



Acceptable Programs of Study for Advanced Certification

PURPOSE

To outline the core requirements for each advanced certificate (AC) offered by the College of Speech and Hearing Health Professionals of BC (CSHHPBC) in keeping with the CSHHPBC Scope of Practice and Advanced Practice Standard SCOPEAC-01.

To define the required knowledge, skills and competencies for each certificate that align with the CSHHPBC bylaws and standards of practice.

To ensure that the AC certification requirements in the acceptable programs of study reflect current best practices.

SCOPE

All active registrants working towards ACs

All AC holders who are supervising a registrant in training

All AC holders who wish to renew their certificate or who have a lapsed certificate that they would like to reactivate

DEFINITIONS

Acceptable Program of Study: Program approved by the CSHHPBC for each AC area. The Acceptable Program of Study outlines the overall knowledge, skills and demonstrated competencies required for attaining an AC and may include coursework, self-study, practical experience and combinations of educational activities.

Levels of Supervision

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

Constant supervision: Requiring a supervisor's presence throughout the activity.

Close supervision: Requiring a supervisor's presence in the same location and who is available immediately should the need arise.

General supervision: supervisor is available for contact (e.g., telephone, email and other electronic means) and subsequent support where required (e.g., reviewing assessment findings and reports).

Supervisor: Person who has agreed to oversee the program of study required for another registrant to qualify for an AC. This may or may not be a registrant's work-related or administrative supervisor. The supervisor has an AC with CSHHPBC in the certificate that they are overseeing or are qualified in this area of practice under another regulatory college (e.g., College of Physicians and Surgeons of BC).



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POLICY

Applying

Each registrant who applies for an AC must have a supervisor who either holds that AC with CSHHPBC or is competent through another regulatory college that has this area of practice within its scope of practice. This arrangement is by mutual agreement between the registrant and supervisor. A registrant may have more than one qualified supervisor. Registrants without-of-province supervisors may be required to demonstrate practical proficiency under a qualified BC registrant and provide documentation from the province where training was completed.

Applicants should refer to the Acceptable Program of Study for the certificate(s) that they are applying for. New applicants must submit a completed program of study for the applicable area(s) of AC along with the application form and applicable fees. Each section must be verified by the supervisor and all objectives signed for completion.

The process for attaining an AC is shown in Appendix A. New applicants must submit a completed joint application and program of study for an AC along with the corresponding fees. The applicant must have completed the program of study within 3 years of commencement, and the prerequisite coursework must be within the last 7 years.

Meeting Prerequisites

Applicants must be active registrants before commencing the program of study objectives. For some ACs, there are additional prerequisites (e.g., coursework or equivalencies) that must be completed prior to beginning the program of study. Applicants should verify these prerequisite requirements on the program of study form or with CSHHPBC if need be.

Course requirements in a program of study

Where indicated (*specify), the source of the education must be cited (i.e., name, date, location of the course or educational event). Programs of study may list recommended courses or provide an explanation of required course content for the completion of specific objectives. All other sources of education are optional for recording purposes. All source information should be maintained for a minimum of 3 years for reference and CCC audit purposes. When a program of study requires a course, a certificate of completion is required with your application package. If a certificate is not available, then proof of attendance or completion may be submitted in lieu of a certificate.

Practical demonstration of competencies

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



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Practice Restrictions

In keeping with the CSHHPBC code of ethics and standards of practice, registrants who are in training must not practice in the AC area independently until they have received notification that their application has been approved. Additionally, registrants must not continue to provide services in the advanced competency area if their certificate has expired or has been revoked.

Appealing Decisions

Appeals of the committee decision for an AC may be made in accordance with section 134(1) of CSHHPBC bylaws.

Renewing Advanced Competency Certificates

To be eligible to renew an AC, registrants must refer to the Continuing Competency Credit (CCC) Program Policy QA-02 and related forms for information on the continuing education requirements. If the required CCCs are not reported in the 3-year timeframe, the certificate may not be renewed. Renewals can be facilitated through the secure Registrants Only section on the [CSHHPBC website](#).

