



CASLPM

THE COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS
OF MANITOBA

Application Guide for Internationally Educated Applicants

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Introduction

The practice of audiology and speech-language pathology are governed under [The Regulated Health Professions Act](#) (“RHPA”), the College of Audiologists and Speech-Language Pathologists of Manitoba General Regulation [192/2013](#), and the Practice of Audiology and Practice of Speech-Language Pathology Regulation [191/2013](#).

Important highlights related to registration:

1. To practice in Manitoba as an audiologist or speech-language pathologist, you must be a member of the College of Audiologists and Speech-Language Pathologists of Manitoba (CASLPM).
2. Only members of the College may use the professional titles. (e.g., Audiologist, Aud., Registered Audiologist, R. Aud., Speech-Language Pathologist, SLP, Registered Speech-Language Pathologist, RSLP, Speech Therapist, ST, Registered Speech Therapist, RST, Speech-Language Therapist, Registered Speech-Language Therapist, RSLT, Speech-Language Clinician, SLC, Registered Speech-Language Clinician, RSLC; or the equivalent of those titles and abbreviations in another language.)
3. The College is a self-regulatory body, meaning that the government grants a group of professionals, along with representatives of the public, to have the authority to set and enforce standards for the profession. More information can be found on the CASLPM website, under [Self-Regulation](#).
4. The College is responsible for ensuring that everyone who is registered is qualified.
5. The College will assess applications in accordance with the requirements outlined in the RHPA, General Regulations, CASLPM by-laws, and CASLPM policies.

The College views unauthorized practice very seriously. Failure to register is a significant offence and can result in disciplinary action and/or fines.

CASLPM reserves all rights to review and update its policies. Applicants are responsible for understanding and awareness of the most current policies and are expected to seek assistance if required. Applicants may refer to the CASLPM website for updates and changes (<https://caslpm.ca/>).

Abbreviations

This guide contains abbreviations and acronyms to assist you as you complete your application.

The Act – The Regulated Health Professions Act

AEF – Academic Equivalency Framework

ARC – Application Review Committee

AUD – Audiologist or audiology

CACUP – Council for Accreditation of Canadian University Programs

CASLPM – The College of Audiologists and Speech-Language Pathologists of Manitoba

CETP – Canadian Entry-to-Practice Exam

SAC – Speech-Language and Audiology Canada

SLP – Speech-Language pathologist or speech-language pathology

The Practices of Audiology and Speech-Language Pathology

Audiology in Canada

Audiologists (AUDs) are hearing health professionals who identify, assess, and provide treatments to individuals with peripheral or central hearing loss, tinnitus, vestibular and balance disorders, and related disorders across the lifespan.

Educational Entry-to-Practice Requirements

A professional master's degree (or equivalent, as determined by a credentialing agency approved by CASLPM) in audiology is required to practice in all regulated Canadian provinces. A professional master's degree is one that qualifies someone to practice audiology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam* must demonstrate that they possess a professional master's degree from a university program accredited by CACUP, or education that is considered equivalent by CASLPM.

Roles and responsibilities

Audiologists may practice independently and/or within an interprofessional practice framework where they collaborate with other healthcare professionals such as: speech-language pathologists, physicians, nurses, educators, occupational therapists, physiotherapists, psychologists, childcare staff and social workers, as well as communication health assistants. Audiologists may also provide a broad range of other clinical and professional services.

Speech-Language Pathology in Canada

Speech-language pathologists (SLPs) are health professionals who identify, assess, and treat communication, swallowing, and related disorders across the lifespan.

Educational Entry-to-Practice Requirements

A professional master's degree (or equivalent, as determined by a credentialing agency approved by CASLPM) in speech-language pathology is required to practice in all regulated Canadian provinces. A professional master's degree is one that qualifies someone to practice speech-language pathology in a clinical capacity as opposed to a research capacity. Applicants who intend to complete the Canadian Entry-to-Practice (CETP) Exam* must demonstrate that they possess a professional master's degree from a university program accredited by CACUP, or education that is considered equivalent by CASLPM.

