



# Policy

## Application for Membership

Approved by Council: November 27, 2014

Effective Date: December 1, 2014

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### Policy Statement

The College of Hearing Aid Practitioners of Alberta will have an application system in place to register new practitioners who meet the competence requirements of the profession and legislative conditions of the province.

### Procedures

CHAPA will implement the following steps to comply with this policy.

#### 1. Applicants from Alberta

- 1.1 Application is initially made as a non-regulated educational student (who is in the 1st year of school or in the 2nd year of school and not providing client services) of the College of Hearing Aid Practitioners of Alberta. The fee is \$50.00. There is an additional \$100.00 registration fee. Student must provide proof of registration in an approved program.
- 1.2 Application can be made as a Student / Intern Member while in the second year of school, employed and providing client services under direct supervision or has successfully completed the Grant MacEwan University Hearing Aid Practitioner Program or equivalent (as approved by Council), employed and providing client services under direct supervision. The fee is \$150.00. There is an additional \$100 registration fee. (Application fee is not applicable if the Member had a Student Membership prior).
- 1.3 The applicant must provide proof of successful completion of the MacEwan University Hearing Aid Practitioner Program, or a 2- 3 year equivalent program approved by Council.
- 1.4 The applicant must complete full licensure as a regulated member within 2 years of graduating from an approved program of study.
- 1.5 The applicant must provide two letters of reference attesting to good character and a statement as to whether the applicant has ever been convicted of a criminal offence.
- 1.6 Applicant must provide copy of Criminal Record Check.

- 1.7 Members must notify the College of Hearing Aid Practitioners if charged and convicted of a criminal offence that includes, but is not limited to: assault, assault causing bodily harm, any sexual offence, theft or any offence that could be deemed detrimental to the College or clients or that could contravene the Code of Ethics or By-laws.
- 1.8 Upon graduation of the MacEwan University Program or equivalent, the CHAPA Theoretical exam must be passed with a minimum grade of 80%.
- 1.9 Upon graduation and after successful passing of the CHAPA Theoretical Exam, the CHAPA Practical exam must be passed with a minimum grade of 80% in each section of the exam.
- 1.10 The member may apply to be registered on the temporary register as a Hearing Aid Practitioner.
- 1.11 The annual practice permit fee must be paid in full. The fee to upgrade status from Student / Intern Member to Hearing Aid Practitioner may be pro-rated if the status change is to be made after October 1 of the registration year.
- 1.12 An individual on the temporary register may work under indirect supervision, (under the supervision of a member who is registered on the general register) until the successful completion of a certification exam approved by council. (This certification exam is currently the NBC-HIS exam. This exam must be taken and passed within 2 years of the individual having graduated from an approved program).
- 1.13 Upon completion of the NBC-HIS certification exam the individual's membership will be recorded on the general register as a Registered Hearing Aid Practitioner. The individual may then practice without supervision.

## **2. Applicants from Canadian provinces**

Alberta has signed *Mutual Recognition* agreements with the Provinces of British Columbia, Newfoundland, Manitoba, Nova Scotia and Quebec. The Mutual Recognition Agreement (MRA) sets forth the terms under which licensed members of one Province may move to another Province. It is intended to reduce the need for the applicant to undergo further testing or education in order to practice in the Province in which he wishes to relocate.

Additionally, Alberta and British Columbia have moved forward with the Trade in Labor Mobility Act (TILMA), which removes all further testing or educational requirements allowing for the credentials of individuals licensed as Hearing Aid Practitioners in Alberta to be deemed equivalent to Hearing Aid Practitioners who are licensed in BC.

Also, British Columbia, Alberta, Saskatchewan and Manitoba have recently signed the New West Trade and Partnership Agreement (NWTPA) that will facilitate mobility of professional among these provinces.

Licensed Hearing Aid Practitioner members in good standing in these provinces may apply to become members in either province. The AIT agreement (Agreement in Trade) also allows for interprovincial labour mobility for Hearing Aid Dispensers licensed under a regulatory body to apply for registration without further educational or examination requirements in other provinces.

Requirements for applications from provinces with which Alberta has Agreements are:

- 2.1 Completion of CHAPA Application for HAP / RHAP
- 2.2 Submission of application fees
- 2.3 2 letters of professional reference
- 2.4 An original letter from the licensing body in the home province indicating that the applicant is a licensed member in good standing with no unresolved complaints or ongoing hearings in process
- 2.5 Applicants from other provinces who are seeking to renew their license in Alberta, but who are not providing services in the province, must include an original letter as stated in 2.4 from each licensing body for renewal of the Alberta license
- 2.6 NWTPA and AIT state that persons coming from unregulated provinces (e.g., Saskatchewan) may be required to complete Alberta competency examinations.

### **3. Applicants from outside of Canada**

- 3.1 The applicant must provide CHAPA with original or certified-true copies of degrees, diplomas, certificates, etc. (CHAPA will retain a copy and will return the original documents).
- 3.2 Official transcript confirming the date on which the degree/diploma/certificate was conferred; and a verified and signed summary of clinical practice hours. The documents must be original and sent directly to CHAPA from the issuing academic institution.
- 3.3 A handbook, syllabus, or calendar that provides a detailed description of the applicant's program of study and clinical practicum. The course descriptions should include: a) course objectives and format, and b) total number of lecture hours.
- 3.4 Evidence of English language proficiency, if English is not their first language.
- 3.5 A current resume indicating experience in fitting hearing aids and job history.

- 3.6 Two letters of reference attesting to good character.
- 3.7 A criminal records check.
- 3.8 Application form must be completed and accompanied by \$375.00 fee.
- 3.9 The applicant, at their own expense, will be required to provide an International Assessment of Credentials\*. If the applicant's educational requirements are deemed equivalent to an approved Hearing Aid Program (60 credits), the applicant may apply for an Associate membership with the College of Hearing Aid Practitioners of Alberta. The cost of the Associate membership is \$250.00.
- 3.10 The applicant will be required to successfully complete the CHAPA Competency exam which consists of 2 parts, the Theory exam \$200.00 and the Practical exam \$400.00. Once the applicant has successfully completed the CHAPA Theory exam, they may apply to change their status from Associate Member to Student/Intern and receive the appropriate practice permit.
- 3.11 Upon successful completion of the CHAPA Competency exams, the applicant may apply to have the Associate membership moved to the Temporary register as a Hearing Aid Practitioner. The appropriate annual practice permit fee must be paid.
- 3.12 While on the Temporary register, the out-of-country practitioner must work under the direct supervision of a qualified regulated member. The supervising member should have two or more years of experience as a practicing Hearing Aid Practitioner.
- 3.13 The applicant must successfully pass the NBC-HIS exam within 2 years of registration as a regulated member of the College. The applicant must then apply to the Registrar to have their name moved from the temporary register to the general register.

**Note:** It normally takes from 4 to 6 months to process an out-of-country application once the applicant has submitted all the required documentation.

Academic credentials assessment can be obtained from:

International Qualifications Assessment Service (IQAS)  
Fourth Floor, Sterling Place  
9940 – 106 Street NW, Edmonton, AB T5K 2N2  
Telephone: 780-427-2655 Fax: 780-422-9734

Website: <http://work.alberta.ca/IQAS>

\*Applicants need to request **Specialized Assessment** and complete the *Release the Assessment Results to Other Institutions/Organizations* section so that the assessment report can be sent directly to CHAPA.