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

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

Reactivating an Advanced Certificate

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

Reviewing Acceptable Programs of Study

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



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RELATED CSHHPBC DOCUMENTS

Advanced Practice SCOPEAPS -01

Approving Advanced Competency Applications for Certification PROC-QA-02

Continuing Competency Credit Reporting Requirements Policy QA-02

Continuing Competency Credit Reporting Procedures and Categories PROC-QA-01

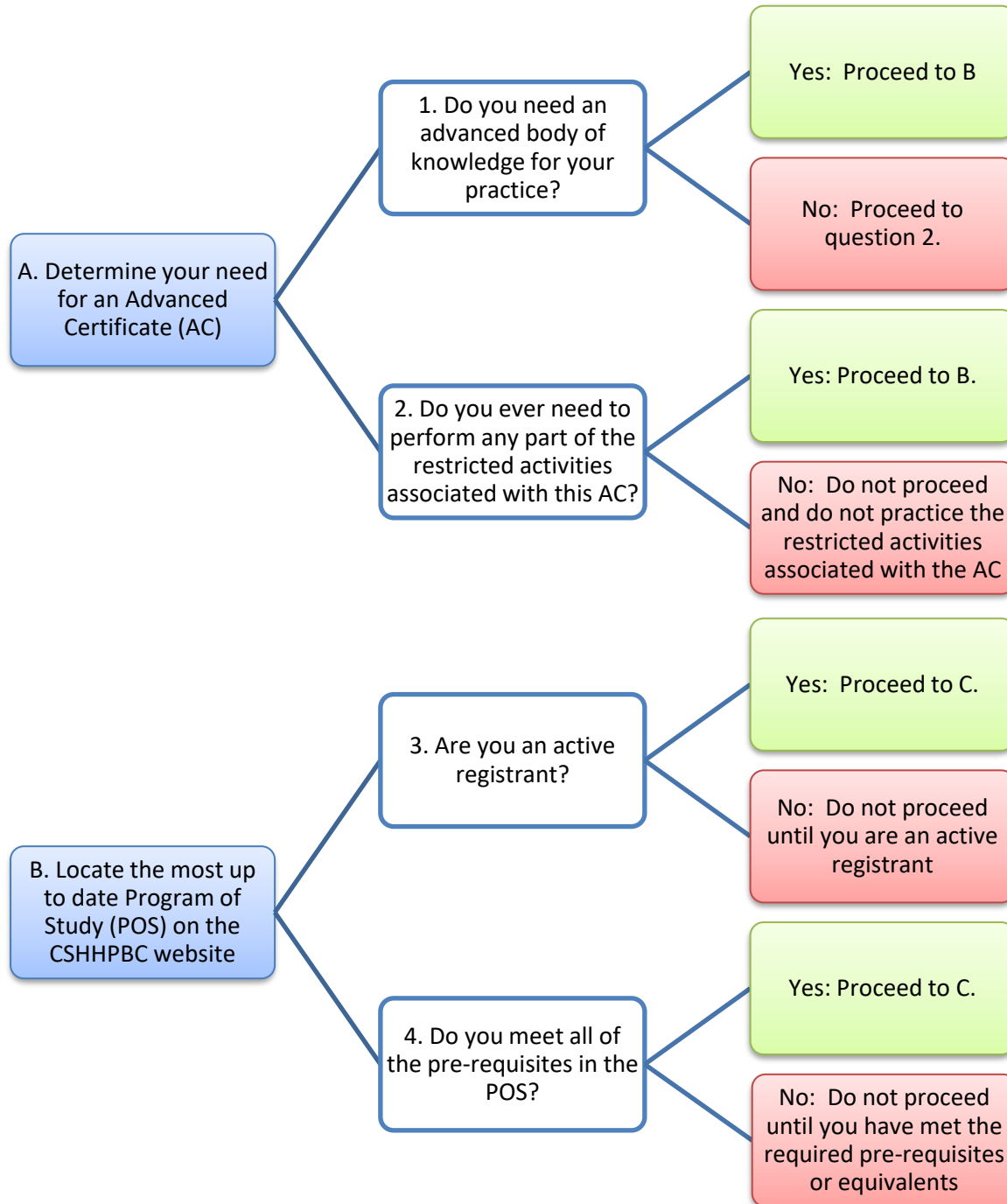
Levels of Supervision: Definition and Application Policy-QA-06