Roles and responsibilities

Speech-language pathologists may practice independently and/or within an interprofessional practice framework where they collaborate with other health professionals such as: audiologists, physicians, nurses, educators, dietitians, occupational therapists, physiotherapists, psychologists, childcare staff and

social workers, as well as communication health assistants. Speech-language pathologists may also provide a broad range of other clinical and professional services.

What is a Professional Master's Degree?

A professional master's degree must satisfy all the following criteria:

1. The degree must be recognized as a Canadian master's degree (or its equivalent, as determined by an outside credentialing agency).
2. The program must be officially identified as a program whose intent it is to train audiologists or speech-language pathologists.
3. The master's degree program must consist of:
 - a. Coursework completed at a graduate level in audiology or speech-language pathology.
 - b. Supervised practicum appropriate to the practice of audiology or speech-language pathology completed at the graduate level.
 - c. A research component providing study in research techniques and statistical analysis, as well as the design and execution of research related to disorders of hearing functioning or disorders of communication and/or swallowing, completed at the graduate level.

Canadian Educated Applicants

A Canadian educated audiologist or speech-language pathologist should:

1. Visit [CACUP-ASLP website](#) to confirm the accreditation status of the educational program. Applicants from Canadian universities not accredited by CACUP must follow the process for internationally educated applicants.

Internationally Educated Applicants

If you are an internationally educated audiologist or speech-language pathologist, intending to practice in Manitoba, you will be required to:

1. Have a credential assessment completed by a third-party agency.
2. Complete language proficiency testing if the program of study was not in English or French.
3. Submit all required documents to CASLPM.

CASLPM will assess your eligibility to write the CETP exam and if eligible, you will be recommended to enroll for the CETP exam and pay the exam fee. If you are not eligible to proceed with the exam, CASLPM will provide you specific information regarding your application. *Note: It is not a requirement to write the CETP exam if you are registering with CASLPM until such time as changes are made to the General Regulation. Should these changes be made within your provisional mentorship period, you will be required to take the exam prior to becoming a full regulated registrant.*

Internationally trained individuals may prepare for the application process while still enrolled in a program of study or while outside Canada by becoming familiar with Canadian and Manitoban registration requirements and upgrading language skills as needed.

Application Categories for Internationally Educated Applicants

Provisional Regulated Registrant – Newly-graduated international applicants who have completed their education, have not undergone a period of mentorship, and who do not have at least 750 hours of work experience.

“A regulated member who is eligible to be issued a certificate of practice but who must also undergo a period of assessment before being eligible to be a full member.”

Full Regulated Registrant – International graduates who have completed their education, undergone a period of mentorship or have at least 750 hours of work experience.

“A regulated member who is eligible to be issued a certificate of practice.”

Registration Requirements

Degree Requirements for Registration

To be registered in Manitoba, a professional master’s degree or equivalency in audiology or speech-language pathology is required.

Other Requirements for Registration

1. A signed application in the approved form.
2. The fees provided for as per the Fee Schedule.
3. Satisfactory proof of identity and current legal name.
4. Evidence of good standing in each jurisdiction in Canada or elsewhere in which they have been registered or licensed to practice audiology or speech-language pathology.
5. A satisfactory criminal record check, a satisfactory child abuse registry check and a satisfactory adult abuse registry check.
6. In the case of a person applying to be registered as a regulated member, evidence that they meet the requirements for registration set out in:
 - a. Subsection 32(1) of the Act.
 - b. Section 2.6.
 - c. Section 2.7, 2.8, 2.9. or 2.10, depending on the membership class for which they are applying.
7. In the case of a person applying to be registered as a regulated associate member, evidence that they meet the requirements for registration set out in section 2.11.
8. Information as to whether:
 - a. The person is the subject of a current investigation or proceeding relating to the applicant’s suitability to practice a health profession in Canada or elsewhere.

