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RULES

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SECTION 1.0: HEAD OFFICE

NAME: HEAD OFFICE
ORIGINAL DATE: 01/25/90

NUMBER: 1.1
REVISION DATE: 04/22/94
02/27/02

1.1.1

The head office of the association shall be located at such location as determined by the Executive Council. All notifications, notices, correspondence, and any other directions shall be made to the association or the Executive Council at the association's mailing address.

SECTION 2.0: SEAL

NAME: SEAL
ORIGINAL DATE: 01/25/90

NUMBER: 2.1
REVISION DATE:

2.1.1

The seal, an impression of which appears below, is hereby adopted as the seal of the association.



SECTION 3.0: OFFICERS

NAME: OFFICERS
ORIGINAL DATE: 01/25/90

NUMBER: 3.0
REVISION DATE:

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SECTION 4.0: DUTIES OF OFFICERS

NAME: MAIL
ORIGINAL DATE: 01/25/90

NUMBER: 4.3
REVISION DATE: 04/22/94
02/27/02

4.3.1

The Secretary of the association shall be responsible for arranging the collection and dissemination of mail received at the association's mailing address.

NAME: BUDGET
ORIGINAL DATE: 02/09/90

NUMBER: 4.4
REVISION DATE: 06/11/93, 04/22/94,
02/27/02

4.4.1

The Treasurer will provide each committee chairperson with a budget submission form ten (10) weeks prior to the general meeting.

4.4.2

The committee chairperson will return the completed budget submission form to the Treasurer six (6) weeks prior to the general meeting.

4.4.3

The Treasurer will present a draft budget at the Executive Council meeting prior to the general meeting for initial discussion and approval.

4.4.4

If the budget is approved as per rule 4.4.3, the budget will be presented to the membership for discussion and final approval at the general meeting.

4.4.5

If the budget is not approved as per rule 4.4.3, the Treasurer will redraft the budget with the necessary changes in time for presentation at the general meeting for approval.

4.4.6

If the budget is not approved by the membership at the general meeting, the Treasurer will obtain the necessary information from the membership at that meeting to redraft a final budget. Final approval of the budget will be obtained at a special meeting of the Executive Council.

4.4.7

Rule 4.4.6 terminates the membership's participation in the development of the annual budget.

4.4.8

At no time shall the lack of an approved budget prevent the day-to-day operations of the association from continuing or prevent the payment of ordinary expenses incurred by the association.

SECTION 5.0: PAYMENT OF EXPENSES OF OFFICERS, EXECUTIVE COUNCILLORS AND COMMITTEE MEMBERS

**NAME: PAYMENT OF EXPENSES OF OFFICERS,
EXECUTIVE COUNCILLORS AND COMMITTEE
MEMBERS**

NUMBER: 5.1

ORIGINAL DATE: 01/25/90

REVISION DATE: 02/27/02, 06/27/12

5.1.1

The reasonable out-of-pocket expenses of officers, Executive Councillors and persons acting on committees of the Association, incurred while carrying out business on behalf of the Association shall be paid by the Association. as follows:

- Meal allowances will be reimbursed at the current government of New Brunswick rates. A copy of these rates will be retained by the Treasurer.
- Travel by passenger car will be reimbursed at the current government of New Brunswick rate. A copy of these rates will be retained by the Treasurer. Whenever possible, car-pooling is encouraged.

- Payment of the President's expenses to the national Presidents meeting are to be approved by the Executive Council prior to any financial commitment by the President.
- Until otherwise determined by the Executive Council, considering the financial circumstances of the association, no committee members, other than members of the Executive Council, are reimbursed for travel/lodging expenses. The Registrar's travel/lodging expenses for attending Executive Council meetings shall be reimbursed.
- Notwithstanding 5.4, the Executive Council may by resolution approve the payment of reasonable out of pocket expenses to committee members if the Executive Council feels such action is in the best interest of the association.

SECTION 6.0: MEETINGS

NAME: ELECTION OF OFFICERS AND PROXY
ORIGINAL DATE: 04/09/88

NUMBER: 6.9
**REVISION DATE: 06/11/93, 02/27/02,
06/21/22**

6.9.1

The following rules governing Executive Council elections are based on section 4(1) of the Act which requires that a minimum of one speech-language pathologist and one audiologist be on the Executive Council.

6.9.2

Before the election process starts each year, it is known what discipline(s) will occupy each of the offices of Past President and President; i.e. either a 2-0 or 1-1 discipline representation. The discipline of the member who will occupy the office of President-Elect therefore determines the discipline of members who can be elected for offices of Treasurer or Secretary.

6.9.3

Six weeks prior to the annual general meeting (AGM), nominations for all offices will close.

6.9.4

If by the six weeks prior to the AGM only one full member has been nominated for the office of President-Elect, that person will assume said office by acclamation.

6.9.5

If by the six weeks prior to the AGM no full members have been nominated for the office of President-Elect, then the current President-Elect will chair a sub-committee comprised of two other current Executive Council members to appoint a new President-Elect. This process shall be completed two weeks prior to the AGM.

6.9.6

If more than one full member has been nominated for the office of President-Elect, there will be a single election for this office at the AGM before any other office is elected. The current President-Elect will:

- i. have the scrutineer(s) count the ballots and
- ii. announce the results of the election.

6.9.7

If, based on the results of either the Executive Council appointment or the election, a 3-0 discipline representation exists, then the following rules apply:

- (a) the office of either Treasurer or Secretary can only be occupied by a member of the non-represented discipline.
- (b) if there is only one nominee from the non-represented discipline for only one of the offices, that nominee will fill the position by acclamation even though more than one full member may have been nominated.
- (c) an election will be held for the remaining office as long as there is more than one nominee for the office.
- (d) if there is one or more nominee(s) from each discipline for both offices then only (the) member(s) of the non-represented discipline will be eligible for appointment or election to the office of Treasurer, whichever applies.
- (e) elections will be held for the office of Secretary as long as there is more than one nominee for the office.

6.9.8

If based on the results of the President-Elect election or by acclamation a 2-1 discipline representation exists, the remaining offices for election will be open to any full member who has been properly nominated.

6.9.9

- (a) If by the two weeks prior to the AGM the discipline of the President-Elect is known due to acclamation or appointment and no full member(s) has/have been nominated for the office(s) of Treasurer and/or Secretary, then the current President-Elect will chair a sub-committee comprised of two other current Executive Council members to appoint a new Treasurer and/or Secretary. This process shall be completed by the AGM.
- (b) If nominations have been received for only one office of Treasurer or Secretary and the discipline is known because nominees are of the same discipline, then the sub-committee will appoint a member of the non-represented discipline to the vacant office, if required.

6.9.10

- (a) If six weeks prior to the AGM nominations have been received for the office of President-Elect but not for the office(s) of Treasurer and/or Secretary, then the current President-Elect will chair a sub-committee comprised of two other current Executive Council members to appoint (a) member(s) to the vacant position(s). This process shall be completed two weeks prior to the AGM.
- (b) If the nominations received for the offices are for members of the same discipline, then the sub-committee will appoint a member of the non-represented discipline to (one of) the vacant position(s).

6.9.11

In the event that the President-Elect is not present at the AGM, then the current President will assume responsibility for running the election.

6.9.12

Each practising member may vote at the annual meeting for the election of councillors either in person or by proxy.

- (a) The appointed proxy must be a practising member.
- (b) No person shall hold more than four proxies.

- (c) The member appointing a proxy shall file the proxy form with the Secretary of the association 10 clear days prior to the annual meeting at which it is to be used.
- (d) Proxy forms shall be mailed to the members with the notice of the annual meeting or may be published in the last issue of the newsletter preceding the annual meeting.
- (e) The form of the proxy to be used is the following:

I, _____, a practising member of the New Brunswick Association of Speech Language Pathologists and Audiologists hereby appoint _____, who is also a practising member, as my proxy, to act and vote for me, and on my behalf, at the election of Executive Councillors at the annual meeting of the association to be held on the ___day of _____ 20__ . Signed this ___day of _____, 20__.

Witness: _____ Signature: _____

6.9.13

At the appointed time at the annual meeting, the President will give the floor to the President-Elect who shall appoint two (2) members to be scrutineers.

6.9.14

The President-Elect will announce that the voting procedures have commenced and that no one is to leave the room until their ballots have been cast.

6.9.15

The Registrar will provide a roster of current fully practising members to the President-Elect. If a dispute as to the eligibility of any person to vote arises, the Treasurer's financial records indicating whether all fees have been paid by such person will be used to determine the individual's eligibility to vote

6.9.16

The President-Elect will ask each fully practising member to come forth and receive one ballot for himself/herself and one ballot for each proxy vote he/she holds (refer to by-law no. 6.9 b). The scrutineers shall release the ballots to fully practising members and shall count the ballots.

6.9.17

When all the ballots have been released, the President-Elect will announce that the members have fifteen (15) minutes from the announced time to cast his/her ballot(s). No ballots will be accepted after the fifteen (15) minute time limit.

6.9.18

Members are to place their ballot(s) in a clearly marked, centrally located ballot box.

6.9.19

After counting the ballots, the scrutineers shall give the results to the President-Elect, who shall promptly announce the election results.

6.9.20

In the event of a tie the President-Elect shall direct that a new ballot be prepared containing only the names of the nominees who are tied and a run-off vote shall then be held.

SECTION 7.0: EXECUTION OF DOCUMENTS AND ACCOUNTING

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SECTION 8.0: FEES

NAME: FEES AND INDEBTEDNESS
ORIGINAL DATE: 02/09/90

NUMBER: 8.2
REVISION DATE: 01/01/20

8.2.1

There is a \$200.00 non-refundable processing fee for a membership application by a graduate of a Canadian training program and \$1000.00 for a graduate of a foreign training program.

8.2.2

All applications received after September 1st, will be charged one half the current year's annual fees.

8.2.3

It is a requirement for registration, renewal of registration and membership that all indebtedness of an applicant to the Association be paid in full and the Registrar shall not enter the name of an applicant in the register, temporary register or any roster until all indebtedness to the Association is paid by the applicant. For the purposes of this requirement, indebtedness includes but is not limited to the amount of any costs, fines, or other amounts ordered to be paid to the Association under the discipline provisions of the Act and all interest accrued thereon together with any fees, costs or expenses, including legal fees and disbursements, incurred by the Association in connection with such indebtedness or the collection or attempted collection of such indebtedness.