Qualification of Supervisors Policy QA-07



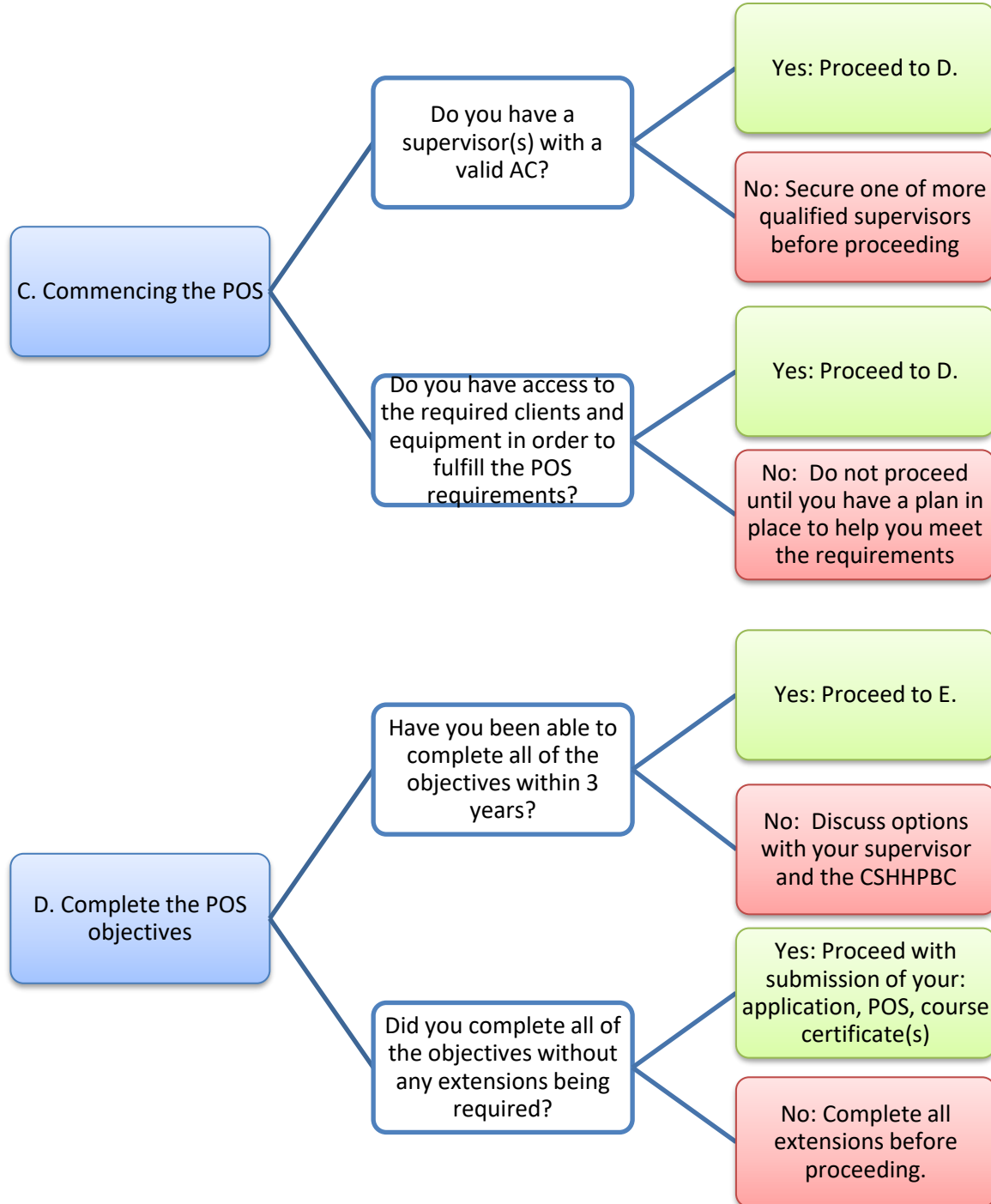
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Appendix A: Attaining an AC