- b. The person is or has been the subject of a finding of conduct unbecoming, or professional misconduct or incompetency related to the practice of a health profession, in Canada or elsewhere.
- c. The person is or has been the subject of a finding of professional negligence or malpractice in Canada or elsewhere.
- d. The person has any current conditions, or had previous conditions, placed on their ability to practice a health profession in Canada or elsewhere.
- e. The person is or has been the subject of a denial or an application to practice a health profession in Canada or elsewhere.
- f. The person has outstanding charges in respect of an offence that is relevant to the person's suitability to practice a health profession.
- g. Any other information requested by the registrar.

Additional registration requirements for regulated members

1. Establish that they meet the English or French fluency criteria established by the council.
2. Establish that they do not have a physical or mental condition or disorder, including an addiction to alcohol or drugs, that may impair their ability to engage in professional practice in a safe and effective manner, and that makes it desirable in the public interest that they do not engage in professional practice.
3. Establish that their past and present conduct affords reasonable grounds for the belief that the applicant will engage in professional practice competently and with decency, integrity, and honesty and in accordance with the law.
4. Be legally entitled to work in Canada.

Additional registration requirements for provisional membership

An applicant for registration as a provisional member must also establish one of the following:

1. They graduated from an approved education program within three years before the application date.
2. They
 - a. Graduated from an approved education program three years or more before the application date, and
 - b. Successfully completed an approved refresher education course or examination with three years before the application date.
3. The applicant must also
 - a. Enter into a written agreement with a mentor, and
 - b. Provide a signed copy of the agreement to the registrar.

Registration requirements for full membership

In addition to the above, an applicant for registration as a full member must also establish either one of the following:

1. They are registered as a provisional member and have received notice under subsection 2.19(2) from the registrar that the assessment requirements have been met.
2. They practiced in another jurisdiction as an audiologist or speech-language pathologist, as the case may be, for at least 750 hours in the three years before the application date.

Once the application requirements have been met, registrants will enter the following process to complete registration with CASLPM:

- Secure an offer of employment and a mentor.
- Complete the Certificate of Practice form and declarations.
- Pay the remaining fees for registration.

Please view the [CASLPM Checklist for Provisional Registration](#) for additional information.

Important Note: Holders of [Advanced Competencies](#) from another jurisdiction must undergo a period of study of the Advanced Competencies to practice in the province of Manitoba, regardless of previous training or experience.

CASLPM Assessment

There are three stages in the assessment process:

1. Initial application
 - a. Create an account in the CASLPM [applicant and registrant portal](#).
 - b. Enter personal and professional information.
 - c. Pay the applicable application and education assessment fees.
 - d. Receive a ShareFile link (a secure file sharing website) to upload required documents.
2. Assessment
 - a. Once CASLPM has received the complete application including all required documents, it will be assigned to CASLPM assessors from the same profession who will review your file and assess all supporting documents.
 - b. After the initial review, the Registrar may forward the application to the CASLPM Application Review Committee (ARC) for review as deemed necessary.
3. Post-assessment
 - a. Once assessed, you will be notified if you are eligible to sit at the CETP exam* or if there are identified gaps in the requirements for that step.

Initial Application

Gather Information

Prior to applying, it is important to contact CASLPM to ensure you understand the application requirements. It is also important to understand what you will need to provide for your application by reviewing this document.

