBC Bylaws. All allegations of unlawful practice are investigated by the Inquiry Committee.

***Reviewing approved certification programs***

All certification programs are reviewed for clinical integrity every 5 -7 years (or earlier if there are significant practice changes that need to be included or revised in the competencies). Registrants must ensure that they are completing the most up to date certification program from the CSHBC website.

## **CSHBC RELATED DOCUMENTS**

*Application for Certified Practice Certification Program (AF-44)*

*Attaining & Maintaining Practice Competency (SOP-PROF-02)*

*Professional Accountability & Responsibility (SOP-PROF-05)*

*Registrant Code of Ethics (SOP-PROF-08)*

*Registrant Code of Ethics (Annotated) (SOP-PROF-09)*

*Supervision (SOP-PRAC-07)*

*Unique & Shared Scope of Practice (SOP-PROF 03)*

## **CERTIFICATION PROGRAM FORMS**

*Certificate A: Vestibular Assessment & Management*

*Certificate B: Cochlear Implant Assessment & Management*

*Certificate C: Cerumen Assessment & Management*

*Certificate D: Hearing Instrument Dispensing Services for Children Aged 12 to 16*

*Certificate E: Flexible Endoscopic Evaluation of Voice & Swallowing (FEEVS) for Adults*

*Certificate G: Tracheo-esophageal Voice Protheses Assessment & Management*

*Certificate H: Communication & Swallowing Assessment & Management for Tracheostomy*

*Certificate I: Videofluoroscopic Assessment & Management of Adult Swallowing Disorders*

*Certificate J: Videofluoroscopic Assessment & Management of Paediatric Disorders*