SECTION 9.0: EXECUTIVE COUNCIL

NAME: EXECUTIVE COUNCIL
ORIGINAL DATE: 02/09/90

NUMBER: 9.0
REVISION DATE:

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SECTION 10.0: COMMITTEES

NAME: COMMITTEES
ORIGINAL DATE: 02/09/90

NUMBER: 10.0
REVISION DATE:

**NAME: REGISTRATION AND COMPETENCE
COMMITTEES**
ORIGINAL DATE: 02/09/90

NUMBER 10.1
**REVISION DATE: 06/11/93, 02/27/02,
12/11/02, 03/06/03, 02/23/15, 01/31/23**

10.1.1

A Registration Committee and a Competence Committee are established and shall act in accordance with these Rules and their Executive Council-approved Terms of Reference.

10.1.2

Each Committee may be established as one joint committee which shall act in accordance with these Rules and their Executive Council-approved Terms of Reference.

10.1.3

The Executive Council shall appoint or delegate to the Registrar to appoint the members of each committee in accordance with the committee Terms of Reference.

10.1.4

The composition of membership on either committee, or joint committee, shall be established by the Terms of Reference, and must include:

- (a) no fewer than two speech-language pathologists, one of whom is French speaking;
- (b) no fewer than two audiologists, one of whom is French speaking; and
- (c) in the case of the Registration Committee or a joint Registration and Competence Committee, at least one representative of a speech-language pathology or audiology university program as a public member that is approved by the Executive Council

10.1.5

Members shall be appointed to a term of no less than three years, at the discretion of the Executive Council, with a two term (six year) maximum. Consideration will be given to term extensions to ensure continuity of expertise on the committee. A member of the Competence Committee continues to hold office after the expiry of the term until the member is reappointed or a successor is appointed.

10.1.6

In the case of a vacancy on either committee, the committee(s) may continue to carry out their powers and duties until a successor is appointed or until the member returns to active duty.

10.1.7

Each Committee shall select a Chairperson from amongst Committee participants. The Registrar shall report the Chairperson appointments to the Executive Council.

10.1.8

Members will be provided with initial orientation and training to their duties by the Registrar.

10.1.9

Committee members shall be entitled to reimbursement of all operating costs associated with their participation on the Committee and shall be reimbursed by the College.

10.1.10 The Registration Committee:

- (a) Shall consider applications for registration, renewal, and reinstatement as referred by the Registrar.
- (b) Shall impose conditions, restrictions, and limitations on new registrants and renewed practice registrations when it is in the public interest to do so.
- (c) Shall provide recommendations to the Executive Council, either upon request or upon the committee's own initiative, with respect to registration requirements.
- (d) Shall make decisions and direct the issue of notices with regards to registration and registration renewal. Shall establish and revise requirements for registration and renewal in consultation with the Registrar.

- (e) Shall undertake any other power or duty as assigned by the Executive Council.
- (f) May, if satisfied that a regulated member does not comply with conditions imposed by the committee within the time frame specified, direct the Registrar to cancel the member's registration.
- (g) May establish or adopt any policies and processes necessary to fulfill its mandate, and
- (h) May provide advice to the Registrar, upon request, on the qualifications of an applicant, renewing member, or reinstating member, and on policy matters related to registration, renewal, and reinstatement.

10.1.11 The Competence Committee:

- (a) Shall carry out activities related to the Continuing Competency Program (CPP) as required.
- (b) Shall conduct an annual CPP audit.
- (c) Shall refer members who do not meet the CPP requirements to the Complaints Committee for review.
- (d) Shall review and make recommendations for ongoing improvements to the CPP as required.
- (e) Shall make recommendations for the annual CCP audit process, ensuring that it is reasonable, fair, consistent, standardized, and replicable.
- (f) Shall participate in the development of materials and resources in consultation with the Registrar to support members in their continuing competence.
- (g) Shall make decisions and direct the issue of notices with regards to continuing competence.
- (h) Shall establish and revise requirements for the CCP in consultation with the Registrar.
- (i) Shall undertake any other power or duty as assigned by the Executive Council.
- (j) May provide recommendations to the Executive Council on continuing competence requirements, the continuing competence program, and the assessment of competence requirements.
- (k) Shall undertake all duties required of the committee in accordance with their terms of reference and any other applicable Standards of Practice and Continuing Competence Program Manual and/or Orientation/training materials provided by the Registrar.
- (l) May establish or adopt any policies and processes necessary to fulfill its mandate.
- (m) May provide advice to the Registrar, upon request, on the continuing competence of a member, renewing member, or reinstating member, and on policy matters related to continuing competence.

Table 1: Curriculum Components
51 credits, 765 hours

Program Component	Definition	Requirements	Min. Credits	Min. Hours	Comments
Basic knowledge specific to the professions (formerly called "Basic sciences")	Theory based courses designed to impart knowledge specific to client service in the area of human communication disorders	At least one course is required in the area of: <ul style="list-style-type: none"> Anatomical, physiological and neurological basis of speech, language and hearing functioning (e.g. Anatomy and Physiology of Speech and Hearing; Introduction to Neurosciences for Communication Disorders, Neuroanatomy for Audiology) 	9	135	Undergraduate courses accepted

Program Component	Definition	Requirements	Min. Credits	Min. Hours	Comments
		<p>and Speech-Language Pathology)</p> <p><u>Audiology:</u> At least two courses are required in the area of:</p> <ul style="list-style-type: none"> ▪ Physical basis and perceptual processes of hearing (e.g. Hearing Science, Acoustics) <p><u>Speech-Language Pathology:</u> At least two courses are required in the area of:</p> <ul style="list-style-type: none"> • Fundamental information pertaining to the use of speech and language processes (e.g. Linguistics, Psycholinguistics, Normal Acquisition of Speech and Language; Phonetics; Phonology) 			
<p>Basic knowledge related to other professions/ disciplines</p> <p><i>(formerly called “Related area”)</i></p>	<p>Theory based courses which include the study of other professions or disciplines, and deemed necessary in the area of human communication disorders</p>	<p>At least two courses are required in the area of:</p> <ul style="list-style-type: none"> ▪ Basic principles and methods involved in conducting research in human behaviour (e.g. Statistics, Research Methods) <p>At least one course is required in the area of:</p> <ul style="list-style-type: none"> ▪ Psychological and social aspects of human development. Study must provide information from related fields (e.g. psychology, education) pertinent to communication disorders. Study must include at least one of the following: <ul style="list-style-type: none"> a) Theories of learning and behaviour that have application to communication disorders (e.g. verbal learning, behaviour modification, neuropsychology) b) Study of personality development, abnormal behaviour (e.g. Abnormal 	12	180	Undergraduate courses accepted

Program Component	Definition	Requirements	Min. Credits	Min. Hours	Comments
		<p>psychology, Child Development)</p> <p>c) Study of development and education of special populations, psychometric evaluation, school psychology (e.g. Human Development in Education)</p> <p>d) Counselling and interviewing. (e.g. Counselling in Communicative Disorders)</p> <p>At least one course is required in the area of:</p> <ul style="list-style-type: none"> Professional practices and issues or Administrative organization of Audiology or Speech-Language Pathology programs (e.g. Professional Issues; Principles of Clinical Practice) 			
<p>Professional competencies, Profession specific</p> <p><i>(formerly called “Major professional area”)</i></p>	<p>Knowledge, skills and behaviours which are specifically applicable to the respective profession</p>	<p><u>Coursework must include development of competencies in each of the following areas:</u></p> <p><u>Audiology:</u></p> <p>Hearing measurement Audiological assessment Electrophysiological and other diagnostic measurements Basic and advanced concepts in amplification (systems, selection, fitting, verification and validation) Implantable hearing devices Calibration and maintenance of instrumentation Auditory and vestibular disorders involving both peripheral and central pathways of hearing Assessment and management of tinnitus, including hyperacusis Paediatric audiology Habilitation and rehabilitation procedures applied to children, adults, the elderly and specific</p>	27	405	Must be obtained at the graduate level ¹

¹ An exception is made for the Université de Montréal (UM), whose program consists of 3 years of undergraduate study, followed by 1 year of graduate study. This exception is considered valid as long as the UM maintains accreditation with the Council for Accreditation of Canadian University Programs.

Program Component	Definition	Requirements	Min. Credits	Min. Hours	Comments
		<p>populations (e.g. developmental delay, occupational hearing loss) Professional Practice Issues specific to audiology</p> <p><u>Speech-Language Pathology:</u> Articulation/phonological disorders Preschool/school-aged language development and literacy Developmental language disorders Acquired language disorders Cognitive communication disorders Voice disorders Resonance disorders or structurally related disorders (e.g. Cleft lip and palate) Fluency disorders Neurologically based speech disorders Augmentative and alternative communication Dysphagia Professional Practice Issues specific to SLP</p>			
Professional competencies, All communication disorders <i>(formerly called “Minor professional area”)</i>	Knowledge, skills and behaviours which are applicable to the entire field of human communication disorders	<p><u>Audiology:</u> Speech and language development, delays and disorders (e.g. screening/identification programs and procedures for speech, language and hearing problems throughout the lifespan; potential impact of hearing loss on speech and language acquisition).</p> <p><u>Speech-Language Pathology:</u> Development of normal hearing; Hearing disorders and related speech-language disorders (e.g. symptoms of hearing disorders including associated speech, language and voice profiles; screening procedures and basic audiometric testing; application of audiometric information to the</p>	3	45	Must be obtained at the graduate level ²

² An exception is made for the Université de Montréal (UM), whose program consists of 3 years of undergraduate study, followed by 1 year of graduate study. This exception is considered valid as long as the UM maintains accreditation with the Council for Accreditation of Canadian University Programs.

