



# Speech-Language & Audiology Canada Clinical Certification Examination

## *Application and Information Package*

### **Spring Examination**

- January 31 is the deadline for registration, payment, changes and cancellations.

### **Fall Examination**

- June 30 is the deadline for registration and payment.
- July 31 is the deadline for changes and cancellations.

### **Cancellation Policy**

- All cancellations must be received in **writing**.
- Cancellations received **prior** to the deadline will be reimbursed minus the \$50 processing fee or fees may be applied to the next exam.
- Cancellations received **after** the deadline will not be reimbursed and the fees cannot be applied to future exams.

### **Membership Fees**

- Membership fees are non-refundable.

### ***Examination Dates:***

***March 28, 2015***

***September 12, 2015***



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Dear SAC clinical certification examination applicant:

Congratulations on deciding to take this important step in your career as an audiologist or speech-language pathologist. SAC clinical certification, established by the national professional association in 1987, is a recognized and highly respected standard held by more than 75% of SAC's members.

**Eligibility.** Candidates for the clinical certification examination must:

- Hold either full membership privileges or be a student member in SAC; and
- Possess:
  - a master's degree or equivalent in audiology or speech-language pathology; or
  - be a student in one of the Canadian graduate degree programs who has completed all course work requirements and anticipates graduation in the calendar year of the examination.

OR

- Be given special permission to write the examination to determine membership/licensing eligibility.

**The clinical certification process.** All of the following steps must be satisfied before clinical certification can be granted. Candidates must:

- Be a full member or student member in good standing;
- Complete the clinical certification examination application and submit examination fees to SAC office;
- Submit official (sealed) graduate transcripts from their university program in audiology or speech-language pathology sent to SAC office before the end of the year. Proof of graduation must be indicated on the transcript (e.g., "Degree Conferred" plus the date) and should not be confused with a Transcript of Academic Record issued before graduation;
- Meet the clinical practicum requirements and submit the completed (signed) summary forms to SAC office; and
- Pass the clinical certification examination.

**Maintenance of SAC clinical certification status.** To maintain SAC clinical certification status, candidates are required to:

- Renew SAC membership annually;
- Report 45 continuing education equivalents (CEEs) in each three-year cycle; and
- Report CEEs annually by January 31.

The SAC clinical certification examinations in audiology and speech-language pathology are based on **Assessing and Certifying Clinical Competency: Foundations of Clinical Practice for Audiology and Speech-Language Pathology (2004)**. Each question has been specifically referenced to this document. The document can be downloaded from the SAC website ([www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf](http://www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf)) or a copy can be requested from SAC office.

To ensure appropriate representation of each area with the Foundations document, the examination is constructed in accordance with a test blueprint that dictates the percentage of questions in each area. The test blueprints for audiology and speech-language pathology are enclosed (Appendix D).

The literature in audiology and speech-language pathology is constantly changing and university training programs have a growing number of texts from which to select course materials. In developing the examination, every effort has been made to reflect widely documented knowledge. Suggested references in audiology and speech-language pathology are included in Appendices B and C respectively. Further assistance might be obtained by contacting a Canadian university training program to request a copy of their specific course outlines and/or reading lists.

#### **Notice to student members of SAC**

- If you are a student member of SAC graduating this year, you can apply for the examination and have your master's degree transcripts, and clinical hours sent from your university when they are complete. These documents should be sent before December 31 of the current year.
- You cannot become a full member of the association and will NOT become clinically certified (even if you are successful on the examination) until your transcripts indicating 'degree conferred' and clinical hours are received at SAC office.
- You cannot use your clinical certification designation (S-LP(C) or Aud(C)) until your certificate is issued.
- You are responsible for ensuring that SAC receives official copies from your university. Do not assume that transcripts will be automatically forwarded to SAC from a licensing body or provincial association.

#### **Notice to current members of SAC**

- A total of 350 supervised clinical practicum hours – with minimum hours in specific areas – is required for clinical certification. You must meet these requirements before clinical certification can be granted. Clinical hours forms can be downloaded at <http://sac-oac.ca/membership-certification/sac-clinical-certification>.
- The clinical practicum requirement for non-clinically certified members remains at 300 hours.