Create an account at the CASLPM [applicant and registrant portal](#)

- Enter your current (legal) first name, last name, and phone number.
- After setting up the account, select “**Provisional**” applicant if you are a new graduate, have not completed a mentorship program, are a graduate with less than 750 hours of working experience, or graduated from an uncredentialed or non-master’s degree program.
Important note: A professional master’s degree in audiology and/or speech-language pathology is the minimum educational entry-to-practice requirement in Manitoba/Canada.
- Select “**Full Regulated Registrant**” applicant if you have graduated, completed a mentorship program or have at least 750 hours of work experience in the previous three years.
- Select your Canadian Citizenship/Immigration status.
- Upload your ID (valid passport preferred) and a current “selfie”.
- Select either Audiology or Speech-Language Pathology in the profession field.
- Update your Profile in the application form by entering personal details such as preferred name, date of birth, current phone number, mailing address, and the email address for CASLPM communications.
- Complete the online application form with declarations and submit it.
- Pay the initial application fee and the education assessment fee.

Be prepared to *provide evidence* of the following:

- If you are an internationally educated applicant or an applicant from a non-accredited Canadian master’s degree program, you will be asked to provide the following documents:

Document	Responsibility
Proof of ID	CASLPM online application by applicant
Proof of Permanent Residency or Valid Work Permit (for non-Canadian citizens)	CASLPM online application by applicant
Summary of Transcript Information (AEF)	CASLPM ShareFile link by applicant
Course Syllabi	CASLPM ShareFile link by applicant
Translation of Transcripts and Course Syllabi (not applicable if the entire master’s program was in English or French)	Original documents to be mailed to CASLPM by the applicant
Undergraduate Transcript	Mailed or confidential link sent directly to CASLPM by the applicant’s educational institution

Master's Degree Transcript	Mailed or confidential link sent directly to CASLPM by the applicant's educational institution
CASLPM Clinical Practice Hours Form	Mailed or emailed directly to CASLPM by the applicant's educational institution
Language Test Scores (not applicable if the entire master's program was in English or French)	Mailed or emailed directly to CASLPM by the applicant or testing organization
Credential Assessment	Mailed or emailed directly to CASLPM by the credentialing verification agency
Employer Verification	Mailed or emailed directly to CASLPM by the applicant's employer(s)

Clinical Practicum Documents

The educational institution where the audiology or speech-language pathology degree was obtained is required to provide attestations of the applicant's supervised clinical practicum hours. Information required includes hours completed with type and age of caseload, and language of completion.

Credential Assessment

A credential assessment at the applicant's expense must be obtained for any degree(s) obtained from educational institutions outside of Canada. The purpose of the credential assessment is to:

- Determine whether the program of study was in audiology and/or speech-language pathology.
- Confirm the authenticity of your academic document(s) and the institution(s) that issued them.
- Determine the level of education, and its equivalence to a Canadian master's degree.

Note: You can apply for an academic credential assessment while outside Canada.

Official academic credential assessments must be obtained from one of the following approved credential verification agencies:

World Education Services (WES)

45 Charles Street East, Suite 700, Toronto, ON M4Y 1S2

Tel: 416-972-0070 Fax: 416-972-9004

Email: canada@wes.org

Website: <http://www.wes.org>

Note: You will need to request the "Comprehensive Course-by-Course Report".

Comparative Education Services (CES) University of Toronto

158 St. George Street, Toronto, ON M5S 2V8

Tel: 416-978-2400 (ext. 3)

Website: <https://learn.utoronto.ca/comparative-education-service>

Note: You will need to apply for "ECA for General Purposes" including course-by-course assessment.

Make sure you review the requirements and credential assessment process with CES.

International Qualifications Assessment Services (IQAS)

4th Floor, Sterling Place, 9940-106^v Street, Edmonton, AB T5K 2N2

Tel: 780-427-2655 Fax: 780-422-9734

Email: iqas@aecd.gov.ab.ca

Website: <http://work.alberta.ca/immigration/international-qualifications-assessmentservice.html>

Note: You will need to request the “Specialized Assessment” and complete the Release of Assessment Results to Other Institutions/Organizations section of the form so that CASLPM will be sent a copy of the assessment report.

