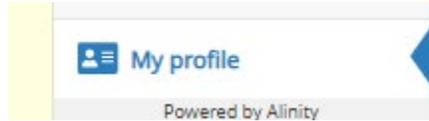


Once you have received **all three** Record and Registry check documents:

1. Select 'My Profile' on the right side of your dashboard.



2. And Edit Profile



3. Scroll down to the Employment section. If you need to make any changes to your employer or professional liability insurance, click 'Yes' under the employment section and complete the changes. If there are no changes, click 'No' and continue with the record and registry checks update by scrolling down the page.

* Do you need to make changes to the above employer and/or professional liability insurance?
 Yes No

4. To upload, click the upload button for each corresponding document:

RECORD AND REGISTRY CHECKS

The dates below indicate the most recent Record and Registry Checks on file with the College.

According to Regulation, the College of Audiologists and Speech – Language Pathologists of Manitoba (the College) requires that all registrants provide satisfactory criminal record, child abuse registry, and adult abuse registry checks at the time of initial application for registration and every fifth year thereafter in order to maintain registration and eligibility for a Certificate of Practice with the College.

Document	Valid	Expiry
Adult abuse registry check	2020-08-31	2025-08-31
* Additional Document		
		
Document	Valid	Expiry
Child abuse registry check	2020-08-31	2025-08-31
* Additional Document		
		
Document	Valid	Expiry
Criminal record check	2020-09-29	2025-09-29
* Additional Document		
		

5. To delete a document, click the delete icon beside the document you wish to delete



6. Once you have uploaded all three documents, click 'Submit' at the bottom of the page.

Submit