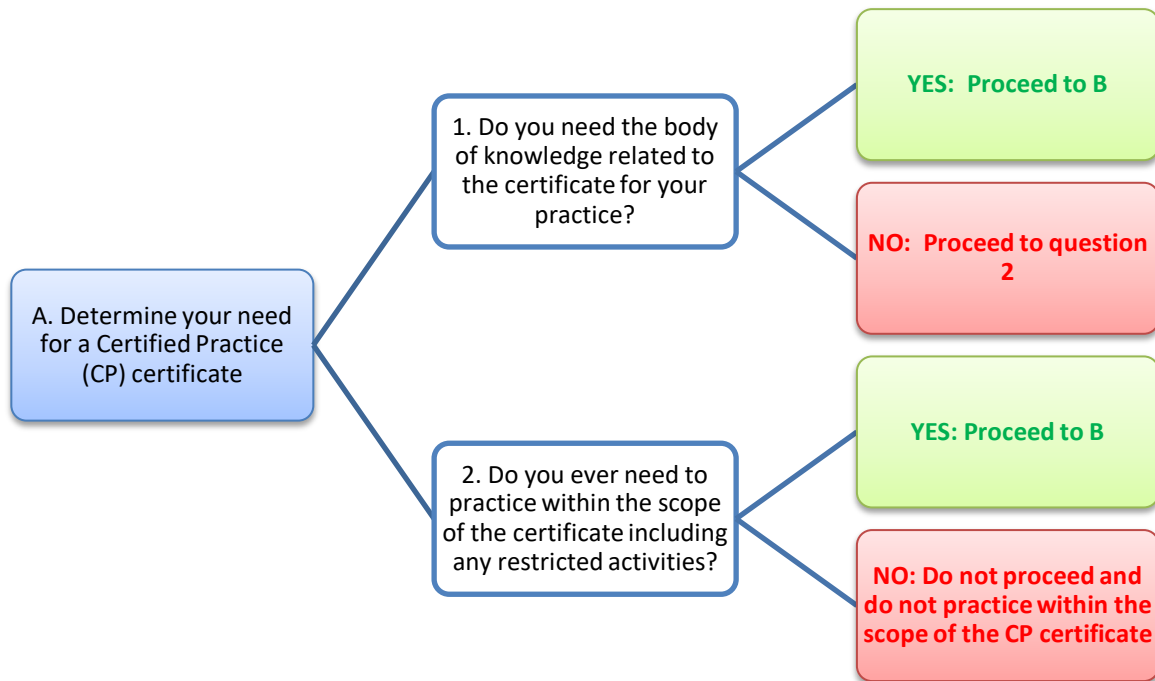


*Certificate K: Management of Airway Secretions*

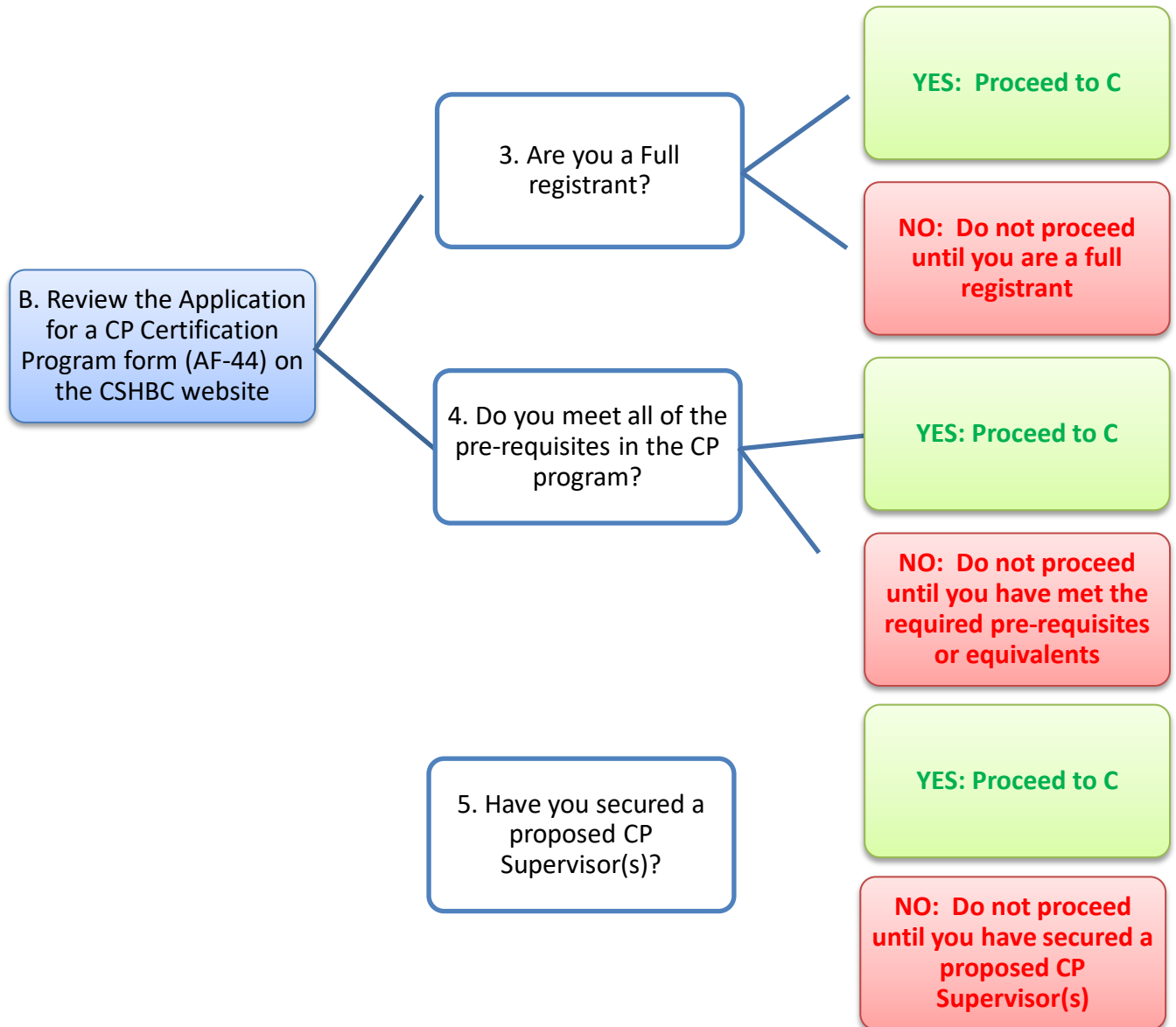
## REFERENCES

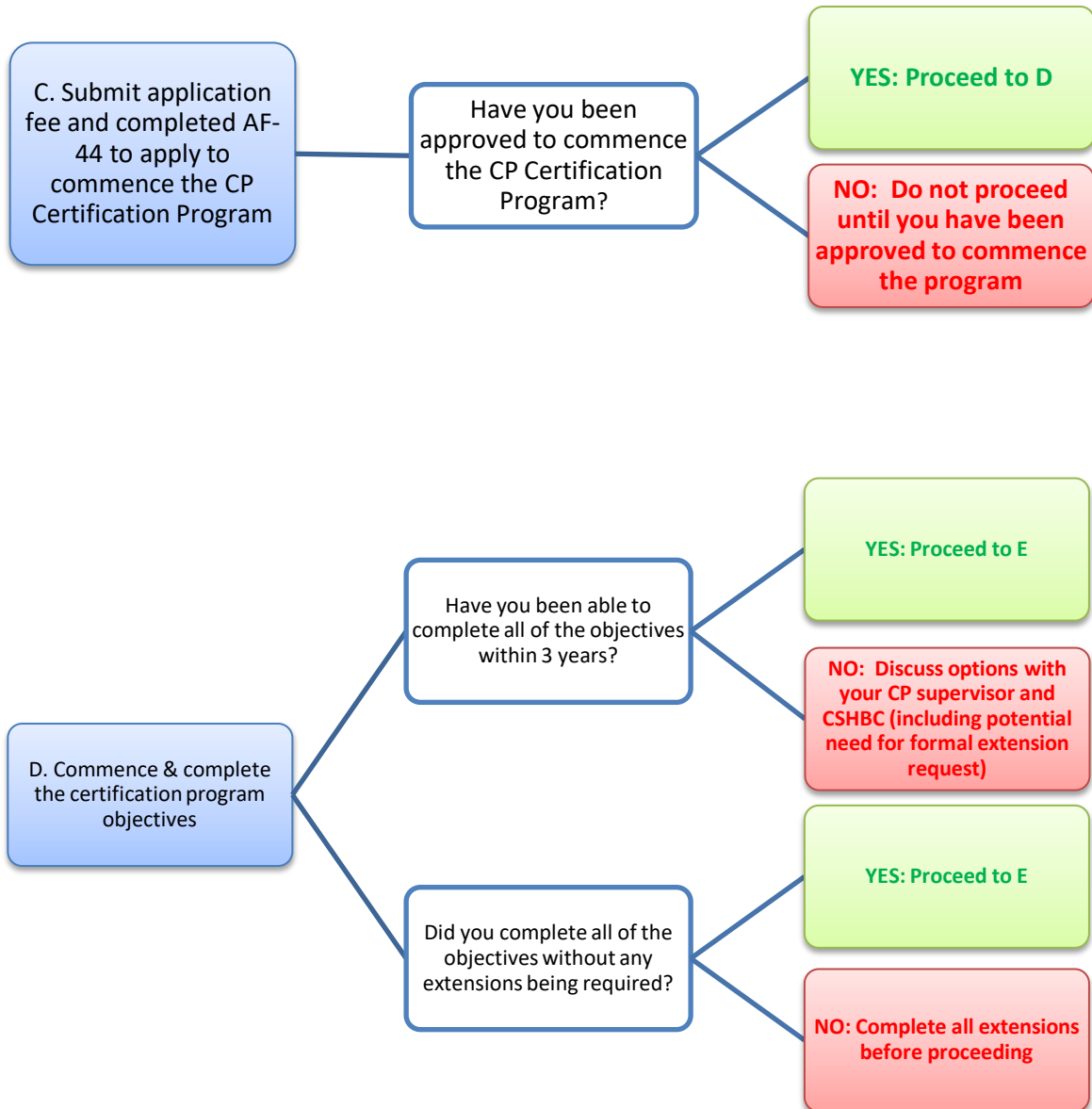
Canadian Nurses Association. (2008). [\*Certified nursing practice: A national framework.\*](#)

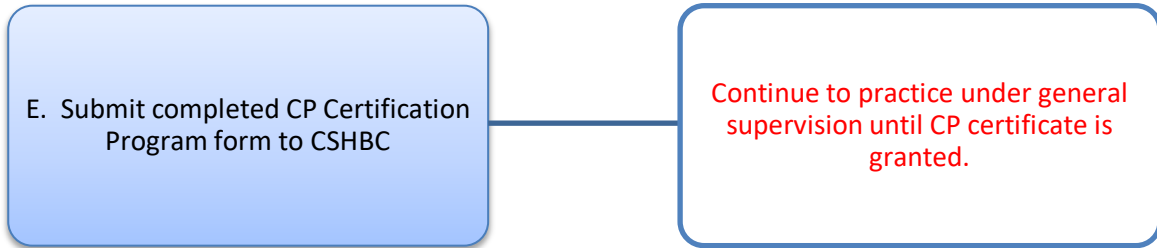
## APPENDIX A: ATTAINING A CERTIFIED PRACTICE (CP) CERTIFICATE