Program Component	Definition	Requirements	Min. Credits	Min. Hours	Comments
		speech-language assessment; modification in speech and language procedures to accommodate varying degrees of hearing loss; approaches to habilitation and rehabilitation of speech and language of the hearing impaired; use, care and maintenance of hearing aids, assistive listening devices, and amplification systems).			

Table 2: Clinical Practicum Components
Minimum 350 hours of supervised clinical education

Practicum Component	Minimum number of hours	Type	Disorders, Age groups <u>Audiology</u>	Disorders, Age groups <u>Speech-Language Pathology</u>
Professional competencies, Profession specific	300	Direct contact	<p><u>Must</u> include:</p> <ul style="list-style-type: none"> • Minimum 50 hours with children • Minimum 50 hours with adults • Minimum 100 hours assessment • Minimum 50 hours intervention <p><u>Must</u> include the following activities:</p> <ul style="list-style-type: none"> • Hearing measurement • Audiological assessment • Electrophysiological and other diagnostic measurements • Amplification (systems, selection, fitting, verification and validation) • Implantable hearing devices <p><u>Should</u> include the following activities:</p> <ul style="list-style-type: none"> • Calibration and maintenance of instrumentation 	<p><u>Must</u> include:</p> <ul style="list-style-type: none"> • Minimum 50 hours with children • Minimum 50 hours with adults • Minimum 50 hours assessment • Minimum 100 hours intervention <p><u>Must</u> include a variety of disorder types from the following:</p> <ul style="list-style-type: none"> • Articulation/phonological disorders • Preschool/school-aged language development and literacy • Developmental language disorders • Acquired language disorders • Cognitive communication disorders • Voice disorders • Resonance disorders or structurally related disorders (e.g. Cleft lip and palate) • Fluency disorders • Neurologically based speech disorders

Practicum Component	Minimum number of hours	Type	Disorders, Age groups <u>Audiology</u>	Disorders, Age groups <u>Speech-Language Pathology</u>
			<ul style="list-style-type: none"> • Auditory and vestibular disorders involving both peripheral and central pathways of hearing • Assessment and management of tinnitus, including hyperacusis • Habilitation and rehabilitation procedures applied to children, adults, the elderly and specific populations (e.g. developmental delay, occupational hearing loss) 	<ul style="list-style-type: none"> • Augmentative and alternative communication • Dysphagia • Prevention and identification activities
Professional competencies, all disorders	20	Direct contact or simulation (maximum 50 hours simulated)	To include exposure to speech-language pathology assessment, intervention and/or prevention activities	To include exposure to audiology assessment, intervention and/or prevention

System for converting course credits into coursework hours

Credits may be converted to hours using the following conversion system as understood in the North American context:

- Each semester hour of credit corresponds to 15 hours of lecture for theory based courses (i.e. lectures) or 30 hours of attendance at laboratory exercises (i.e. practical work)
- Each quarter hour of credit corresponds to 10 hours of lecture for theory based courses

GLOSSARY

Term	Definition
Direct Contact	<p>A supervised practical learning experience where the student clinician actively participates in patient/client service. The patient/client or significant communication partner (i.e. spouse, parent, work colleague) need not be present for all activities, but these should be focused on the client's specific needs (e.g. team meetings, discussion with supervisor). This category is not meant to capture activities that are of a general nature (e.g. delivering a presentation on a disorder type).</p> <p>The participation may be <u>unaided</u> or <u>assisted</u>:</p> <p><u>Unaided</u> Participation - Patient/client services provided by student where the student's supervisor is readily available to assist or support the student but does not directly participate in the services provided.</p> <p><u>Assisted</u> Participation - Patient/client services provided by student where the student's supervisor directs or guides the services provided.</p>
Graduate level	University study leading to degrees beyond a bachelor's degree.

Term	Definition
Practicum	A supervised practical learning experience conducted in connection with a program of study in audiology or speech-language pathology. The supervisor must be a qualified individual in the area of supervision.
Simulation	A practical learning experience where the student clinician participates in an activity that utilizes a real-life imitation of a patient/client with a set of problems. Simulations may be computerized or may involve an individual who is trained to act as a real patient/client.

SECTION 11.0: COMPLAINTS

NAME: COMPLAINTS

NUMBER: 11.0

ORIGINAL DATE: 02/09/90

REVISION DATE:

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SECTION 12.0: DISCIPLINE

NAME: DISCIPLINE - DECISION

NUMBER 12.7

ORIGINAL DATE: 02/09/90

REVISION DATE:

12.7.1

When the registration, membership or right to practice of a member is revoked or suspended, or limitations, restrictions or conditions have been imposed thereon, the Registrar shall promptly:

- (a) notify such persons, as the Discipline Committee directs pursuant to bylaw 11.07, of the decision and the name of the member; and
- (b) notify the member that he/she must return his/her certificate of registration or membership forthwith.

12.7.2

If a member whose registration, membership or right to practice has been revoked or suspended or whose registration, membership or practice has been subjected to conditions, limitations or restrictions, fails to return his/her certificate of registration or membership within 30 days of the date of mailing of notice of the disciplinary action, the Registrar shall cause the publication of a notice in such publications and at such intervals as the chairperson of the Discipline Committee may direct, setting out the member's name and a description of the decision made.

NAME: DISCIPLINE - REINSTATEMENT

NUMBER 12.8

ORIGINAL DATE: 02/09/90

REVISION DATE: 06/21/22

12.8.1

When the registration, membership or right to practice of a member which has been revoked or suspended is reinstated or when restrictions, conditions or limitations placed on a member's registration, membership or practice have been removed, the Registrar shall notify all persons who received notification of the initial decision.

SECTION 13.0: RULES OF CONDUCT

NAME: RULES OF CONDUCT
ORIGINAL DATE: 31/03/03

NUMBER: 13.1
REVISION DATE:

13.1.1

The Code of Ethics of Speech-Language & Audiology Canada are the Rules of Conduct of the Association.

13.1.2

Every member of the Executive Council and every member of a committee of NBASLPA will adopt ethical practices in conducting business of the Association. Executive Council, collectively and individually, commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Executive Council members.

NAME: ACTS CONTRARY TO RULES OF CONDUCT **NUMBER: 13.3**
ORIGINAL DATE: 31/03/03 **REVISION DATE:**

13.3.1

"Conflict of Interest" is avoided as part of ethical practice. Every member of the Executive Council and every member of a committee of NBASLPA, in particular Complaints Committee and Discipline Committee, shall declare any financial or other interest he or she has in a decision which might reasonably affect his or her ability to make the decision in the best interests of NBASLPA and shall not vote on that decision.

Accordingly,

- (a) Executive Council members will publicly support all of the decisions taken by Executive Council and communicate with members the reasons behind such decisions.
- (b) Executive Council members must represent loyalty to the interests of NBASLPA. This accountability supercedes any conflicting loyalty such as to any specific interest group and membership on any other Board. It also supercedes the personal interest of any Executive Council member acting as a recipient of any Association programs and services.
- (c) Executive Council and committee members must avoid conflict of interest with respect to their fiduciary responsibilities.
 - i) There must be no self-dealing or any conduct of private business or personal services between any Executive Council or committee member and the Association except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - ii) When Executive Council or committees are to decide upon an issue about which an Executive Council and/or committee member has an unavoidable conflict of interest, that Executive Council and/or committee member shall absent herself or himself without comment not only from the vote but also from the deliberation.
 - iii) Executive Council and committee members must not use their positions to obtain employment for themselves, family members, or close associates.
 - iv) Executive Council and committee members will annually disclose their involvement with other organizations or Associations that might produce a conflict.
 - v) Should an Executive Council member wish to be considered for employment in the Association, they must resign from Executive Council.
- (d) Executive Council members may not attempt to exercise individual authority over the organization

- i) Executive Council members' interactions with staff must recognize the lack of authority vested in individuals except when explicitly authorized by Executive Council.
 - ii) Similarly, Executive Council members' interactions with the public, press or other entities must recognize the same limitations.
- (e) Executive Council and committee members will respect the confidentiality appropriate to issues of a sensitive nature.
 - i) Executive Council and committee members will not disclose items to external parties that have been brought forward to Executive Council for discussion purposes only, except when authorized by Executive Council.

SECTION 14.0: REGISTRATION AND MEMBERSHIP

NAME: REGISTRATION - RENEWAL
ORIGINAL DATE: 02/09/90

NUMBER: 14.2
REVISION DATE: 11/03/2005
12/11/2002, 03/06/2003, 12/03/2007,
02/23/2015, 01/05/2017, 04/27/2019,
04/14/2022, 18/05/22, 1/1/2023, 6/12/2023

14.2.1

Registration shall not be renewed until the Registrar has received the following:

- (a) completed database/registration renewal form;
- (b) conduct form;
- (c) proof of current personal PLI as per Rule 14.9.1 (c) vi;
- (d) payment of the required registration renewal fee;
- (e) payment of all applicable late, administrative, and reinstatement fees;

And where applicable;

- (f) declaration of 750 professional practice activity hours (Currency Hours) during the previous 3-year period;
- (g) list of required Continuing Education Equivalents at the end of a member's 3-year cycle.

14.2.2

In accordance with Bylaw 14.12, each practising and provisional member of NBASLPA is required to complete continuing education and obtain 750 professional practice activity hours (Currency hours) during the 3-year period immediately prior to each application for registration renewal

14.2.3

A member in good standing is one who has met the continuing education and currency hour requirements, has paid all relevant and outstanding fees, has submitted proof of current personal PLI as per Rule 14.9.1 (c) vi, and does not currently have any sanctions, practice restrictions/conditions, and/or limitations against them as a result of a complaint or disciplinary action. A member who has sanctions, practice restrictions/conditions, and/or limitations against them for reasons other than a complaint or disciplinary action may be considered in good standing if all other requirements for good standing have been met.

CONTINUING EDUCATION EQUIVALENTS

14.2.4

Continuing education equivalents (CEEs) will be counted over a three-year period. A total of 45 CEEs over the three years is the minimum required to maintain registration with NBASLPA.

14.2.5

One hour of attendance or participation in an approved activity (as described in 14.2.6) equals one (1) CEE, unless otherwise indicated. There are no maximums on the number of CEEs that may be counted for each category.

