CHANGING SCOPE OF PRACTICE PROCESS AND TIMELINES

Principles

- You are responsible for your application and for completing all requirements exactly as outlined. Incorrect or missing information must be corrected and may delay your application.

Application

- Email, mail, or courier your application and payment to the College. Faxed applications are not acceptable.
- Applications are assessed in the order they are received.

Process

- Wait time between receipt of an application and completion of the needs assessment is usually three to five weeks.
- Following the completion of the assessment of your application, you will receive via email a finalized Individualized Education Plan (IEP) and a Clinical Supervision Agreement. Once we are in receipt of your signed agreement and start date you may begin supervision/training.
- Clinical Supervision reports are to be submitted as outlined in your IEP and signed agreement. It is your responsibility to ensure that these reports are submitted in a timely manner.
- Wait time between receipt of a clinical supervision report and approval to transition to a lower level of supervision (if applicable) is usually one to three weeks.
- Wait time between receipt of a final clinical supervision report and review by the Committee is five to eight weeks.
- The Committee’s decision will be provided to you within three weeks of the meeting, and will include information regarding next steps for initiating the assessment process, if required.
- The assessment of your practice will be facilitated by an Assessment Coordinator from the College’s Practice Assessment and Enhancement department. You will be provided with the name and contact information of your assessor, as well as relevant information regarding preparing for your assessment, including a sample of the protocol that will be used to assess your practice.
- Upon receipt of the practice assessment report you will be invoiced by the College.
- Wait time between receipt of the practice assessment report and review by the Committee is usually five to eight weeks.
- The Committee’s decision will be provided to you within three weeks of the meeting.

Please note that if you are not in good standing the College reserves the right to refuse your application until a resolution is achieved.