#### **Notice to non-members of SAC**

- You must be a member of SAC to write the examination or be approved to write the examination for the purpose of evaluation for membership or licensing.
- If you are a member of a provincial association or licensing body, you are eligible for membership. For clinical certification, however, you must meet the supervised clinical practicum requirements of 350 hours. Note the breakdown in SAC clinical hours requirements on the 'Summary of Clinical Practice Hours' forms at <http://sac-oac.ca/membership-certification/sac-clinical-certification>.
- Internationally educated applicants, who are not members of a Canadian provincial association or licensing body, must contact SAC office before applying to determine eligibility under a special arrangement.

Contact SAC office if you have any questions regarding your eligibility to take the examination or to meet clinical certification or membership requirements.

## APPLYING FOR THE EXAM

1. You **MUST** be a current SAC member **OR** an internationally educated candidate writing at the request of SAC or a Canadian regulatory/licensing body.
2. Submit exam application by the posted deadline using:
  - SAC members **and** internationally educated candidates writing at the request of SAC:
    - Online application (SAC members only) – [www.sacmembership.ca](http://www.sacmembership.ca); or
    - Paper application (by mail, fax or email) – [www.sac-oac.ca/system/files/resources/Exam%20Application%20-%20English.pdf](http://www.sac-oac.ca/system/files/resources/Exam%20Application%20-%20English.pdf)
  - Internationally educated candidates writing at the request of a Canadian regulatory/licensing body:
    - Paper application (by mail, fax or email) – [www.sac-oac.ca/system/files/resources/Regulatory%20Body%20Exam%20Package%20-%20English.pdf](http://www.sac-oac.ca/system/files/resources/Regulatory%20Body%20Exam%20Package%20-%20English.pdf)
3. Payment **MUST** accompany exam applications.
4. Exam fees:
  - SAC members **and** internationally educated candidates writing at the request of SAC:
    - \$495 for designated exam sites;
    - \$695 for non-designated exam sites;
  - Internationally educated candidates writing at the request of a Canadian regulatory/licensing body:
    - \$1,050 for designated exam sites; and
    - \$1,250 for non-designated exam sites.

## SPECIAL ACCOMMODATION REQUESTS

1. Candidates may request special accommodations and arrangements (including religious restrictions) for the exam. To apply for special accommodation, candidates **must**:
  - Contact the SAC office to request the special accommodation application form or download from website at [www.sac-oac.ca/system/files/resources/Special%20Accommodation%20Application.pdf](http://www.sac-oac.ca/system/files/resources/Special%20Accommodation%20Application.pdf);
  - Submit exam application, special accommodation application and supporting documentation (letter from their University outlining requirements granted for testing at the University) at the same time; and
  - Submit applications and documentation by application deadline.
2. All special accommodation requests are subject to approval by the director, speech-language pathology and standards on a case by case basis. Candidates will be notified of the decision in writing. Additional charges may apply.

## DESIGNATED SAC EXAMINATION SITES

<b><u>Alberta</u></b> Calgary Edmonton	<b><u>New Brunswick</u></b> Moncton	<b><u>Northwest Territories</u></b> Yellowknife	<b><u>Quebec</u></b> Montreal Quebec City
<b><u>British Columbia</u></b> Vancouver	<b><u>Newfoundland</u></b> St. John's	<b><u>Ontario</u></b> London Ottawa Toronto	<b><u>Saskatchewan</u></b> Regina
<b><u>Manitoba</u></b> Winnipeg	<b><u>Nova Scotia</u></b> Halifax	<b><u>Prince Edward Island</u></b> Charlottetown	<b><u>Yukon</u></b> Whitehorse

## NON-DESIGNATED SAC EXAMINATION SITES

1. Non-designated sites may be available for exceptional circumstances for approved candidates but this is not a guarantee.
2. Candidates who wish to write in a non-designated site within or outside Canada **must** contact SAC office **prior** to the registration deadline.
3. With direction from SAC the candidate **may** be responsible for arranging an approved invigilator and site in an official setting – preferably at a university with student services.

## EXAM CHANGES POLICY

If you find it necessary to change the location or language in which you will write the examination, it is **your** responsibility to contact SAC office before the posted deadline, **in writing**, requesting a change.