14.2.6

Refer to Appendix A (Categories for Continuing Education Equivalents) for details regarding eligible education. The list of eligible education activities include:

- A. EDUCATIONAL ACTIVITIES
- B. UNIVERSITY/COLLEGE COURSES* (each course taken will count for 10 CEE's)
- C. INTEREST GROUPS
- D. INDEPENDENT STUDY
- E. MANUFACTURERS PRESENTATIONS
- F. UNIVERSITY/COLLEGE COURSE INSTRUCTION* (each course given will count for 10 CEE's)
- G. PRESENTATIONS GIVEN* (one presentation equals 5 CEE's. A presentation can only be counted once regardless of the number of times it is given).
- H. SUPERVISION OF STUDENTS
- I. MENTORSHIP
- J. COMMITTEE/WORKING GROUP PARTICIPATION FOR SPEECH-LANGUAGE PATHOLOGY/AUDIOLOGY
- K. ADVOCACY
- L. PEER REVIEWED PROFESSIONAL PUBLICATION* (one published article equals 10 CEE's.)
- M. OTHER PUBLICATIONS* (one publication/review equals 5 CEE's.)
- N. VOLUNTEERISM
- O. RELATED EDUCATIONAL ACTIVITIES
- P. RELATED UNIVERSITY/COLLEGE COURSES* (each course taken will count for 5 CEE's)
- Q. RELATED INDEPENDENT STUDY

14.2.7

All practising and provisional members must maintain a list of education activities and eligible CEEs annually. Practising and provisional members must submit their list of CEEs in the format prescribed by NBASLPA no later than December 1st at the end of their assigned three-year cycle.

14.2.8

Proof of CEEs should not be submitted but should be retained by members in case they are audited. Proof of CEE activities must be kept for at least one (1) year after the end of the three-year cycle. For example, proof must be kept until the end of 2026 for the three-year cycle 2023-2024-2025..

14.2.9

Participation in the NBASLPA CEE program is required for continued registration as a practising or provisional member with NBASLPA.

- (a) Members who have not submitted their CEE activity list as prescribed by NBASLPA by December 1 at the end of their 3-year Cycle will be subject to a late fee of an amount as agreed upon by the Executive Council.
- (b) Members who are not able to complete the required 45 CEEs by the end of their three-year cycle due to **exceptional circumstances** (i.e.: prolonged illness as documented by a physician) may make a request in writing to the Registration and Competence Committee for an extension to obtain the deficient number of CEEs. A written request must be made in advance and no later than December 1. An extension to obtain deficient CEEs may not exceed three months. An extension will only be made upon approval by the Registration and Competence Committee who may require the member to submit a written plan on how deficient CEEs will be obtained. In the case of an approved extension, the registrant will be required to submit proof of completion of the CEEs at the end of their extension period. The Registration and Competence Committee may make a recommendation to the Registrar not to renew the member's registration until such time as the CEE requirement has been met.
- (c) If a member has not met the CEE requirement before January 1 and has not made a written request to the Registration and Competence Committee before December 1 for an extension, their registration will not be renewed until the CEE requirement has been met and a late fee and a reinstatement fee of an amount as agreed upon by the Executive Council has been paid. In such a case, the Registrar shall notify the member's employer that the member is not legally entitled to practice speech-language pathology or audiology until such time as they have met all registration renewal requirements and have been reinstated. At any point during the renewal year, such person shall have their registration renewed upon completing the outstanding CEE requirements and paying all fees including the annual registration fee and all late and reinstatement fees.

14.2.10

- (a) The Registration & Competence or the Competence Committee (refer to Rule 14.2.11) may audit members using assigned Audits Cycles according to the year they joined NBASLPA

CEE ROTATION SYSTEM		
CYCLE A	CYCLE B	CYCLE C
2019-2020-2021	2020-2021-2022	2021-2022-2023
2022-2023-2024	2023-2024-2025	2024-2025-2026
2025-2026-2027	2026-2027-2028	2027-2028-2029
2028-2029-2030	2029-2030-2031	2030-2031-2032
(and so on ...)		

- (b) Members of both NBASLPA and SAC will have the same audit cycle as determined by SAC. An adjustment to the NBASLPA audit cycle (refer to Rule 14.2.10a) only, may be made upon written request from the practising or provisional member to the Registration & Competence Committee.
- (c) A member's three-year cycle begins the January following initial registration.
- (d) CEEs cannot be carried over from one cycle to the next and a member must continue to accumulate them while on leave if they maintain a practising or provisional membership.
- (e) Non-practising members who plan to apply for reinstatement to a practising membership in the future are encouraged to continue to accumulate these hours to avoid having to obtain the deficient number of CEEs as a condition of/or prior to reinstatement.

14.2.11

- (a) The Registration & Competence Committee shall conduct an audit of proof of CEE activities on at least 10% of the members who have just completed their three-year cycle.
 - Members' registration numbers will be selected at random by the Registrar using a lottery draw to determine which members will be audited.
 - Members who are selected will be notified by the Registration & Competence Committee of the audit and will be given 30 days to submit proof of 45 CEE activities in their most recent 3-year cycle.
 - If proof of a CEE activity is not available when requested, the activity will be disallowed.
- (b) The results of the audit, in the form determined by the Registration & Competence Committee, will be placed in the member's file.
- (c) Upon completion of the audit, material submitted as proof of education activities will be destroyed.
- (d) Audited members who have not submitted proof of the 45 CEEs will be advised by the Registration & Competence Committee in accordance with Rule 14.2.4 that they do not have the required 45 CEEs to maintain registration. The Registration and Competence Committee may provide the member an extension to obtain the deficient CEEs and submit the required proof. An extension may not exceed a period of six months. The Registration and Competence Committee shall provide only one extension period.
- (e) Failure to provide proof of education activities within the allotted time will result in the Registration and Competence Committee forwarding a complaint against that member to the Complaints Committee for failing to comply with Bylaw 14.2(d) or Bylaw 14.5 (d), and Rule 14.2.4.
- (f) Members may appeal decisions in accordance with Part VI of the Act Incorporating the New-Brunswick Association of Speech-Language Pathologists and Audiologists.

CURRENCY HOURS

14.2.12

Members must declare their currency hours annually at registration renewal and may be subject to random audits and/or an audit at the end of a 3-year cycle (refer to guideline outlining acceptable currency hours of practice). Registrants are responsible for accurately reporting their professional practice activity hours. Audits may be conducted without notice to ensure the accuracy and truthfulness of reported professional practice activity hours.

If there is a finding of professional practice activity hours deficiency or false reporting, the Association may take action including reporting the finding to the Complaints Committee.

14.2.13

Currency hours obtained while working in other provinces or jurisdictions will be considered (verification may be required).

14.2.14

Current qualification hours include volunteer or paid hours spent in professional practice activities, including the following (refer to guideline for more detail):

- Clinical practice (including assessment, intervention, and consulting)
- Administration/management with respect to health service delivery
- Research
- Educating students in SLP, Audiology or a related field
- Participation in Council and committee work with an SLP or Audiology Professional body

14.2.15

Where a member does not meet the requirements of 750 currency hours of practice in the previous 3 years, the following will apply:

- (a) the member may be given an extension by the Registrar to meet the requirement. If that extension is given, their registration will be renewed concurrently for that same period.
- (b) the member may be assessed by the Registration & Competence Committee to determine if a program of reinstatement/reintegration as described in Rule 14.2.20 will be required to determine if the member is to remain in practice.
- (c) the member may attempt to demonstrate to the Registrar and/ or Registration and Competence Committee that a reintegration program is not necessary. If the Registrar and/or Registration and Competence Committee agrees that, notwithstanding the non-compliance, the member has the core knowledge and competencies to engage in the independent practice of the profession of speech-language pathology or audiology the Registrar may renew that member's registration.
- (d) if the member is unable to establish that they have the core knowledge and competencies to engage in independent practice of the profession of speech- language pathology or audiology they shall cease to be registered by NBASLPA.
- (e) the non-practising member applying for reinstatement to practice may have a reduced period of supervised practice based on currency hours obtained during the 3 years prior to their application for reinstatement.

14.2.16 - NON-PRACTISING TO PRACTISING

Members must satisfy the following conditions and requirements to be reinstated from non-practising to practising member:

- (a) The non-practising member must be in compliance with any outstanding orders issued by any committee of NBASLPA or with any undertakings given by NBASLPA.
- (b) The non-practising member must submit the following for review and approval by the Registrar:
 - (i) a completed application for return to practising member
 - (ii) proof of continued participation in the CEE program (45 CEE per 3-year cycle)
 - (iii) proof of entitlement to work in Canada,

- (iv) criminal records check
- (v) proof of personal PLI as outlined in Rule 14.9.1 (c) vi.
- (vi) verification of registration if registered and practising in another regulated jurisdiction
- (vii) fee differential upon approval
- (viii) currency hours obtained during the 3-year period prior to application for reinstatement to practising member.

14.2.17

A plan for reinstatement to practising member from non-practising may include any combination of the following, as determined necessary by the Registrar and/or Registration and Competence Committee:

- (a) refresher education training as defined by the Registrar and/or Registration & Competence Committee;
- (b) restrictions and/or limitations on areas of practice as determined by the Registrar and/or Registration & Competence Committee;
- (c) specified period of supervised practice;
- (d) successful completion of a national competency examination as recognized by NBASLPA.

14.2.18

Any costs associated with reinstatement are the responsibility of the applicant. These costs include, but are not limited to, exams, salary, travel, meal allowances and other miscellaneous costs of the supervisor during a supervised practice period.

14.2.19

Members may apply for reinstatement to practising member at registration renewal for no additional fee.

Members applying for reinstatement as a practising member prior to or after the registration renewal period will be subject to an additional fee.

