**PURPOSE**

To outline the core requirements for each Certified Practice (CP) certificate offered by the College of Speech and Hearing Health Professionals of BC (CSHBC) in keeping with the CSHBC Scope of Practice and Certified Practice (SOP-PROF-06) standard.

To define the required knowledge, skills and competencies for each CP certificate that align with the CSHBC Bylaws and standards of practice.

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

**SCOPE**

All full registrants working towards CP certificates.

All CP certificate holders who are supervising a registrant in training.

All CP certificate holders who wish to renew their certificate or who have a lapsed certificate that they would like to reinstate.

**DEFINITIONS**

"Acceptable Certification Program" means the program approved by CSHBC for each CP certificate area. 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.
Levels of Supervision

During the education/training/mentoring period, prior to obtaining a certificate, the following supervision definitions are applicable:

- **CONSTANT supervision**: Requiring a supervisor’s presence throughout the activity.
- **CLOSE supervision**: Requiring a supervisor’s presence in the same location and who is available immediately should the need arise.
- **GENERAL supervision**: Supervisor is available for contact (e.g., telephone, email, and other electronic means) and subsequent support where required (e.g., reviewing assessment findings and reports).
- **Supervisor**: Person who has agreed to oversee the certificate program required for another registrant to qualify 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 the certification program they are overseeing or are qualified in this area of practice under another regulatory college (e.g., College of Physicians and Surgeons of BC).

**POLICY**

1. **Applying**

Each registrant who applies for a CP certificate must have a supervisor 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. Registrants without-of-province supervisors may be required to demonstrate practical proficiency under a qualified BC registrant and provide documentation from the province where training was completed.

Applicants should refer to the [Certification Program Application](#) form for the certificate(s) that they are applying for. New applicants must submit a completed Certification Program Application for the applicable area(s) of Certified Practice along with the application form and applicable fees. Each section must be verified by the supervisor and all objectives signed for completion.

The process for attaining a CP certificate is shown in **Appendix A**. New applicants must submit a completed Certification Program Application for the certificate along with the corresponding fee(s). The applicant must have completed the certificate program within 3 years of commencement, and the prerequisite coursework must be within the last 7 years.
2. Meeting Prerequisites
Applicants must be full registrants before commencing the certificate program objectives. For some CP certificates, there are additional prerequisites (e.g., coursework or equivalencies) that must be completed prior to beginning the certificate program. Applicants should verify these prerequisite requirements on the Certification Program Application form or with CSHBC if need be.

3. Certification Program Requirements
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 recording purposes. All source information should be maintained for a minimum of 3 years for reference and CCC audit purposes. When a certificate program requires a course, a certificate of completion is required with your application package. If a certificate is not available, then proof of registration and/or attendance may be submitted.

4. Practical Demonstration of CP Competencies
Recommended numbers for practice demonstration (e.g., number of procedures or hours) is the minimum number required for acquiring a specific competency and completing an objective. By mutual agreement between the supervisor and the registrant, this number may be increased if additional practical experience is deemed to be required.

5. 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 certificate area independently until they have received notification that their application has been approved. Additionally, registrants must not continue to provide services in the Certified Practice area if their certificate has expired or has been revoked.

6. 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.

7. Renewing a CP Certificate
To be eligible to renew an AC, registrants must refer to the Continuing Competency Credit (CCC) Program Requirement (POL-QA-02) and related forms for information on the continuing education
requirements. If the required CCCs are not reported in the 3-year timeframe, the certificate may not 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 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.

If a registrant does not renew their CP certificate on time, they are ineligible to renew it at a later date and must reapply for a new certificate. Cases of non-renewal are reviewed by the Certified Practice & Advisory Committee (CPAC) and decisions are made by the Quality Assurance & Professional Practice (QAPP) Committee. There is no appeal process to this two-level decision-making process regarding renewals.

8. Reinstating a CP Certificate

In cases where a registrant has a lapsed certificate (i.e., no longer performing the activity, moved out of province, no longer has full CSHBC registration), the registrant can request that the certificate be reinstated without repeating the entire certification program. The reactivation must occur within the life of the original certificate and the applicant must once again be a full CSHBC registrant. If the certificate has expired, the registrant must reapply for the certificate as if he or she is a new applicant (see Appendix B for the process to renew or reinstate a certificate).

9. Reviewing Approved Certification Programs

All certification programs are reviewed every 5 years (or earlier if there are significant practice changes that need to be included in the competencies). Applicants must ensure that they are completing the most up to date certificate program from the CSHBC website. The proposed schedule of program review is shown in Appendix C.