**Deadlines:** Spring Exam: January 31  
Fall Exam: July 31

## CANCELLATION POLICY

1. All cancellations **must** be received **in writing**.
2. Cancellations received **prior** to the deadline, will be reimbursed minus a \$50 processing fee or fees may be applied to the next exam.

**Deadlines:** Spring Exam: January 31  
Fall Exam: July 31

3. Cancellations, received after the deadline, will not be reimbursed and the fees **cannot** be applied to future exams.
4. A candidate who, after registering, is unable to write the examination due to circumstances beyond his/her control, may be eligible for a refund upon submission of written evidence of the circumstances to SAC. The amount of any such refund will be at the discretion of the chief executive officer.



## EXAMINATION CONTENT

The SAC clinical certification examinations in audiology and speech-language pathology are based on the document **Assessing & Certifying Clinical Competency: Foundations of Clinical Practice for Audiology and Speech-Language Pathology (2004)**. A copy of this document can be downloaded from the SAC website ([www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf](http://www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf)) or by contacting SAC office.

The test blueprints for audiology and speech-language pathology, describing the percentage of examination questions in each area of the “Foundations” document, and a list of suggested references are included in the appendices.

## EXAMINATION FORMAT

The examination is written in **two 2-hour sessions** (morning and afternoon) with 100 questions in each session.

The questions are all multiple choice. You are encouraged to answer every question, as there is no penalty for guessing (i.e., wrong answers are not subtracted from correct).

It is recommended that you start answering the questions at once rather than reading through the whole booklet as you may run out of time. **Only responses on the answer sheet will be marked.**

All test materials must be passed in at the end of the examination.

**A sample question can be found in Appendix A.**

## EXAM ADMISSION LETTER

Each candidate will receive an admission letter by e-mail. If you have not received an admission letter approximately fourteen (14) days prior to the date, please notify SAC office by calling **(800) 259-8519** or **(613) 567-9968**.

The specific test site location and reporting time will be printed on the admission letter along with your name and address.

**Exam Time:** 10 a.m. – 3 p.m.

**Exam Duration:** 4 hours

**Booklet #1:** 10 a.m. – 12 noon

**Booklet #2:** 1 p.m. – 3 p.m.

## EXAM DAY

You must arrive **at least 30 minutes early** (unless otherwise noted on admission letter) to facilitate registration.

Candidates arriving 30 minutes **after** the exam start time will **not** be admitted into the exam and will forfeit the exam.

The admission letter and picture identification (e.g., driver's licence, student card or passport) is required for admittance to the examination.

Rules of conduct is in Appendix C. Familiarize yourself with these prior to the examination.

Exam room notes:

- Dress appropriately (in layers) as exam room temperatures may vary.
- Food and beverages, except bottled water, are **not** permitted in the exam room.
- Scratch paper is not allowed, use exam booklet for notes.
- Pencils with erasers are supplied. Do NOT use pen.
- Cell phones must be turned off and left with the invigilator.

## EXAM SCORING

The passing score for the audiology and speech-language pathology examinations are based on the Angoff method.

This method is described in more detail on the SAC website: [www.sac-oac.ca/professional-resources/resource-library/setting-passing-score-sac-clinical-certification-exam](http://www.sac-oac.ca/professional-resources/resource-library/setting-passing-score-sac-clinical-certification-exam).

Information on interpreting standardized scores can be found in Appendix B.

## STUDY TIPS

Spend at least one day organizing your study materials. Use the “Foundations” document and the test blueprint to determine what areas you need to review. You may need to dig up old notes and textbooks, or borrow some from a friend.

Focus on learning the material. The test blueprint (Appendix D) provides a percentage of content for certain topics that will be on the examination. Use this as a guide to determine how long you will study for each section. The time you spend studying a certain topic area is, in part, a reflection of your clinical experience. You may not need to study a topic as much as your colleague because you have more practical experience in that area and the knowledge is fresh.

Keep in mind that the questions are meant to reflect entry-level clinical knowledge and are designed to be patient/client based rather than textbook based.

Check out the SAC website for further preparation information, including the SAC Code of Ethics, reference lists, sample question, tips specific to writing multiple choice exams, access to a study chat room, suggested study resources from ASHA, and the Foundations document at: [www.sac-oac.ca/membership-certification/exam-prep](http://www.sac-oac.ca/membership-certification/exam-prep).