14.2.20

- (a) A Supervised Practice Plan, provided by NBASLPA, may be used to assess and update knowledge and skills for the reinstatement from non-practising member to practising member. Supervised practice may be direct and/or indirect. The supervising practising member must develop a Supervision Practice Plan and determine and provide the appropriate level and amount of supervision based on the clients served. It is expected that there will be a high frequency of direct supervision initially which will be reduced as knowledge and skills demonstrate competent practice.
- (b) The supervisor must:
 - be a practising member of NBASLPA,
 - have the required experience level as determined by the Registrar and/or Registration & Competence Committee
 - be in good standing with NBASLPA and not be subject to any complaints or investigations at the time of the supervision; and
 - be approved as a supervisor by the Registrar and/or Registration and Competence Committee.
- (c) The Supervised Practice Plan must be completed and accepted by the Registrar and/or Registration and Competence Committee, the supervising member, and the member or applicant to be supervised, prior to the commencement of the supervised practice period.

- (d) The member to be supervised will receive a provisional membership with the condition that they must practice under supervision for the specified minimum number of hours, and under any additional conditions that will be clearly outlined in their Supervised Practice Plan.
- (e) The supervising member will review written reports, charting, etc. during the supervised practice time.
- (f) The completed Supervised Practice Plan and any other information requested by the Registrar and/or Registration and Competence Committee must be submitted upon completion of the supervised practice, and the Registrar and/or Registration and Competence Committee must be satisfied that the supervised member has demonstrated competence to practice as an audiologist or speech-language pathologist. Upon the Registrar and/or Registration and Competence Committee's approval, the supervised member, having met all other requirements as outlined in the bylaws and the rules will be reinstated as a practising member for the remainder of the registration year.

NAME: COURTESY REGISTRATION
ORIGINAL DATE: 27/04/2019

NUMBER: 14.3
REVISION DATE: 14/04/2022, 21/06/2022,
20/03/2023

14.3.1

A Courtesy Registration is a temporary membership for the purpose of conducting short-term audiology and speech-language pathology services for a specific purpose (as outlined below), provided they are registered in good standing in another regulated Canadian jurisdiction. Audiologists or speech-language pathologists from another jurisdiction, who are not already registered with NBASLPA, and who will be providing professional audiology or speech-language pathology services in New Brunswick, for a limited number of specific purposes, whether in-person or virtual, may apply for a Courtesy registration to be approved at the Registrar's discretion.

14.3.2

Courtesy Registration shall include:

- (a) Visiting Clinician Registration
- (b) Cross-Provincial Practice Registration (Memorandum of Understanding (MOU))

14.3.3

Courtesy Registration shall be for the following purposes:

- (a) providing short-term audiology or speech-language pathology services, whether in-person or virtual, for the purpose of ensuring continuity of care for a client/patient who is travelling or returning to New Brunswick if treatment was started in the home jurisdiction.
- (b) providing short-term audiology or speech-language pathology services, whether in-person or virtual, to ensure continuity of care through an employer that provides services in multiple jurisdictions if the New Brunswick audiologist or speech-language pathologist who would normally provide care is temporarily unavailable.
- (c) providing short-term audiology or speech-language pathology services, whether in-person or virtual, to residents of New Brunswick for a specified purpose.

14.3.4

Courtesy registrants shall adhere to all NBASLPA legislative requirements, including legislation, regulations, by-laws, Codes of Ethics, or Standards of Practice.

14.3.5

Courtesy registrants are subject to professional practice investigation concerning complaints regarding professional conduct, competence, and capacity in both primary and courtesy registration provinces in which they are registered.

14.3.6

Courtesy registrants must track their hours on a form provided by NBASLPA and may be subject to audit at the request of the Registrar.

14.3.7 VISITING CLINICIAN REGISTRATION

Audiologists or speech-language pathologists who wish to practice in New Brunswick from another regulated jurisdiction that is not a signatory of the Cross-Provincial MOU, for the purpose of conducting any activity, whether in-person or virtual, that falls within the definition of “audiology” or “speech-language pathology” in the Act, must apply for a visiting clinician registration or another registration category with NBASLPA.

14.3.8

Visiting clinicians who hold full registration status in another regulated jurisdiction that is not a signatory of the Cross-Provincial MOU may be granted Visiting Clinician registration for a period not to exceed 100 hours in a 365-day period from the start date of the Visiting Clinician registration. Registration for visiting clinicians applies only to the activities described in the application and does not allow practice in any other areas of audiology or speech-language pathology in New Brunswick.

14.3.9

Applications for Visiting Clinician registration must include:

- (a) a completed Visiting Clinician application;
- (b) applicable fees;
- (c) verification of registration in good standing in another regulated jurisdiction for the duration of visiting clinician registration;
- (d) proof of identity (passport or other government-issued photo identification showing current legal name);
- (e) proof of permanent residency in Canada or Canadian Work Permit (if no passport)
- (f) proof of current personal PLI as per Rule 14.9.1 (c) vi; and
- (g) criminal records check.

14.3.10

Visiting clinicians whose registration is set to expire in their home jurisdiction before the expiry of their Courtesy registration, must provide confirmation of renewal at least one week before the expiry date in their home jurisdiction.

14.3.11

The Registrar shall cancel or suspend a Visiting Clinician courtesy registration, at the Registrar’s discretion, if the registration in the home jurisdiction has lapsed for any reason and/or for any period of time.

14.3.12

Following completion of the 365-day period, the audiologist or speech-language pathologist may submit a new application for a Visiting Clinician registration. To practice beyond the 100-hour maximum, the applicant will need to submit an application for registration as a fully registered practising member.

14.3.13

Failure to comply with rules 14.3.1 through 14.3.6 will subject the individual(s) to prosecution under sections 13 and 16 of the Act.

14.3.14 CROSS-PROVINCIAL PRACTICE REGISTRATION (MOU)

Audiologists or speech-language pathologists who wish to practice in New Brunswick from another regulated jurisdiction that is a signatory of the Cross-Provincial Memorandum of Understanding (MOU), for the purpose of conducting any activity, whether in-person or virtual, that falls within the definition of “audiology” or “speech-language pathology” in the Act, may apply for a Cross-Provincial Practice registration.

14.3.15

Audiologists or speech-language pathologists who hold full registration status in another regulated jurisdiction that is a signatory of the Cross-Provincial MOU may be granted a Cross-Provincial Practice registration for a period not to exceed 200 hours in a 365-day period from the start date of the Cross-Provincial Practice Registration.

14.3.16

A registrant applying or reapplying for a Cross-Provincial Practice registration:

- (a) Shall be in good standing in the primary province, and the courtesy registration province, as applicable, and as defined by the MOU;
- (b) Shall only provide a cumulative total of 200 hours or less of direct client/patient contact services, including both virtual care and in-person care during an annual period from the date of issuance of the Cross-Provincial Practice registration;
- (c) Shall pay all applicable fees and meet the personal professional liability insurance requirements as defined by Rule 14.9.1(c) vi;
- (d) Shall meet the currency requirements of the primary province and applicable NBASLPA Labour Mobility requirements; and
- (e) May reapply for a Cross-Provincial Practice registration on an annual basis if the registrant continues to meet the requirements of 14.12.3 (a) to (d) as defined by the MOU.

14.3.17

A registrant who successfully obtains a Cross-Provincial Practice registration shall be subject to continuing obligations during the limited one-year term of the Cross-Provincial Practice registration to meet all requirements of 14.12.3 (a) to (d). Failure to meet such terms, conditions, or limitations will result in termination of the Cross-Provincial Practice registration.

14.3.18

Applications for Cross-Provincial Practice Registration must include:

- (a) a completed Cross-Provincial Practice application;
- (b) applicable fees;
- (c) verification of registration in good standing (as defined by the MOU) in another regulated jurisdiction for the duration of the Cross-Provincial Practice registration;
- (d) proof of identity (passport or other government-issued photo identification showing current legal name);
- (e) proof of permanent residency in Canada or Canadian Work Permit (if no passport); and

- (f) proof of current personal PLI as per Rule 14.9.1 (c) vi.

14.3.19

Cross-Provincial Practice registrants whose registration is set to expire in their home jurisdiction before the expiry of their Cross-Provincial Practice registration, must provide confirmation of renewal at least one week before the expiry date in their home jurisdiction.

14.3.20

The Registrar shall cancel or suspend a Cross-Provincial Practice registration, at the Registrar's discretion, if the registration in the home jurisdiction has lapsed for any reason and/or for any period of time.

14.3.21

Following completion of the 365-day period, the audiologist or speech-language pathologist may submit a new application for a Cross-Provincial Practice registration. To practice beyond the 200-hour maximum, the applicant will need to submit an application for registration as a fully registered practising member.

NAME: NON-PRACTISING MEMBER STATUS
ORIGINAL DATE: 18/05/22

NUMBER: 14.4
REVISION DATE:

14.4.1

Members must satisfy the following conditions and requirements to be granted non-practising membership status:

- (a) applicant must be a practising member of NBASLPA in good standing;
- (b) applicant must deliver to the Registrar the following for review and approval;
 - (i) a completed application for non-practising registration
 - (ii) a declaration in a form acceptable to the Registrar that, while registered under this section, the member will not provide the services of audiology and/or speech-language pathology professions in which he or she is applying to become a non-practising member.

14.4.2

A non-practising member must not provide, delegate, or supervise the services of audiology and/or speech-language pathology professions in which they are registered as a non-practising member.

14.4.3

Members may apply for non-practising membership at registration renewal for no additional fee. Members applying for non-practising membership prior to or after the registration renewal period will be subject to an additional fee.

