

This registration checklist is for all new graduates and internationally educated applicants. In order to establish eligibility for registration with the College of Audiologists and Speech – Language Pathologists of Manitoba, Applicants must submit the following:

INITIAL APPLICATION FORM
Completed online

ONLINE PAYMENT OF APPLICATION PROCESSING FEE
\$100.00 plus 5% GST = **\$ 105.00 TOTAL**

Notarized PROOF OF IDENTITY & CURRENT LEGAL NAME
(photo ID such as driver's license, passport)

PROOF OF ELIGIBILITY TO SIT THE CANADIAN ENTRY TO PRACTICE EXAM
(sent directly from The Canadian Alliance of Audiology and Speech – Language Pathology Regulators) www.caaspr.ca

OFFICIAL TRANSCRIPTS

Once your degree has been conferred, official transcripts must be sent directly from the Educational Institution to CASLPM, proving that you graduated from a professional master's degree in audiology, speech – language pathology or both, from:

A Canadian university program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP-ASLP).

If your university degree has not yet been conferred, you may request that the Director of the university program submit a letter directly to CASLPM on your behalf, verifying that you have completed all the requirements for your degree (all coursework, practicum, research projects, thesis papers), and confirming the date that your degree will be conferred.

OR

A University program that is deemed to be equivalent to a CACUP-ASLP accredited program if the program meets the program of the CAASPR Academic Equivalency Framework.

ELIGIBILITY TO WORK IN CANADA

Establish you are eligible to work in Canada by providing evidence of **one** of the following **notarized** documents:

- Canadian Citizen (provide a Canadian passport, Canadian birth certificate, or Canadian Citizenship Card)
- Permanent resident/Landed Immigrant of Canada (record of landing, permanent resident card)

- Valid employment authorization which allows work in Canada (work permit)

CRIMINAL RECORD CHECK with vulnerable sector search

CHILD ABUSE REGISTRY CHECK

ADULT ABUSE REGISTRY CHECK

LANGUAGE PROFICIENCY in either English or French.

Establish **one** of the following:

- Evidence of graduation from a professional master's degree in audiology, speech-language pathology or both, from: A Canadian university program accredited by the Council for Accreditation of Canadian University Programs in Audiology and Speech-Language Pathology (CACUP-ASLP).
- Satisfactory score achieved on an approved standardized language proficiency test in either English or French, within two years prior of applying for registration.

VERIFICATION OF REGISTRATION

Provide verification of prior registration from each jurisdiction (in Canada and elsewhere) in which you are currently or have been registered or licensed to practice any healthcare profession. Such verification must be made to the jurisdiction and sent directly to CASLPM from the issuing organization.

PROVISIONAL MENTORSHIP AGREEMENT

Completed form must be signed and dated by both applicant & mentor (may be provided at the time of application for a Certificate of Practice). You are required to use the Provisional Mentorship Agreement Form provided in the online application.

PROFESSIONAL LIABILITY INSURANCE COVERAGE

Report of Satisfactory Professional Liability Insurance (may be provided at the time of application for a Certificate of Practice) You are required to use the PLIC Form provided in the online application.

*An applicant may apply for both a certificate of registration and a certificate of practice at the same time.

One **must** hold a valid Certificate of Practice in order to engage in professional practice in the province of Manitoba. Furthermore, as a provisional regulated registrant, one must practice under the mentorship of a full regulated registrant of the same health profession, according to the terms of the Provisional Mentorship Agreement, to successfully complete the Provisional Mentorship Program.

PLEASE NOTE:

1. It is the applicant's responsibility to ensure that all information is submitted to the CASLPM Office.

2. All documents and letters not written in English or French must be accompanied by an official translation. Translations are only accepted in English from:
 - The consulate, high commission, or embassy (in Canada) of the country that issued the documents.
 - A Canadian consulate, high commission or embassy in the country from where the applicant emigrated.
 - A translator accredited by a professional association of translators in Canada.
 - A translator accredited by a federal, provincial, or municipal government in Canada.
3. Criminal Record Checks with Vulnerable Sector Search, Child Abuse Registry and Adult Abuse Registry Checks (or the equivalent checks in home jurisdiction) must be initiated in the region in which the applicant has resided for the majority of time in the five (5) years immediately preceding application for registration.
4. Incomplete applications will not be processed. Applications will be reviewed once **all** required documentation is received.
5. The applicant is responsible for the payment of all fees related to the application (transcripts, CETP Exam fees, translation fees, language proficiency assessment fees, fees associated with criminal record check, etc.)
6. The process of application may take a minimum of 6 to 8 weeks from the date we receive your **completed** application, and often takes significantly longer for internationally educated applicants.

CASLPM must show due – diligence in preserving the integrity of documents it collects. Please refer to the attached Document Submission Protocol to ensure your documents are submitted properly.
[PROTOCOLS FOR SUBMITTING OFFICIAL DOCUMENTS](#)

It is important to note that an individual must be registered and hold a certificate of practice prior to beginning employment and/or working as a speech-language pathologist or audiologist, in any capacity (orientation, training, or otherwise). In Manitoba, no one is allowed, by law, to be employed as a speech-language pathologist or audiologist prior to being granted a certificate of registration and a certificate of practice with CASLPM.