Language Proficiency

Applicants must meet the language proficiency requirement in one of the following ways:

1. Graduation from a program accredited by CACUP.

Required Evidence: Official university documentation of degree completion (transcripts and clinical practicum hours) sent directly from the university to CASLPM.

2. Evidence of completion of an entire audiology or speech-language pathology university degree program in either French or English.

Required Evidence: Official attestation sent directly from the university to CASLPM, identifying the didactic and clinical practicum language of instruction.

3. If the language of instruction was not in English or French, the applicant must, at their own cost, validate their English or French language proficiency by completing a language proficiency assessment (see below for accepted testing organizations).

Required evidence: Official assessment report, sent directly to CASLPM, with minimum required test scores. The language assessment must have been completed no more than two years prior to the CASLPM application date. Applicants must meet the minimum score requirements for each testing component (speaking, listening, reading, and writing). Two or more test results cannot be combined to meet the test requirements.

Language	English		French	
Test	TOEFL internet-based test (IBT)	IELTS (AC or GT)	Test d’évaluation du Français (TEF) or TEF Canada	Office quebecois de la langue française (OQLF)
Required Minimum Scores	Speaking: 26 Listening: 26 Reading: 22 Writing: 24	Speaking: 7.5 Listening: 8 Reading: 7.5 Writing: 7.5	Level 5 Expression orale (speaking): 371 Comprehension orale (listening): 298 Comprehension écrite (reading): 248	Passing mark set by the OQLF & reviewed by the OOAQ

Notes About the Application

Legal Name Requirements

If the applicant's current name differs from the name displayed on the provided identification, citizenship card, passport, record of landing, permanent residency card, or employment authorization records, the applicant must upload a copy of legal change of name document or marriage certificate along with other Proofs of Identification.

Summary of Academic Transcripts

You must summarize your completed undergraduate and master's degree academic coursework. This can be accomplished by using the "Summary of Academic Equivalency (AEF)" form, available through the ShareFile link that will be provided to you by the CASLPM office once you have completed your initial application in the Applicant and Registrant portal. Any courses indicated on this form will be verified against your submitted transcripts.

Employer Verification

If you are applying as a Full regulated registrant, you must complete and submit the "Employer Verification" form. This form is not required if you are applying as a Provisional regulated registrant.

The "Employer Verification" form is available through the ShareFile link provided by CASLPM and verifies your professional work history as an Audiologist or Speech-Language Pathologist. This form must be completed by the employer for each place of employment within the last five years.

Course Syllabi

You must submit detailed course descriptions or syllabi. Accepted course outlines/syllabi should include the following:

- Course objectives and format
- Total number of lecture hours
- Required text(s)
- Type and method of examination(s)
- Detailed course content
- Required assignment(s) or report(s)
- Required reading(s)

Please note that CASLPM will review information provided by the applicant and is not responsible to seek out information for the applicant. You may contact CASLPM to explain your circumstances and provide evidence if you have been unsuccessful in obtaining any of the required information.

Transcript and Syllabi Document Translation

Transcripts and course syllabi, received in a language other than English or French, must be translated into English. When CASLPM receives official transcripts or course syllabi from third-party institutions, they will be uploaded to the ShareFile folder and applicants will have access to have them translated. It is the applicant's responsibility to ensure the documents are appropriately translated. CASLPM accepts original document translations 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 the applicant emigrated from.
- A translator who is certified by a member organization of the Canadian Translators, Terminologists and Interpreters Council ([CTIC](#)). A list of member organizations that provide names of certified translators is available and it is the applicant's responsibility to ensure that the translator is a certified member of the organization and certified to translate into English from the language of the document provided.
- A translator accredited by a federal, provincial, or municipal government in Canada.

All translations must be original and accompanied by the translator's statement confirming the following:

- The translation is accurate and authentic.
- The translator belongs to one of the categories listed above (identification number and/or seal, name, address, and telephone number of the translator are required).
- The full, printed name and signature of the translator.