NAME: QUALIFICATIONS FOR REGISTRATION
ORIGINAL DATE: 02/09/90

NUMBER: 14.9
REVISION DATE: 06/11/93,
01/19/00, 02/27/02, 01/05/17, 24/11/18,
14/04/22

14.9.1

- (a) Applicants shall submit a completed application form and non-refundable processing fee (as set by the Association).
- (b) Applicants can apply for registration and membership with NBASLPA under the appropriate category:
 - (i) Graduates of Accredited Canadian Programs;
 - (ii) Labour Mobility;
 - (iii) Graduates of International and Non-Accredited Canadian Programs.
- (c) All applicants shall provide proof of qualifications as described below, noting that i, ii, iii, vii, and ix do not apply to Labour Mobility applicants:
 - (i) completion of either:
 - a professional graduate degree in audiology or speech-language pathology from a Canadian university program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology; or
 - a degree in audiology or speech-language pathology from a program that is determined by the Registration & Competence Committee to contain coursework and clinical practice hours equivalent to accredited Canadian graduate programs.
 - (ii) the academic coursework requirements set forth in Rule 14.1.2 Table 1: Curriculum Components;
 - (iii) a detailed statement of clinical practicum requirements as set forth in Rule 14.1.2 Table 2: Clinical Practicum Requirements, verified by the university program director or clinical coordinator;
 - (iv) identity by submitting a copy of a passport or other government-issued photo identification showing current legal name;
 - (v) Permanent Residency in Canada or Canadian Work Permit if proof of Canadian Citizenship has not been provided by a copy of a valid passport.
 - (vi) proof of current personal PLI with
 - a minimum of \$2,000,000 per claim;
 - an extended discovery and reporting period of a minimum of two years;
 - one of the following:
 - a certificate from an insurance provider demonstrating compliance with NBASLPA personal PLI requirements approved by the Registrar (i.e.: as listed on the NBASLPA website); or
 - a certificate listing the applicant's name, profession, and a statement verifying validity in New Brunswick for in-person and/or telepractice services for insurance providers whose compliance with NBASLPA personal PLI requirements has not been confirmed by the Registrar;
 - coverage dates.
 - (vii) successful completion of the Canadian Entry-to-Practice Exam for Audiologists/Speech-Language Pathologists (CETP Exam – AUD/SLP; effective May 1, 2020)
 - (viii) criminal records check that is original, notarized, and within 6 months of issue; and

- (ix) two character reference letters (values, morals, conduct) from individuals who have known the applicant for at least two years (e.g. SLP, audiologist, colleague, recent employer), excluding family members, classmates, friends, or anyone who might benefit from the applicant becoming registered with NBASLPA. Letters must be dated within 60 days of application to NBASLPA.

14.9.2

If applicants are qualified under the Labour Mobility Agreement (currently registered in a regulated jurisdiction in Canada), they must arrange for:

- (a) verification of registration in good standing from all current Canadian regulatory bodies to be sent directly to NBASLPA; and
- (b) current and/or previous employers to send letters directly to NBASLPA to verify employment. The letters must include job titles and dates of employment as verification of clinical practice or relevant work in speech-language pathology or audiology during the three years immediately preceding the date on which NBASLPA received their application.

14.9.3

If applicants are not a new graduate nor a labour mobility applicant and:

- (a) have been registered as a speech-language pathologist or audiologist in a regulated province in Canada in the past, or is currently or has ever been registered in a country other than Canada, they must arrange for official Verification of Registration in good standing from those jurisdictions or countries to be provided directly to NBASLPA from the regulatory body; and
- (b) are currently working or have worked in the past as an audiologist or speech-language pathologist outside of Canada, in an unregulated jurisdiction in Canada, or have worked in the past in a regulated jurisdiction in Canada but are no longer registered, they must provide letters from current and previous employers. The letters must include job titles and dates of employment as verification of clinical practice or relevant work in speech-language pathology or audiology during the three years immediately preceding the date on which NBASLPA receives their application and must be sent directly from the employer(s) to NBASLPA.

14.9.4

If applicants attended a training program outside Canada, they shall:

- (a) Apply to World Education Services (WES) <https://www.wes.org/ca/> for a credential evaluation at their own expense.
- (b) Provide a completed Coursework Summary Form of completed undergraduate and graduate degree academic coursework.
- (c) Provide a copy of or link to a handbook, syllabus, or calendar that provides a description of their university program of study, including their clinical practicum hours, for every course listed on the Coursework Summary Form. The copy or link to the handbook, syllabus, or calendar must be from the semester in which the course was taken, and match the dates found on their official transcripts. If the dates do not align, and there is a question of validity of the content and/or hours, NBASLPA may request a letter from their program director. The syllabus (or equivalent) must contain course description and total number of lecture hours. Conversion rates from credits to lecture hours must be included.

- (d) Provide original documents and a certified translation of all documents if received in a language other than English or French.
- (e) Achieve the required minimum scores on a standardized language proficiency test in English and/or French, depending on the language(s) of practice. All components of the test (i.e., Speaking, Listening, Reading, and Writing) must be completed using the same test and scores must be equivalent to a Canadian Language Benchmark (CLB) of 9. Official test results from one of the tests indicated in Table 3: Language Testing must have been achieved within the two years prior to application and must be sent directly from the testing agency to NBASLPA.

Table 3: Language Testing

Test	English	English	French
	TOEFL IBT ® Test of English as a Foreign Language, Internet-based Test	IELTS (AC or GT) International English Language Testing System (Academic Type or General Training)	Test d'évaluation du français (TEF) Canada
Required Minimum Score	Speaking: 26 Listening: 26 Reading: 22 Writing: 24	Speaking: 7.5 Listening: 8 Reading: 7.5 Writing: 7.5	Niveau 5 Expression orale (speaking): 371 Compréhension orale (listening): 298 Compréhension écrite (reading): 248 Expression écrite (writing): 371
Note: Test scores in Table 3 are equivalent to a CLB of 9.			

14.9.5

If approved for membership, all applicants shall ensure that the completed database/registration form, all dues and fees, and other required documents (as outlined above) are submitted to NBASLPA by specified deadlines.

14.9.6

Applicants may be approved for provisional registration before degree conferral, if NBASLPA receives a letter from the director of their university program verifying that all coursework and clinical practicum requirements for a professional graduate degree in audiology or speech-language pathology have been met.

14.9.7

Upon approval of admission by the Registrar, or receipt of notice of admission for registration from the Chairperson of the Registration & Competence Committee, and a completed data base/registration form, the Registrar will cause to have delivered to the registrant:

- (a) letter of admission with certificate of registration
- (b) copy of the Act
- (c) copy of the bylaws
- (d) copy of the rules
- (e) copy of the association history to date

- (f) directory
- (g) names of Executive Councillors, Registrar, and regional representatives
- (h) any other necessary documents the Executive Council deems fit to keep the applicant informed about the laws of practicing speech language pathology and audiology in New Brunswick.

14.9.8

When a letter of appeal from a) a person whose membership application has been denied or b) an applicant granted provisional registration with an unacceptable action plan is received by the Registrar, the Registrar will write a letter acknowledging receipt of the appeal and advise the President in writing of the appeal.

14.9.9

When a letter of appeal from i) a person whose membership application has been denied or ii) an applicant granted provisional registration with an unacceptable action plan, is received by the President from the Registrar, the President will cause the calling of an Executive Council meeting to hear the appeal in accordance with the procedures for appeals in the Act and the bylaws.

14.9.10

The Secretary shall not vote in respect of any resolution or motion in connection with such an appeal.

14.9.11

The President shall endeavor to have every such appeal heard within six (6) weeks of receipt of the notice of appeal.

14.9.12

The Treasurer will ensure that all receipts have been mailed to applicants.

NAME: GUEST LECTURER STATUS
ORIGINAL DATE: 09/14/91

NUMBER: 14.10
REVISION DATE: 10/03/2016, 24/11/2018

14.10.1

Individuals or organizations who wish to engage a guest lecturer on any subject matter covered under the Act are required to file an application for guest lecturer status in the prescribed form with the Association at least 30 days before the event. Upon approval of the applicant's qualifications (as per 14.10.2) the Registrar will grant the applicant guest lecturer status which entitles the applicant to deliver the lecture or demonstrations described in the application.

14.10.2

An applicant for guest lecturer status who is a member in good standing of: the faculty of an accredited university; a Canadian regulator or professional association of audiology and speech-language pathology; or the American Speech-Language-Hearing Association, will be granted guest lecture status free of charge if;

- (a) NBASLPA receives a letter verifying good standing from such organization, or
- (b) NBASLPA can verify good standing online, at no cost.

All other applicants for guest lecturer status shall pay a processing fee of \$50.00.

Applications received less than 30 days before the event may not be considered or may be subject to a late fee of \$100.

14.10.3

Failure to comply with rules 14.10.1 and 14.10.2 will subject the individual(s) to prosecution under sections 13 and 16 of the Act.

SECTION 15.0: COMMUNICATION HEALTH ASSISTANTS

NAME: DEFINITIONS AND ROLES

ORIGINAL DATE: 09/02/90

NUMBER: 15.1

**REVISION DATE: 07/12/91,
06/11/93, 01/11/01, 10/25/03,
17/04/2010, 25/08/2021, 14/04/2022**

15.1.1

In Section 15 of the Rules the following definitions apply:

- (a) “supervising member” means a practising speech-language pathologist or audiologist or a provisional member of the Association having a minimum of two (2) years’ experience in speech-language pathology or audiology;
- (b) “practising member” means a practising member under Bylaw 14;
- (c) “provisional member” means a provisional member under Bylaw 14;
- (d) “communication health assistant” is support personnel and means any person carrying out specific tasks constituting part of the practice of speech-language pathology or audiology under the supervision and control of a speech-language pathologist or audiologist.
 - (i) Various job titles are considered communication health assistants as described in 15.1.1 (d).
 - a. The Rules governing communication health assistants apply to any support personnel who performs the work of a communication health assistant and whose clinical supervisor is a practising or a provisional member of NBASLPA.
 - b. The Rules governing communication health assistants do not apply to support personnel whose clinical supervisors are members of regulatory associations identified in Section 22 of the Act (Exemptions);
 - c. The Rules governing communication health assistants do not apply to persons receiving advice from a practising member such as family members and education staff. In these instances, the practising member is legally and ethically responsible for the consultative services provided and must determine that the recommendations and advice provided are feasible for the patient/client and the persons receiving the advice.

NAME: QUALIFICATIONS AND DEROGATION

ORIGINAL DATE: 14/04/2022

NUMBER: 15.2

REVISION DATE:

15.2.1

Supervising professionals must be qualified as outlined in bylaw 15.2

15.2.2

Derogation requests may be submitted to the Registrar for approval for a decrease in the years of experience of the supervising member.