## EXAMINATION RESULTS

Approximately 4 - 6 weeks after the examination, the candidate will receive a copy of their examination scores. All scores are reported as standardized scores, with a breakdown of performance in each area. Information to assist the candidate in interpretation of these scores is provided in Appendix B.

	Sept. 2003	Sept. 2004	Sept. 2005	Sept. 2006	Sept. 2007	Sept. 2008	Sept. 2009	2010	2011	2012	2013
<b>Overall Passing Rate</b>	91.6%	90.5%	93.0%	91.8%	95.6%	91%	94.9%	92.4%	88.1%	91.5%	89.4%

Historical results are available on the website: [www.sac-oac.ca/professional-resources/resource-library/historical-exam-results](http://www.sac-oac.ca/professional-resources/resource-library/historical-exam-results).

## RE-SCORING EXAMINATION RESULTS

Occasionally, candidates request to have their examination re-scored. Please be advised that every examination with a score below or at the passing score is re-scored carefully by hand **BEFORE** results are released. The possibility of a change in score resulting from an additional re-scoring is therefore quite small.

Submit the examination re-scoring request in **writing** by **registered mail** to the chair of the standards advisory committee, c/o SAC, 1 Nicholas Street, Suite 1000, Ottawa, ON K1N 7B7, within 30 business days of the mailing of examination results.

The examination re-scoring request must include:

- Request in **writing** by **registered mail** (requests received by regular mail, courier, xpresspost, etc will not be accepted); and
- \$100 administrative fee payable by cheque, money order, Visa, or Master Card.

## EXAMINATION FAILURE APPEAL PROCESS

Candidates can request an appeal of their examination failure due to special circumstances.

Submit the appeal in **writing** by **registered mail** (appeals received by regular mail, courier, xpresspost, etc will not be accepted); to the chief executive officer c/o SAC, 1 Nicholas Street, Suite 1000, Ottawa, ON K1N 7B7 within 30 business days of the mailing of examination results.

The written appeal must include:

- Supporting documentation, if applicable;
- A complete description of the basis of the appeal; and
- \$200 administrative fee payable by cheque, money order, Visa, or Master Card.

Appeals will be reviewed according to SAC policy statement and procedures. **The decision of the appeal committee shall be final.**

The "Appeal of the Clinical Certification Examination Failure" policy can be found in Appendix G.

## COMPLETING THE CLINICAL CERTIFICATION PROCESS

Clinical certification cannot be granted until **all** conditions are met:

- The candidate must pass the examination;
- Final graduate degree transcripts, indicating “degree conferred”, received by the SAC office;
- Signed clinical practicum forms received by the SAC office; and
- SAC membership is current.

➤➤ **Please note:**

- Students writing the examination in their graduating year, who have not completed the clinical practicum requirement at the time of the clinical certification examination, have **UNTIL DECEMBER 31 OF THE CURRENT YEAR** to complete these requirements to become SAC clinically certified.
- It is the student’s responsibility to ensure that official (sealed) copies of their graduate transcripts (degree conferred) and their signed clinical hours form reach SAC before December 31 of the examination year.

## SAMPLE QUESTION

### Audiology & Speech-Language Pathology

The examination contains **multiple choice questions**. Multiple choice questions have a stem and four or five options of which only **ONE** is correct.

The remaining alternatives called distractors are not necessarily wrong. That is, the distractors are less correct than the best answer. The task for the candidate is to differentiate between the alternatives as to which is the best answer.

#### EXAMPLE:

Assume you could control only one parameter of a speech synthesizer. Which of the following parameters would you choose to produce the most intelligible speech?

1. F1 frequency
2. F1 amplitude
3. F2 frequency
4. Fundamental frequency

The correct answer is number 3, and will be marked thus on the answer sheet:

1      2      3      4

All questions have only 1 BEST or CORRECT answer.

All questions are equally weighted. Correct responses are worth 1 mark; incorrect responses are worth zero marks.

Any question which is omitted, that is, for which no answer circle has been shaded in, will be treated as incorrect.