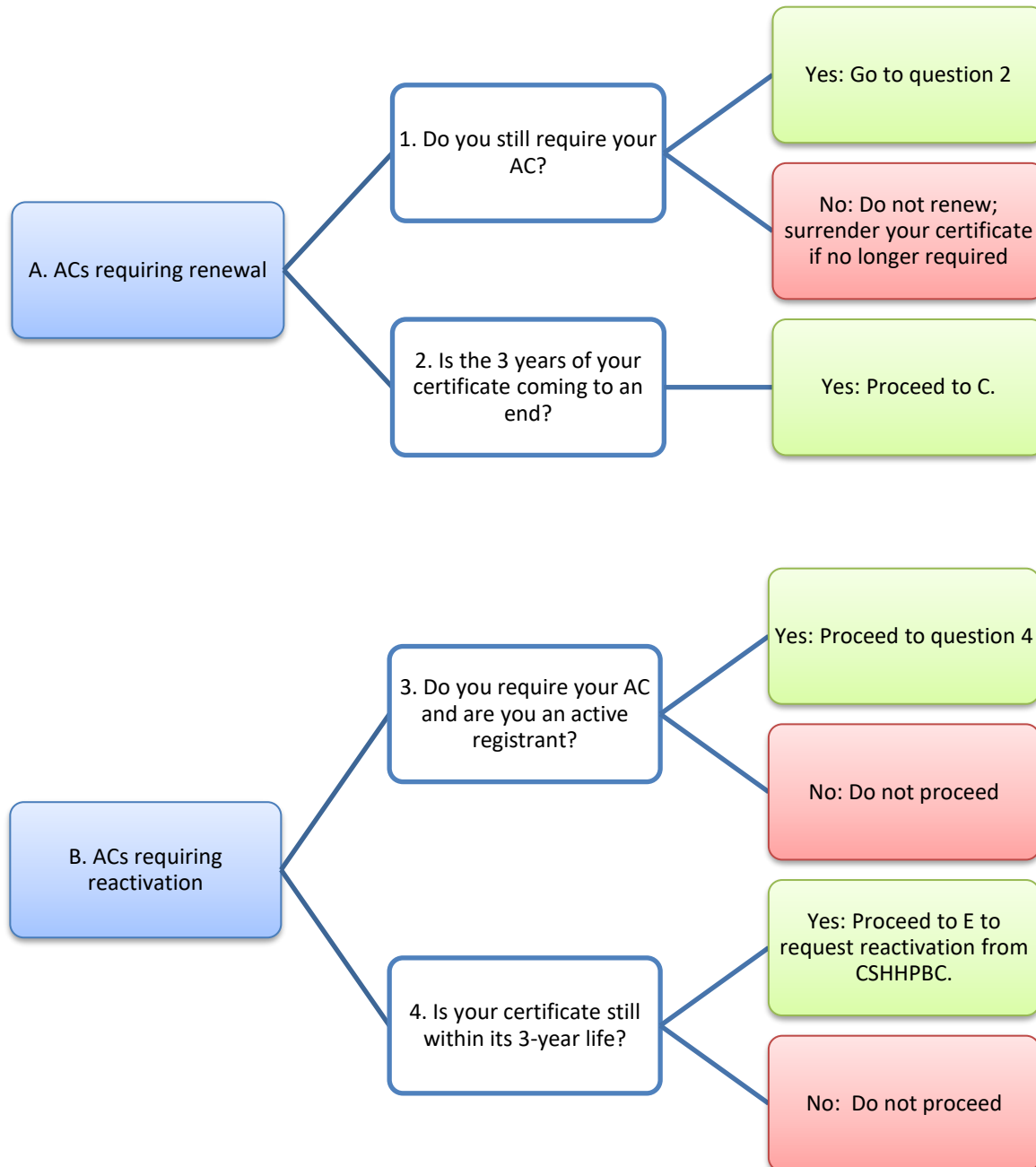
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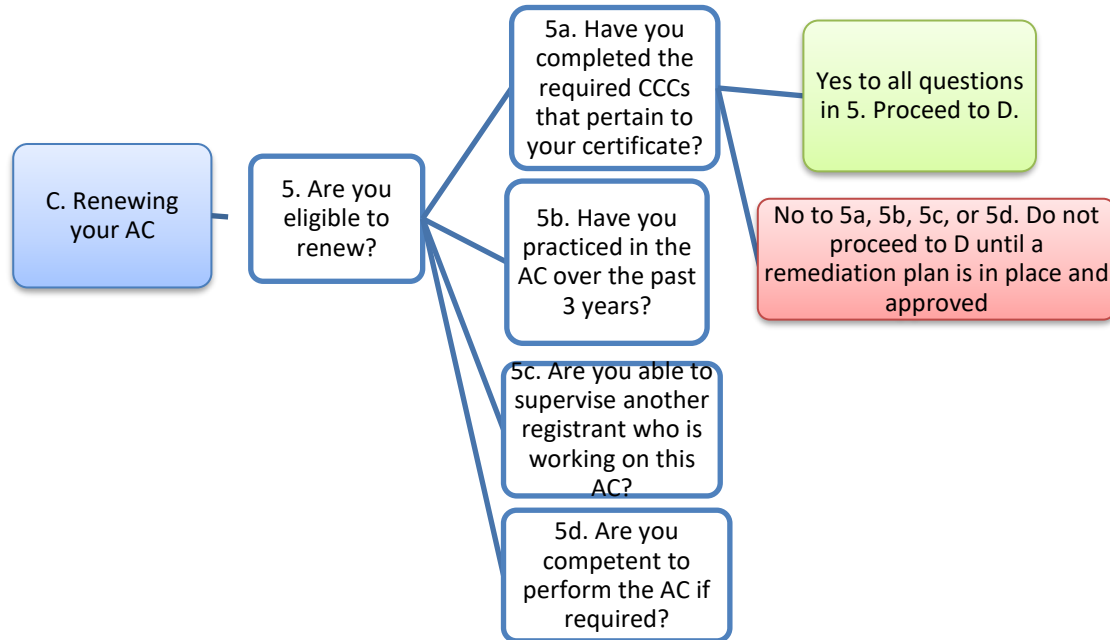
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Appendix B: Renewing or Reactivating an AC