Documents from Third Parties

All third-party agencies must mail, or email required official documents directly to CASLPM.

You will receive a notification when CASLPM receives official third-party documents. You may check ShareFile at any time for your application file status and any updates/changes.

Assessment

Internationally Educated Applicants & Canadian Educated Applicants from Non-Accredited Programs

CASLPM assessors will review applications for "substantial equivalence" to the Canadian Academic Equivalence Framework (AEF). This means that the assessors will review the education, experience, and credentials to determine if they meet CASLPM's registration criteria. The assessment process will begin when all supporting (official) documents are uploaded and received by CASLPM.

- Applicants will receive email notification when a document is received from a third-party institution and has been uploaded to the ShareFile.
- Applicants will be able to view the progress and status of the application until all documents are received. The ShareFile is then locked during the Assessors' review.
- Applicants will be notified if any documents or corrections are required.
- Applicants will be notified via email when their application has been assessed and when eligibility to sit for the recommended CEPT examination has been determined.

Timeframes for assessment are dependent on CASLPM receiving all required supporting documents as outlined in this guide and on the ShareFile task list.

Post-Assessment

Possible Assessment Outcomes

1. *Applicant is approved to write the CETP Exam** – If the assessment requirements are met, the applicant will be eligible to write the CETP Exam. Please note that you may be required to write the CETP Exam as a condition of your registration if indicated by the Registrar.
2. *Assessment reveals minor gaps* – In some cases, the assessment will identify gaps in the education or training, and applicants will be provided the opportunity to rectify these gaps by a specific deadline. Minor gaps include conditions that can be corrected with further information, a language proficiency test, an additional university course, or additional clinical hours. These applications **may** be forwarded to the Application Review Committee (ARC) as deemed necessary by the Registrar.
3. *Assessment reveals major gaps* – If qualifications or training are significantly different from the minimal standards for accredited Canadian training programs (e.g., the applicant does not possess a master’s degree or equivalent), the application **will** be forwarded to the ARC by the Registrar for additional review.
4. *Applicant is approved to register* – Applicants with the requisite education and training, and with verifiable work experience, will be eligible to register as a Full Regulated Registrant. Recent internationally educated graduates without work experience may register as Provisional Registrants.

If the applicant disagrees with the outcome of the assessment and/or review, they may appeal the decision within 30 days of the notice of decision as outlined in the [Appeals](#) section of The Regulated Health Professions Act. Fees may apply.

Application Review Committee (ARC)

The Registrar may, at their discretion, forward an application to the Application Review Committee (ARC) of CASLPM to determine whether the College’s eligibility criteria has been met. This group of professionals will review all the applicable application information and will make an informed recommendation to the Registrar on proceeding with the registration of the applicant. The ARC meets as required every second month.

The ARC will make recommendations to the Registrar, who will make the final registration decision. The applicant may appeal the decision of the Registrar within 30 days of the notice of decision as outlined in the [Appeals](#) section of The Regulated Health Professions Act.

Canadian Entry-to-Practice Exam

****CASLPM applicants are currently not required to sit for the CETP examination; however, are encouraged to do so to ensure compatibility with practice in Canada.***

If the applicant has been approved to write the CETP Exam, their name will be forwarded to the exam provider, Speech-Language & Audiology Canada (SAC). CASLPM will provide basic information to the

exam enrollment page and applicants will be required to provide additional information regarding preferred exam location, language, etc., and pay the exam fee.

Applicants will have two years, from the date of written eligibility confirmation, and three attempts to successfully complete the CETP exam.

Contact Information

CASLPM
112B Scurfield Blvd.
Winnipeg, Manitoba, Canada
R3Y 1G4

Phone: 204-453-4539

Application and Registration enquiries: Suki Kaur Alix, Deputy Registrar programs@caslpm.ca

General enquiries and Third-Party document submissions: office@caslpm.ca