
POLICY TYPE: Governance Policy – Registrar Directives

Policy No: RD 12

POLICY TITLE: Health Profession Corporation

Approval Date: December 3, 2016

Revision Date: September 23, 2023

Purpose

The Regulated Health Professions Act (“RHPA”) gives members of the College the ability to carry on practice of the profession of audiology or speech-language pathology, whichever the case may be, as a Health Profession Corporation.

This policy serves to outline the establishment of a Health Profession Corporation and the Health Profession Corporation Record.

Policy

The Registrar shall:

1. Establish and manage a Health Profession Corporation and the Health Profession Corporation Record in accordance with all applicable legislation, by-laws, and policy.
2. Accept application from a registrant for an initial permit or renewal of a permit for a Health Profession Corporation upon receipt of the following documentation:
 - a. Health Profession Corporation Permit Application form, Appendix A
 - b. Corporation Certification form, Appendix B
3. Upon review of the documentation, take one of the following actions:
 - a. Approve the permit or renewal without conditions
 - b. Approve the permit or renewal with conditions
 - c. Refuse to issue the permit or renewal
4. If the permit or renewal is approved, provide an invoice to the member for all applicable fees, as prescribed in CASLPM by-laws, Schedule 2: Fees.
5. Upon payment of all applicable fees by the member, issue the permit or renewal; the permit shall be in effect for one year.
6. Upon issuing the permit, enter the required information onto the Health Profession Corporation registry.
7. Receive notification of any changes to the corporation. Changes may pertain to: voting shares, shareholders, directors and officers of the corporation.

Such notice must be reported to the Registrar by submitting the Change in Particulars form, Appendix C.