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D. AC Renewal Process

- Ensure your pertinent CCCs are entered online
- Complete AC renewal form online
- Check off all declarations
- Submit applicable renewal fees
- Do **NOT** practice in the AC if your certificate has expired and you have not renewed

Your renewal request will be reviewed

- If there are any outstanding documents or questions regarding your renewal application, you will be contacted for additional information
- Once everything is received and processed, you will be issued a new AC that is valid for 3 years
- If you have missed your renewal date, contact CSHHPBC immediately

E. AC Reactivation process

- Ensure that you are an active registrant
- Ensure that your AC has not passed the expiry date
- Contact CSHHPBC regarding your request to reactivate your AC
- Do **NOT** practice in the AC if the AC has lapsed and you have not reactivated it



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Appendix C: Proposed Schedule of Program of Study Reviews

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

Program of Study for Advanced Certification	Development Date	Initial Review Date	Second Review Date
A Vestibular Assessment & Management.	2010	2013/14	2018/19
B Cochlear Implant Management	2010	2014/15	2019/20
C Cerumen Management	2010	2013/14	2018/19
D HID Services for Children Ages 12-16	2013	2018/19	2023/24
E Fiberendoscopic Evaluation of Voice Disorders	2010	2016/17	2021/22
F Fiberendoscopic Evaluation of Swallowing Disorders	2010	2016/17	2021/22
G Voice Restoration – Voice Prostheses	2010	2015/16	2020/21
H Swallowing and Communication Management for Tracheostomy	2010	2014/15	2019/20
I Videofluoroscopic Swallowing Studies- Adult	2010	2015/16	2020/21
J Videofluoroscopic Swallowing Studies- Pediatric	2010	2015/16	2020/21
K Airway Management: Oropharyngeal and Tracheal Suctioning	2016	2020/21	2025/26