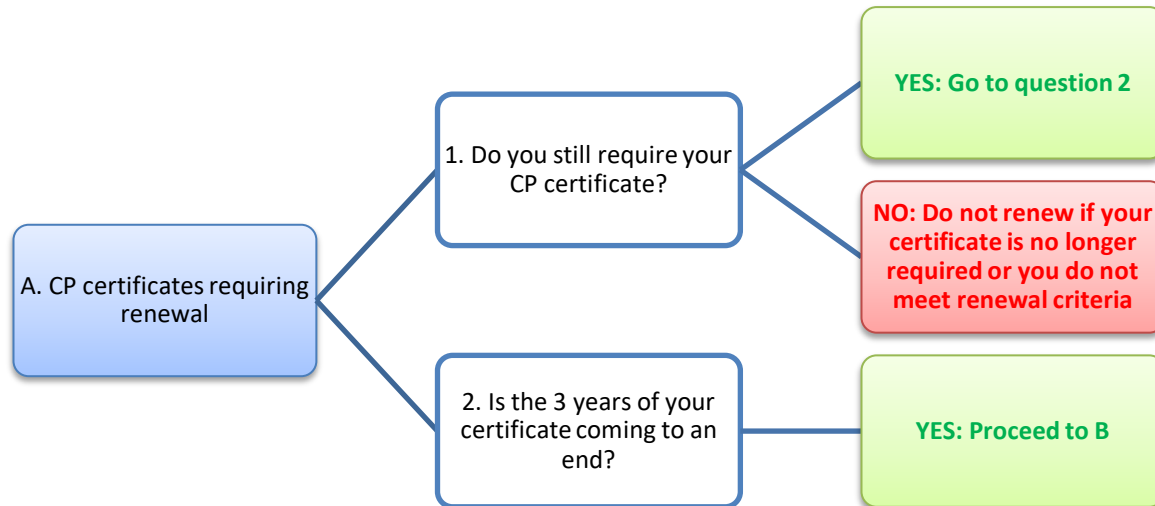




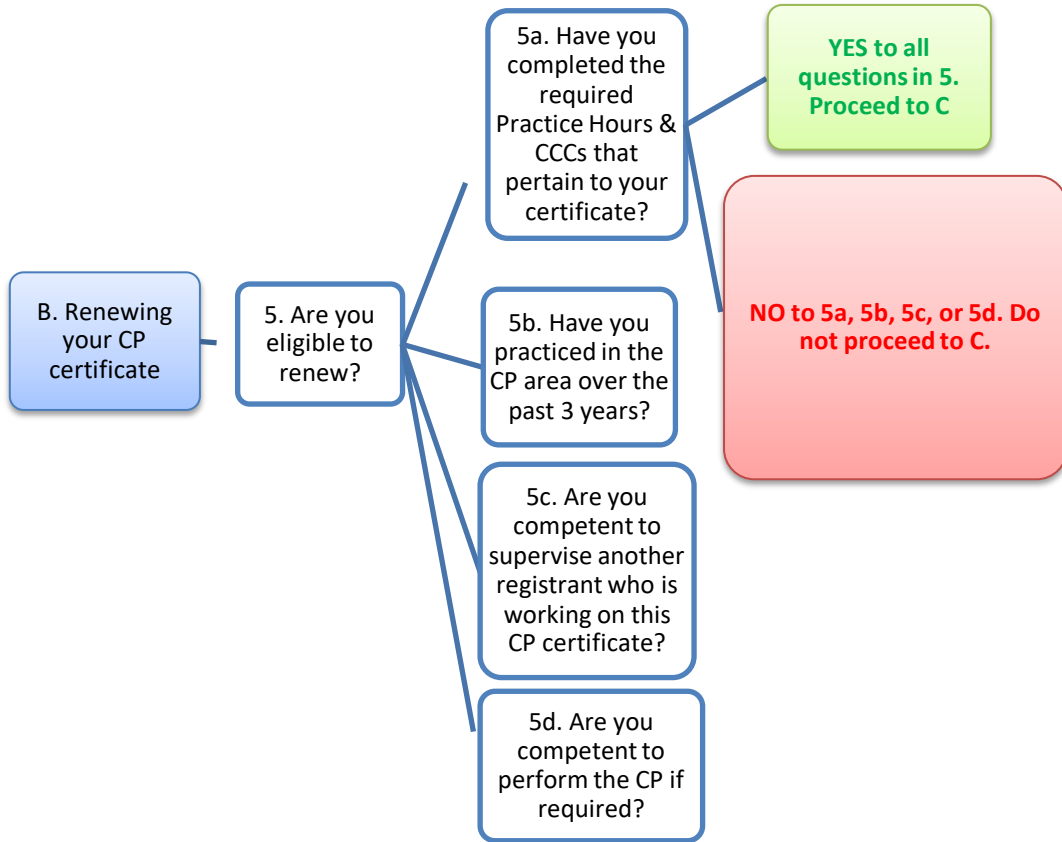




## APPENDIX B: RENEWING A CERTIFIED PRACTICE (CP) CERTIFICATE



**IMPORTANT: If you were non-practicing but returned to full registration status while your certified practice certificate is valid, your certificate will be valid again until your renewal date.**



C. CP Certificate  
Renewal Process

- Ensure your pertinent CCCs & Practice Hours are entered online under the correct CP certificate
- Complete CP certificate renewal form online
- Check off all declarations
- Submit applicable renewal fees
- **DO NOT PRACTICE** in the CP area if your certificate has expired and you have not renewed

Your renewal  
request will be  
reviewed

- If there are any outstanding documents or questions regarding your renewal application, you will be contacted for additional information
- Once everything is received and processed, you will be issued a new CP certificate that is valid for 3 years
- If you have missed your renewal date, contact CSHBC immediately as you must complete a new application form and pay the applicable fee and must not practice the CP until renewal is complete.