Additional samples available on the website:

S-LP: [www.sac-oac.ca/system/files/resources/Exam\\_sample%20questions\\_S-LP\\_EN.pdf](http://www.sac-oac.ca/system/files/resources/Exam_sample%20questions_S-LP_EN.pdf)

Aud: [www.sac-oac.ca/system/files/resources/Exam\\_sample%20questions\\_Aud\\_EN.pdf](http://www.sac-oac.ca/system/files/resources/Exam_sample%20questions_Aud_EN.pdf)

## INTERPRETING STANDARDIZED SCORES

The scores presented in the profile of performance on a recent examination of Speech-Language and Audiology Canada are reported as scaled scores. A scaled score is a conversion of a candidate's raw score on an exam to a common or standardized scale.

The **passing** score is **330** on a scale ranging from a **minimum of 100** to a **maximum of 550**. You will have passed if Your Overall Score is 330 or above and you will have failed if Your Overall Score is less than 330.

You will also receive a scaled score for each content category of the examination blueprint. These scores indicate how well you performed in each category. In addition, you will see the number of questions per content category and how well you performed in comparison to the average Canadian educated candidate writing for the first time. The passing scaled score for each category is 330. You do not need to pass every category to pass the exam.

What does this mean?

Suppose you received a score of 450 in a category that has a **large** number of questions on the exam, such as Prevention, Evaluation and Diagnosis, and the average Canadian educated candidate writing for the first time received a score of 400 for the same category. In this case, your score (450) would indicate that you passed this category and have correctly responded to a greater number of questions than the average Canadian educated candidate writing for the first time.

Conversely, suppose you receive a score of 250 in a category that has a **moderate** number of questions on the exam, such as Basic Requirements Common to Audiology and Speech-Language Pathology, and the average Canadian educated candidate writing for the first time received a score of 550 in the same category. In this case, your score (250) would indicate that you have not passed this category and you have responded correctly to fewer questions than the average Canadian educated candidate writing for the first time.

Since content categories with larger number of questions carry more weight on the exam, your performance on the content categories with the larger number of questions is more important in determining whether you pass or fail.

What is the purpose of having a score breakdown by category?

Seeing how well you did in relation to the average Canadian educated candidate writing for the first time will provide you with information regarding your performance within each category. This is especially important if you are unsuccessful in passing the exam as this information will help you to focus on the categories where you need to improve your performance.

**RULES OF CONDUCT FOR THE EXAMINATION**

1. Each candidate will receive an admission letter by e-mail. The specific examination site location and reporting time will be printed on the admission letter along with the candidate's name and address.
2. The candidate shall present official identification to the invigilator. Only those candidates who have been authorized by SAC to sit the examination will be admitted.
3. At the beginning of the examination, each candidate will be given the materials for that examination and the invigilator shall draw to the attention of the candidate the instructions for writing the exam.
4. Any candidate who may have brought any notes, books, papers, radios, tape-recorders, calculators, cell phones or cameras into the examination hall shall deposit them with the invigilator before the examination begins.
5. While the examination is in progress candidates shall not communicate with each other, in any manner whatsoever nor avail themselves of any information pertinent to the subject matter of the examination.
6. Every candidate shall plainly identify his/her answer sheet with his/her name and candidate number (found on the candidate ID card).
7. If a candidate must leave the hall temporarily during the examination, his/her examination materials shall be secured against inspection by other candidates.
8. If a candidate must withdraw permanently before the completion of an examination, his/her examination materials shall be surrendered to the invigilator and returned to the marking authority with a note of explanation.
9. No person shall be allowed into the examination hall during the hours of the examination except candidates who are actually undergoing examination or officials connected therewith.
10. At the conclusion of the examination, every candidate shall surrender his/her answers and all the examination materials with which he/she was supplied to the invigilator. In particular, no candidate shall remove any copy of an examination booklet from the examination hall.
11. Every effort will be made to conduct the examinations in a fair and impartial manner.
12. Candidates shall comply with all instructions issued by the invigilator for the conduct of the examination.
13. At the completion of the examinations, answer sheets and other examination material shall be returned promptly to the marking authority in the manner prescribed from time to time by SAC.
14. Any candidate who is suspected of having committed an infraction against these rules of conduct of the examination shall be reported by the invigilator to the marking authority, and to the SAC office. The answer sheets of candidates suspected of having committed an infraction may be subjected to statistical analysis as a means of determining whether he/she has had access to the examination booklets before the examinations or had communicated to other candidates during the examination. The standards advisory committee may decide that credit for the examination shall not be given or may be withdrawn.
15. Candidates can elect to write the examination in either French or English. If they wish access to the examination in the alternate language, this must be indicated on the application form. Use of the alternate language edition is for verification of wording only. Note that the content of some questions in the alternate language may be necessarily different due to phonological or language differences. The examination will be marked in the language selected by the candidate on the application form. All materials must be returned to the invigilator at the end of the examination period.