15.2.3

The Registrar may approve applications for a derogation to adjust the years of experience required for a supervising member under the following conditions:

- (a) the activities/tasks assigned to the communication health assistant are determined to be of low-risk to the patient/client. Refer to Rule 15.3 Guidelines On Service Delivery for detailed information, specifically Assignment Rubric: Factors to Consider (Appendix B) from the Speech-Language Pathologists' and Audiologists' Guideline for Working with Communication Health Assistants; and/or
- (b) a supervising member having more than 2 years' experience agrees to be a resource to assist the applicant with issues related to the communication health assistant for moderate to higher-risk activities as determined by Assignment Rubric: Factors to Consider, Understanding Risk and Supervision Guide (Appendix B) from the Speech-Language Pathologists' and Audiologists' Guideline for Working with Communication Health Assistants;

15.2.4

Applications for derogation shall include the completion of the derogation request form (Appendix F) to be submitted to the Registrar for approval.

NAME: GUIDELINES ON SERVICE DELIVERY
ORIGINAL DATE: 25/08/2021

NUMBER: 15.3
REVISION DATE: 14/04/2022

15.3.1

The Association will provide useful information in the form of a Guideline for working with communication health assistants. The Speech-Language Pathologists' and Audiologists' Guideline for Working with Communication Health Assistants will be posted in the Members area of the NBASLPA website and will be updated as needed to reflect any changes in the bylaws and rules regarding the supervision of communication health assistants.

NAME: NUMBER OF COMMUNICATION HEALTH ASSISTANTS SUPERVISED
ORIGINAL DATE: 14/04/2022

NUMBER: 15.4
REVISION DATE:

THIS SECTION INTENTIONALLY LEFT BLANK

NAME: SUPERVISION OF COMMUNICATION HEALTH ASSISTANT AND DOCUMENTATION
ORIGINAL DATE: 09/02/1990

NUMBER: 15.5
REVISION DATE: 07/12/1991, 06/11/1993, 01/11/01, 10/25/2003, 17/04/2010, 25/08/2021, 14/04/2022

15.5.1

- (a) The supervising member is responsible for developing a supervision plan in collaboration with the communication health assistant. The plan considers the amount and type of supervision required based on a variety of factors such as the communication health assistant's competence and confidence, task complexity, patient/client condition, impact on service, level of risk, and timeframe.
- (b) Based on the type of factors in (a) above, the supervising member will determine the minimum direct and/or indirect clinical supervision of the communication health assistant.

- (c) The supervising member is responsible for reviewing and updating the plan on a regular basis, as appropriate. Refer to Appendix B for an example of a supervision plan.

15.5.2

Documentation must include:

- (a) the informed consent of the patient/client for services to be delivered by the communication health assistant under the supervision of the practising or provisional member.
- (b) NBASLPA Supervision of Communication Health Assistant Agreement (Appendix C), if applicable. It must be submitted upon commencement of a supervisory role with a communication health assistant and as part of the membership renewal process each year if providing supervision to a communication health assistant. The Registrar shall keep such record of members who supervise a communication health assistant as the Executive determines necessary from time to time.
- (c) Direct and indirect supervision activities on the quality of the communication health assistant's performance as outlined in Bylaw 15.05 shall be recorded by the supervising member on appropriate forms (Refer to Appendix D for a sample Communication Health Assistant Reporting Form).
- (d) The supervising member shall retain reporting forms for the most recent three-year period and shall deliver such forms for audit and inspection when requested by the Registrar.

NAME: AVAILABILITY OF SUPERVISING SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS

ORIGINAL DATE: XX/XX/08

NUMBER: 15.6

**REVISION DATE: 17/04/2010,
25/08/2021, 14/04/2022**

15.6.1

The supervising member will be available for consultation through some mode of communication or develop a plan for supervision coverage when they are not available.

15.6.2

The supervising member will inform employers and patients/clients of the need to discontinue services provided by the communication health assistant when the member is not available to provide required supervision and/or a coverage plan or a replacement supervisor is not available.

15.6.3

When the supervising member is absent, supervision is not required for the communication health assistant to carry out non-patient/client-centered activities such as material preparation, equipment maintenance, scheduling and other clerical duties.

SECTION 16.0: EDITORIAL CHANGES

NAME: EDITORIAL CHANGES

ORIGINAL DATE: XX/XX/2009

NUMBER: 16.0

REVISION DATE: 25/08/2021

16.1

Whenever amendments are made to the Rules, consequential editorial changes to the Rules may be made by the Executive Council as required.

**LIST OF AMENDMENTS, OMISSIONS AND ADDITIONS TO THE RULES OF THE NEW
BRUNSWICK ASSOCIATION OF SPEECH LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

Date of Change	Rule Number	
April 2022	Appendix F	Added
April 2022	14.6.2 f)	Revised
April 2022	14.8.1	Revised
April 2022	14.8.2	Revised
April 2022	14.11.3 (f)	Revised
April 2022	15.1.1 d. a.	Change to reference
April 2022	15.3 EXCEPTIONS	Title deleted, included in 15.1.1
April 2022	15.2	Section added
April 2022	15.3	Moved from 15.1 to 15.3
April 2022	15.4	Section added
April 2022	15.5	Change of numbering and title
April 2022	15.6	Change of numbering
May 2022		Some Rules were renumbered to align with the Bylaw numbers they are specifically associated with.
June 2022	14.3	Revised
June 2022	Appendix A	Added
September 2022	Appendix D	Footnote revised
January 2023	Section 14	Revised
January 2023	Appendix A	Revised
March 2023	14.3.22 – 14.3.28	Deleted
June 2023	14.2.17-18	Revised
	14	Editorial changes from “membership committee “ to Registration and Competence Committee”
	10.1	Revised

	CATEGORY	Maximum CEEs	Description	How to count your CEEs	Examples of activities accepted:	Examples of activities NOT accepted:	Examples of acceptable proof:
A.	EDUCATION ACTIVITIES	None	Professional education activities that may be done in person, online or by teleconference. Activities must be organized for the purposes of continuing education and be on a topic specific to the professions of S-LP/Aud.	One hour of attendance equals 1 CEE.	Conferences, workshops, lectures, rounds, seminars, webinars, webcasts	Manufacturer's visits (use Category E - Manufacturer's Presentations), ASHA Perspectives (use Category D-Independent Study)	Certificate of attendance; receipt from a conference attended or handouts; an agenda of a seminar or teleconference
B.	UNIVERSITY/COLLEGE COURSES	None	A course on a topic specific to the professions of S-LP/Aud taken through a recognized university or college.	Each course taken will count for 10 CEEs.	Taking a full or part-time course specific to your profession.		Courses taken: attendance record; official transcript.
C.	INTEREST GROUPS	None	Participating in an interest group in S-LP/Aud that has an educational component, meets regularly and aims to improve services for clients. Meeting dates must be recorded.	One meeting equals 1 CEE.		Business or staff meetings, online forums (e.g. special interest groups, Facebook).	Dates of the meetings (verified by another attendee); minutes of meeting
D.	INDEPENDENT STUDY	None	Self-initiated program of education in S-LP/Aud that may be multi-media and is not related to coursework or assignments. Includes online learning.	One hour of study equals 1 CEE.	Reading articles or books, ASHA Perspectives, watching a recorded webcast, etc. specific to your profession	Twitter, browsing the internet	List of articles read or videos viewed; copies of articles
E.	MANUFACTURERS PRESENTATIONS	None	Attending an in-person or virtual presentation given by a manufacturer for the purposes of educating the S-LP/Aud on the use of professionally-relevant products.	One hour equals 1 CEE.	Presentations regarding hearing aid & assistive listening devices, tracheostomies, AAC, standardized tests		Certificate of attendance, handouts, an agenda or meeting information, presenter contact
F.	UNIVERSITY/COLLEGE COURSE INSTRUCTION	None	A course on a topic specific to the professions of S-LP/Aud taken through a recognized university or college, or given outside of your full-time employment.	Each course given will count for 10 CEEs.	Serving as an instructor for a course	Guest lecturing (use Category G - Presentations Given)	Copy of contract/outline of the course taught; letter from the university
G.	PRESENTATIONS GIVEN	None	A presentation or lecture in S-LP/Aud given at a conference, convention, workshop, place of work, university/college	One Presentation equals 5 CEEs. A presentation can only be counted once regardless of the number of times it is given.	Guest lecturing, presentations at conferences, staff meetings, in-services, etc. Presentations can be to students, professional, parents, community groups, etc.		A program or contract acknowledging your presentation; a letter from a person arranging the seminar requesting your presentation
H.	SUPERVISION OF STUDENTS	None	Supervision of S-LP, Aud or communication health assistant students organized by a university or college	One hour of supervision equals 1 CEE.		Mentoring high school students; mentorship of first time registrants of a regulatory body (use Category I - Mentorship)	Letter from the university acknowledging your supervision of the speech-language pathologist, audiologist, or communication health assistant student

	CATEGORY	Maximum CEEs	Description	How to count your CEEs	Examples of activities accepted:	Examples of activities NOT accepted:	Examples of acceptable proof:
I.	MENTORSHIP	None	Acting as a mentor or receiving mentorship in a formal mentorship program, such as that organized by an employer, an association or a regulatory body.	One hour of mentorship equals 1 CEE.	Mentorship of first time registrants of a regulatory body, SAC's Career Development Program, etc.		Copy of the formal mentorship agreement signed by the mentee and the organization overseeing the mentorship program; a letter from the employer or certificate of completion
J.	COMMITTEE/WORKING GROUP PARTICIPATION	None	Voluntary participation on SAC, provincial or regulatory boards, committees or projects related to the professions of S-LP/Aud.	One hour of participation equals 1 CEE.	Any activity related to your professional, inter-professional team, workplace, community, with an association or regulatory body, etc.		Agendas; certificate of participation; letter of acceptance; dates of meetings (verified by another attendee)
K.	ADVOCACY	None	Raising awareness of communication health issues in your community.	One hour equals 1 CEE.	Speech and Hearing Month activities, communicating with decision makers on issues facing the profession, etc.		Workplan, schedule, copy of materials developed
L.	PEER REVIEWED PROFESSIONAL PUBLICATIONS	None	Articles must be on a topic specific to S-LP/Aud and published in a professional publication. May be co-authored.	One published article equals 5 CEEs.	Authoring books, chapters, peer reviewed journal articles, etc.	Writing in newsletters, blogging, website development (use Category M - Other Publications); acting as a peer reviewer (use Category N - Volunteerism)	A copy of the published article/journal; acceptance letter from a journal
M.	OTHER PUBLICATIONS	None	Other publications not covered in Category L. that are on a topic specific to S-LP/Aud. Includes reviews of other published content.	One publication/review equals 5 CEEs	Blog posts, website content, newspaper articles/letters to the editor, workplace practice guidelines or protocols, etc.	Acting as a peer reviewer (this belongs in section N - Volunteerism)	A copy of or a link to the published content; acknowledgment from publication source
N.	VOLUNTEERISM	None	Volunteering or providing leadership in communities of practice related to S-LP/Aud. Includes time spent coordinating highschool/undergrad student volunteers looking for work experience.	One hour equals 1 CEE.	Serving as a peer reviewer for a journal article, completing surveys related to the profession, participating as a moderator or taking a leadership role in communities of practice and online forums, providing work experience to high school or undergrad students, etc.		A copy of the published peer reviewed journal article; completed surveys or acknowledgement of receipt; signed volunteer timesheets, etc.

