



PURPOSE

This procedure outlines the steps taken and parties involved in approving an Advanced Competency Application for Certification in the College of Speech and Hearing Health Professionals of British Columbia (CSHHPBC).

MATERIALS REQUIRED

- Advanced Competency Application for Certification Checklist QA FORM QA - 02
- Application Form for Advanced Competencies and Statutory Declaration – FORM 9 & 12 (completed by applicant)
- Acceptable Program of Study for Advanced Certificates A to J on [CSHHPBC website](#) (completed by applicant)

PROCEDURE

Preliminary Processing of New Applications

Applicant

1. Submit an Application Form for Advanced Competencies and Statutory Declaration – FORM 9 & 12 to the CSHHPBC office.

CSHHPBC Office

2. Receive new application and open a file.
3. Ensure that the all necessary paperwork for the program of study as well as required fees have been submitted.
4. Send the application and completed program of study to the Director Quality Assurance (QA).

Director QA

5. Do a preliminary review of the application, ensuring that the program of study is complete and signed off by the applicant and supervisor.

If the documents are in order:

6. Request that the CSHHPBC office post the application and program of study to the Board Only: Advanced Competency Advisory Committee (ACAC) website

CSHHPBC Office

7. Save the application and program of study in PDF format.
8. Post the application and program of study to the ACAC website.
9. Notify the Director QA when the application and supporting documents (as per Acceptable Program of Study for Advanced Certificates A to J) are posted on the ACAC website.

Director QA

10. Email ACAC members notifying them that there is a new application for review.



First Review of New Applications

ACAC members are responsible for making recommendations for approval or non-approval of Advanced Competency Applications for Certification.

ACAC Members

Using email for input:

11. Review the application according to the Advanced Competency Application for Certification Checklist QA FORM QA-02.

NOTE: Recommendation for approval requires a minimum of 75% of committee members in favour.

If following email review, the committee agrees to recommend the approval of the application:

12. Email the Director QA recommending approval of the application.
13. Continue to Step 24.

If following email review, the committee is undecided:

14. Refer the application to the next ACAC teleconference meeting for further discussion.

If following the ACAC teleconference meeting, the application is approved:

15. Notify the CSHHPBC office of the decision.
16. Continue to Step 24.

If following the ACAC teleconference meeting, the application is denied:

Director QA

17. Record the reason for the denial on the Advanced Competency Application for Certification Checklist QA FORM QA - 02.
18. Notify the applicant and the CSHHPBC office of the decision and the reason for decline.
19. Maintain a record of the ACAC votes and the Advanced Competency Application for Certification Checklist FORM QA - 02, which states the reason(s) for declining the application.
20. Email or telephone the applicant with the denial decision.
21. Keep a copy of the checklist and forward a copy of the checklist to the CSHHPBC office.

Applicant

22. Correct the deficiencies noted in the decision.
23. Resubmit the application materials for review by the ACAC.

Final Review of New Applications

QAC members are responsible for final approval of all applications. They may agree with the recommendation of the ACAC or request that the ACAC re-review the application.



CSHHPBC

24. Remove the application from the ACAC website and repost it on the QAC website.
25. Notify the Director QA of the move.

Director QA

26. Notify QAC that a new application is posted for approval.
27. Send the QAC the checklist, if it includes explanatory notes or additional information that the ACAC used in its decision-making process.

QAC Members

28. Review the application and completed program of study, using the Advanced Competency Application for Certification Checklist as a guide.
29. Indicate by email to the Director, QA if they agree with approval of the application.

NOTE: Approval requires a minimum of 75% of committee members in favour.

Director QA

30. Notify the CSHHPBC office of the outcome of the QAC vote.

CSHHPBC Office

If the application is approved:

31. Remove the application from the QAC website.
32. Notify the applicant of the approved application.

NOTE: Applicants can practice once notified of approval; it is not necessary to wait to receive a certificate.

If the application is denied:

33. Return the application to the ACAC for follow-up with the reason(s) for concern.
34. Return to Step 11.

Renewing Advanced Certification

Certificates must be renewed every three years according to the date of issue.

CSHHPBC Office

1. Send a reminder to registrants when certificates are about to expire.

Applicant

2. Submits a Renewal Form for Advanced Competencies – FORM 11.

CSHHPBC Office

3. Ensure the applicant has Active status and that before the certificate expires the continuing competency credits (CCCs) required for the applicant's certificate have been recorded through the Registrants Only section of the [CSHHPBC website](#).



If the applicant has Active status and has submitted their CCCs:

4. Process the renewal application and fees.
5. Issue a new certificate.

*If the applicant does **not** have Active status or has not completed the required CCCs:*

CSHHPBC Office

6. Notify the applicant a renewal certificate will not be issued.

Applicant

7. Completes all required CCCs and records them through the Registrants Only section of the [CSHHPBC website](#).
8. Returns to Step 2.

If the applicant has Active registration status and wishes to renew or reinstate certification more than three years after the original certificate's issue date:

Applicant

9. Submits a new program of study, application form and application fee (see Preliminary Processing of New Applications).

Reinstating Advanced Certification

Applicants whose certification has been suspended may request reinstatement once Active status resumes. Applicants who have cancelled their certificate but wish to reinstate their certification must do so within three years of the original certificate's date of issue; beyond three years, they must apply as new applicants.

Information submitted to CSHHPBC in the past may be used if:

- the program's pre-requisite education requirements were completed within the past seven years
- the applicant's registration status is Active
- all CCCs required for the applicant's practice are completed and recorded through the Registrants Only section of the [CSHHPBC website](#)
- the applicant's program of study was completed within the previous three years

Applicant

If all conditions for reinstatement are met:

1. See Renewing Advanced Certification.

*If all conditions for reinstatement are **not** met:*

2. See Preliminary Processing of New Applications.



Procedure

Approving Advanced Competency Applications for Certification

Revoking Advanced Certification

Advanced competency certification will be revoked by CSHHPBC if there is a change from Active registration status.

Inquiry Committee or Registration Committee or Designate

1. Notify the Director QA (who in turn notifies the ACAC and QAC) and the CSHHPBC office of changes in Active registration status of an Advanced Competency certificate holder.

CSHHPBC Office

2. Notify certificate holder to return the certificate to CSHHPBC and cease practice in the advanced competency area.

RELATED CSHHPBC DOCUMENTS

QA Policy QA - 04 Acceptable Programs of Study for Advanced Competency

QA FORM QA - 02 Advanced Competency Application for Certification Checklist

Acceptable Program of Study for Advanced Certificates A to J

Renewal Form for Advanced Competencies – FORM 11