CSHBC RELATED DOCUMENTS

Certified Practice (SOP-PROF-06)
Continuing Competency Credit (CCC) Program Requirement (POL-QA-02)
Certificate A: Vestibular Management & Assessment
Certificate B: Cochlear Implant Management
Certificate C: Cerumen Management
Certificate D: Hearing Instrument Dispensing for Children Ages 12-16 Years
Certificate E: Flexible Endoscopic Evaluation of Voice & Swallowing for Adults
Certificate G: Voice Restoration (Voice Prostheses)
Certificate H: Communication & Swallowing Assessment & Management for Tracheostomy
Certificate I: Videofluoroscopic Assessment of Swallowing Disorders in Adults
Certificate J: Videofluoroscopic Assessment of Swallowing Disorders in Paediatrics
Certificate K: Management of Airway Secretions (Oropharyngeal & Tracheal Suctioning)
Supervision (SOP-PRAC-07)
APPENDIX A: ATTAINING A CERTIFIED PRACTICE CERTIFICATE

A. Determine your need for an Advanced Certificate (AC)
1. Do you need an advanced body of knowledge for your practice?
   - Yes: Proceed to B.
   - No: Proceed to Question 2
2. Do you ever need to perform any part of the restricted activities associated with this AC?
   - Yes: Proceed to B.
   - No: Proceed to Question 2

B. Locate the most up to date Program of Study (POS) on the CSHBC website
3. Are you and active registrant?
   - Yes: Proceed to C.
   - No: Do not proceed until you are an active registrant.
4. Do you meet all of the pre-requisites in the POS?
   - Yes: Proceed to C.
   - No: Do not proceed until you have met the required pre-requisites or equivalents

C. Commencing the POS
5. Do you have a supervisor(s) with a valid AC?
   - Yes: Proceed to D.
   - No: Secure one or more qualified supervisors before proceeding
6. Do you have access to the required clients and equipment in order to fulfill the POS requirements?
   - Yes: Proceed to D.
   - No: Do not proceed until you have a plan in place to help you meet the requirements

D. Complete the POS objectives
7. Have you been able to complete all of the objectives within 3 years?
   - Yes: Proceed to E.
   - No: Discuss options with your supervisor and the CSHBC
8. Did you complete all of the objectives without any extensions being required?
   - Yes: Proceed with submission of your application and POS.
   - No: Complete all extensions before proceeding.
APPENDIX B: RENEWING OR REINSTATING A CERTIFIED PRACTICE CERTIFICATE

A. ACs requiring renewal

1. Do you still require your AC?
   - Yes: Go to question 2.
   - No: Do not renew; surrender your certificate if no longer required.

2. Is the 3 years of your certificate coming to an end?
   - Yes: Proceed to C.

B. ACs requiring reactivation

3. Do you require your AC and are you an active registrant?
   - Yes: Proceed to question 4.
   - No: Do not proceed.

4. Is your certificate still within its 3-year life?
   - Yes: Proceed to question F to request reactivation from CSHBC.
   - No: Do not proceed.

C. Renewing your AC

5. Are you eligible to renew?
   - Yes to all questions in 5. Proceed to D.
   - No to 5a, 5b, 5c, or 5d. Do not proceed to D until a remediation plan is in place and approved.

   5a. Have you completed the required CCCs that pertain to your certificate?
   5b. Have you practiced in the AC over the past 3 years?
   5c. Are you able to supervise another registrant who is working on this AC?
   5d. Are you competent to perform the AC if required?
D. AC Renewal Process
- Ensure your pertinent CCCs are entered online
- Complete AC renewal form online
- Check off all declarations
- Submit applicable renewal fees
- Do NOT practice in the AC 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 AC that is valid for 3 years
- If you have missed your renewal date, contact CSHHPBC immediately

E. AC Reactivation Process
- Ensure that you are an active registrant
- Ensure that your AC has not passed the expiry date
- Contact CSHBC regarding your request to reactivate your AC
- Do NOT practice in the AC if the AC has lapsed and you have not reactivated it
APPENDIX C: CERTIFICATION PROGRAM REVIEW SCHEDULE

The certification program for each CP certificate are scheduled for review and revision as required, every 5 years. A certification program can be reviewed sooner if it is flagged for revision due to new technology, research or practice changes that require competency changes.

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<thead>
<tr>
<th>Certification Program</th>
<th>Released</th>
<th>Initial Review</th>
<th>2ND Review</th>
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<tbody>
<tr>
<td>A. Vestibular Management &amp; Assessment</td>
<td>2010</td>
<td>2013/14</td>
<td>2018/19</td>
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<tr>
<td>C. Cerumen Management</td>
<td>2010</td>
<td>2013/14</td>
<td>2018/19</td>
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<tr>
<td>D. Hearing Instrument Dispensing Services for Children</td>
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<td></td>
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<td>Ages 12-16 Years</td>
<td>2013</td>
<td>2018/19</td>
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<td>E. Fiberoptic Endoscopic Evaluation of Voice &amp; Swallowing for Adults</td>
<td>2018</td>
<td>2023/24</td>
<td>2028/29</td>
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<td>G. Voice Restoration (Voice Prostheses)</td>
<td>2010</td>
<td>2015/16</td>
<td>2020/21</td>
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<tr>
<td>I. Videofluoroscopic Assessment of Swallowing Disorders in Adults</td>
<td>2010</td>
<td>2015/16</td>
<td>2020/21</td>
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<tr>
<td>J. Videofluoroscopic Assessment of Swallowing Disorders in Adults Paediatrics</td>
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<td>K. Management of Airway Secretions (Oropharyngeal &amp; Tracheal Suctioning)</td>
<td>2016</td>
<td>2020/21</td>
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