	CATEGORY	Maximum CEEs	Description	How to count your CEEs	Examples of activities accepted:	Examples of activities NOT accepted:	Examples of acceptable proof:
O.	RELATED EDUCATION ACTIVITIES	None	All other education activities not covered by Category A but on a topic related to the S-LP/Aud profession in general (e.g. business, marketing, etc.)	One hour equals 1 CEE.	Attending a conference, attending a workshop, participating in a live webinar, etc. on a topic related to your profession		Certificate of attendance; receipt from a conference attended or handouts; an agenda of a seminar or teleconference
P.	RELATED UNIVERSITY/COLLEGE COURSES	None	A course on a topic related to S-LP/Aud .	Each course taken will count for 10 CEEs.	course on psychology, education, neurology, stress management, supervision, counselling, biomedical ethics, linguistics, computers, business management Cultural competence		Courses taken: attendance record; official transcript. Courses taught: copy of contract/outline of the course taught; letter from the university
Q.	RELATED INDEPENDENT STUDY	None	Self-initiated program of education in topics related to S-LP/Aud that may be multi-media and is not related to coursework or assignments.	One hour equals 1 CEE.	Reading a journal article, watching a recorded webcast, etc. on a topic related to your profession		List of articles read or videos viewed; copies of articles

Appendix B Supervisory Plan for Communication Health Assistant (CHA)

Supervisory Plan for Communication Health Assistant (CHA)

Date: _____

Supervisor: _____ CHA: _____

Caseload: scope of practice: team needs, clinical skills, CHA experience, scheduling

Patients/Clients: ☐ children ☐ adults ☐ mixed ☐ other (specify) _____

Speech Language Pathology

☐ stimulability ☐ articulation ☐ phonology ☐ grammar ☐ motor speech
☐ intelligibility ☐ other ☐ N/A

Audiology

☐ Screening ☐ _____ ☐ _____ ☐ _____ ☐ N/A

SCHEDULING

Who will contact the patient/client for scheduling? ☐ CHA ☐ Supervisor ☐ Other

NOTES:

Staff Needs & Non-Clinical Activities: what, when, how often, set-up

Attend team meetings and team building activities	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Prepare materials as requested by the team	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Put together home programs	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Transcribe language samples and narratives	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Assist with group programs	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Participate in group programs	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Scheduling (intervention, groups)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Hearing screenings	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Routine cleaning	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Routine toy washing	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Other: _____	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
_____	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
_____	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
_____	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Clinical Observations: needs, preferences, scheduling

AREAS:

PLAN:

**Supervision
Consultations:**

Regular schedule? As needed? Upon request?

PLAN:

CHA Needs & Expectations: type of feedback preferred, preferences for the supervision process, communication - **Is there anything that you would like your Supervisor to know?**

Skill Level & Supervision

CHA Experience, Skill, Confidence:

Level of Supervision required:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Other:

Review Supervisory Plan:

(date)

Appendix C NBASLPA Communication Health Assistant Agreement



NBASLPA Communication Health Assistant Agreement*

*NBASLPA has adopted the title of *Communication Health Assistant* for supportive personnel.

**TO BE COMPLETED BY MEMBERS WHO
PREVIOUSLY SUPERVISED OR
CURRENTLY SUPERVISE CHAs**

All members of NBASLPA who supervise Communication Health Assistants (CHAs) must complete and submit the Communication Health Assistant Agreement when commencing this supervision role and annually thereafter as part of the renewal process. On an annual basis, failure to provide a completed and signed copy of this form by the membership renewal date will result in non-renewal of your registration to practice in New Brunswick and your employer will be notified that you are no longer permitted to practice in New Brunswick.

Members supervising CHAs may be audited when requested by the Registrar as per Rule 15.4.2 (d).

Print your name _____

- ☐ Check if you currently supervise a CHA
Yes - I supervise a CHA and understand that CHAs working in speech-language pathology or audiology must be supervised by a qualified speech-language pathologist or audiologist in accordance with Bylaw 15 and Rule 15. Initial: _____

I have read and shall abide with Bylaw 15 and Rule 15, including but not limited to, completing and maintaining a Supervision Plan and NBASLPA Communication Health Assistant Reporting Forms as required by Bylaw 15 and Rule 15. Initial: _____

- ☐ Check if you previously supervised a CHA but **no longer supervise** a CHA.

(signature)

(date)

Appendix D NBASLPA Communication Health Assistant Reporting Form

NBASLPA Communication Health Assistant Reporting Form

Supervising Member: _____

Communication Health Assistant: _____

Time Period : _____ to _____ Page ____ of ____

% Supervision Required _____ % Specified on Supervision Plan Dated: _____

Date	Patient/ Client Initials	Activity	Reliability check ¹	Supervision (Minutes) ² Direct (D) Indirect (I)		Contact time with patient not supervised (Minutes) ³	Assistant Initials	SLP/AUD Initials
				D	I			
Totals for direct (A), indirect (B) and non-supervised (C) time:				A=	B=	C=		
Sum total of contact time of assistant with client: (A+C)						S=		
% Direct Supervision: (A / S) x 100				(_____ min. / _____ min.) x 100 = _____ %				
% Supervision : (A+B) / S x 100				(_____ min. / _____ min.) x 100 = _____ %				

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NOTE : The totals (grey squares) should be calculated using all the information (data) gathered for the time period. KEEP THESE FORMS ON FILE FOR 3 YEARS IN CASE OF AUDIT. DO NOT SEND TO THE NBASLPA OFFICE UNLESS REQUESTED.

Footnotes

¹The supervisor must provide supervision as per the Supervision Plan in accordance with Rule 15.5.1

³Time spent with client without direct supervision of SLP/AUD.

Appendix E Student Supervision Form

STUDENT SUPERVISION FORM

* For more details refer to the NBASLPA Rules 14.9 and Bylaws 14.

I. STUDENT INFORMATION					
Reporting period (a new form should be filled out each month): from ____/____/____ to ____/____/____ Page ____ of ____ day/month/year day/month/year					
Clinical placement date: start: _____ end: _____					
NAME: _____ DISCIPLINE: <input type="checkbox"/> Speech-Language Pathology <input type="checkbox"/> Audiology					
SUPERVISOR: _____ SUPERVISOR'S YEARS OF EXPERIENCE: ____ years					
II. ACTIVITY INFORMATION					
DATE date/month/ yr	BRIEF DESCRIPTION OF ACTIVITY	COMMENT/ACTION PLAN	DIRECT SUPERVISION (minutes)	INITIALS Stud Superv	
III. COMPLIANCE INFORMATION			IV. SIGNATURES		
TOTAL supervision time TOTAL time with client's contact x 100 = % supervision _____ minutes _____ minutes = _____ x 100 =					

DIRECTIONS FOR COMPLETION OF STUDENT SUPERVISION FORM

NOTE : A student member must submit a copy of his/her University program's clinical practicum hours or a completed NBASLPA Supervision Form for each week of his/her clinical placement to NBASLPA's Registrar. Completed forms are to be submitted at the end of his/her clinical placement.

Non-submittal of the *form* may result in suspension of the student membership.

I. STUDENT INFORMATION

This section must be completed in full on each submission, including:

- Reporting Period
- Date of clinical placement
- Name
- Discipline
- Supervisor
- Supervisor's total number of years of work experience as a speech-language pathologist or audiologist

II. ACTIVITY INFORMATION

This section must be completed including:

- Date of supervision
- Description of activity
- Comments/Action Plan
- Length of time the student received direct supervision (recorded in minutes)
 - Refer to Rule 14.9. 1
- Both student and supervisor initials to verify accuracy of each entry

III. COMPLIANCE INFORMATION

This section must be completed with the calculations.

IV. SIGNATURES

The student and the supervising speech-language pathologist or audiologist must sign the form.

Appendix F Derogation Request Form



Derogation Request Form

Member Requesting Derogation:

Supervisor/Manager:

Member Registration #:

Years of Clinical Experience:

Years of Supervisory Experience:

Date of Application:

Check the derogation option for which you are applying:

- ☐ The activities/tasks to be assigned to the communication health assistant have been determined to be of **low risk** to the patient/client as determined by Appendix A: Assignment Rubric: Factors to Consider, Understanding Risk and Supervision Guide from the Speech-Language Pathologists' and Audiologists' Guideline for Working with Communication Health Assistants

Lists of activities to be assigned to the communication health assistant:

- ☐ The activities/tasks to be assigned to the communication health assistant have been determined to be of **moderate to high risk** to the patient/client as determined by Appendix A: Assignment Rubric: Factors to Consider, Understanding Risk and Supervision Guide from the Speech-Language Pathologists' and Audiologists' Guideline for Working with Communication Health Assistants. A supervising member having more than 2 years' experience has agreed to be a resource to assist with supervision of the communication health assistant.

*Supervising member having more than 2 years' experience agreeing to be a resource to the member requesting derogation in the supervision of a communication health assistant:

Supervising Member Signature

Lists of activities to be assigned to the communication health assistant:

- ☐ Request Approved ☐ Request Denied

Registrar

Date