## TEST BLUEPRINTS

Topics are based on "Assessing and Certifying Clinical Competency: Foundations of Clinical Practice for Audiology and Speech-Language Pathology (2004)".  
[www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf](http://www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf)

**AUDIOLOGY EXAMINATION**

UNIT	TOPIC	% QUESTIONS (of 200)
I	Basic Requirements	4 – 8 %
II	Prevention, Evaluation and Diagnosis	30 – 40 %
III	Client Management	30 – 40 %
IV	Neonatal and Infant Populations	6 – 8 %
V	Pre-school and School Populations	6 – 8 %
VI	Profoundly Hearing Impaired	3 – 5 %
VII	The Aging Population	6 – 8 %
VIII	Occupational Hearing Loss	1 – 3 %
IX	Professional Practice	1 – 3 %

**SPEECH-LANGUAGE PATHOLOGY EXAMINATION**

UNIT	TOPIC	% QUESTIONS (of 200)
I	Basic Requirements	8 – 10 %
II	Principles of Clinical and Professional Practice	4 – 6 %
III	Developmental Articulation/Phonology	11 – 15 %
IV	Neurologically Based Speech Disorders	7 – 9 %
V	Developmental Language Disorders	20 – 23 %
VI	Acquired Language Disorders	10 – 12 %
VII	Voice Disorders	7 – 9 %
VIII	Resonance Disorders	3 – 5 %
IX	Fluency Disorders	7 – 9 %
X	Augmentative/Alternate Communication	3 – 5 %
XI	Hearing and Related Disorders	3 – 5 %
XII	Dysphagia	7 – 9 %



## SUGGESTED REFERENCES

### AUDIOLOGY

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- Berger, E.H. (2003). *The Noise Manual*. (5<sup>th</sup> Edition). American Industrial Hygiene Association. ISBN 0-931504-02-4.
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**NOTES:**

Each question on the audiology clinical certification examination is coded to:

- 1) A unit and subsection of the document *Assessing and Certifying Clinical Competency: Foundations of Clinical Practice for Audiology and Speech-Language Pathology (2004)*. ([www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf](http://www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf)) and
- 2) A specific literature reference that may or may not be included in the reference list above.

This handout of “suggested references” represents a listing of basic audiology text books covering fundamental topics. This is not a comprehensive listing and examination questions may be derived from other sources. Peer reviewed journals and conference proceedings are considered acceptable sources as they may contain more updated information related to specific topics. These documents should be read and interpreted with appropriate judgment. Suggested audiology journals and proceedings are listed below as examples:

ANSI Standards

Ear & Hearing

International Journal of Audiology

Journal of the American Academy of Audiology

Trends in Amplification

Proceedings from A Sound Foundation Through Early Amplification

*Revised: 12.2013*

## SUGGESTED REFERENCES

### SPEECH-LANGUAGE PATHOLOGY

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- Bhatnagar, S.C. (2012). *Neuroscience for the Study of Communicative Disorders*. (4<sup>th</sup> Edition). Baltimore, MD: Lippincott, Williams and Wilkins. ISBN 1-6091-3871-6.
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- Brookshire, R. H. (2007). *Introduction to Neurogenic Communication Disorders*. (7<sup>th</sup> Edition). St. Louis, MO: Mosby. ISBN 978-0-323-04531-5.
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- Colton, R.H., Casper, J.K. & Leonard, R. (2005). *Understanding Voice Problems: A Physiological Perspective for Diagnosis and Treatment*. (3<sup>rd</sup> Edition). Baltimore, MD: Lippincott, Williams & Wilkins. ISBN 0-7817-4239-0.
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- Gerrig, R.J., Zimbardo, P.G., Desmarais, S. & Ivanko, T. (2011). *Psychology and Life* (2<sup>nd</sup> Canadian Edition). Toronto, ON: Pearson Education Canada. ISBN 978-0-205-03711-7.
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- Helm-Estabrooks, N. & Albert, M.L. (2004). *Manual of Aphasia and Aphasia Therapy*. (2<sup>nd</sup> Edition). Austin, TX: PRO-ED, Inc. ISBN 978-0-890-79963-5.
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- Manning, W.H. (2010). *Clinical Decision Making in Fluency Disorders*. (3<sup>rd</sup> Edition). San Diego, CA: Singular. ISBN 978-1-418-06730-4.
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**NOTE:**

This handout of “suggested references” represents a listing of basic speech-language pathology text books covering fundamental topics itemized in the “Assessing and Certifying Clinical Competency Foundations of Clinical Practice for Audiology and Speech-Language Pathology (2004)” ([www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf](http://www.sac-oac.ca/system/files/resources/AssessingandCertifyingClinicalCompetency.pdf)). This is not a comprehensive listing and examination questions may be derived from other sources. Peer reviewed journals and conference proceedings are considered acceptable sources as they may contain more updated information related to specific topics. These documents should be read and interpreted with appropriate judgment. Suggested speech pathology journals and proceedings are CJSIPA and ASHA journals.

Revised: 12.2013

## POLICY

**AREA: STANDARDS**

**SUBJECT: APPEAL OF CLINICAL CERTIFICATION EXAMINATION FAILURE**

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**VALUE:**

SAC values the “laws of natural justice” through offering an appeals process. SAC values transparency and fairness of appeal processes.

**DEFINITIONS:**

In this Appeals Policy and Procedures

- a) **“Appellant”** means any person who lodges an appeal to SAC.
- b) **“Business Day”** means any day other than a Saturday, a Sunday or a statutory holiday.
- c) **“Standards Advisory Committee”** means the Standards Advisory Committee as defined in the Terms of Reference for Committees.
- d) **“Teleconference Review”** means a Standards Advisory Committee teleconference review of an appeal without the appellant present
- e) **“Teleconference Hearing”** means a Standards Advisory Committee teleconference review of an appeal with the Appellant present.

**POLICY:**

A member may appeal their failure on the SAC clinical certification examination by sending a letter by registered mail to the SAC office, Attention: Chief Executive Officer, to be postmarked no later than thirty (30) Business Days after the date of the letter of clinical certification examination failure, with applicable fees as outlined in the Clinical Certification Examination Application and Information Package. The Standards Advisory Committee will handle all appeals for clinical certification examination failure.

**Powers of the Standards Advisory Committee when reviewing appeals**

After a Standards Advisory Committee teleconference review of the appeal submission and/or a teleconference hearing (see above), the Standards Advisory Committee may do one or more of the following:

- a) Confirm the results of the clinical certification examination after consultation with the marking authority. Under no circumstances will the Standards Advisory Committee alter the score, unless there has been an error made by the marking authority.
- b) Permit the candidate to rewrite the clinical certification examination without cost and/or penalty

**PROCEDURES:**

1. Enquiries about appeal policies and procedures will be directed to the Chief Executive Officer. The Chief Executive Officer will then send the Appellant a copy of this policy and procedures.

2. The Appellant must submit their appeal of clinical certification examination failure in writing by registered mail and it must be postmarked no later than thirty (30) Business Days after the notice of clinical certification examination failure was sent from the SAC office. The Appellant must indicate in their appeal letter whether they wish to have the matter in question resolved by one of the following means;
  - 2.1 By means of a Standards Advisory Committee teleconference review of written submissions only, or
  - 2.2 By means of written submissions and a teleconference hearing with all parties in attendance.
3. The Director of Speech-Language Pathology and Standards will review the Appellant's case and will ensure that operational procedures were followed correctly. If the Appellant requests a teleconference hearing, the Director of Speech-Language Pathology and Standards will review the documentation submitted to determine one of the following;
  - 3.1 If a teleconference hearing with the Standards Advisory Committee will add pertinent additional information to the written submission.
  - 3.2 If a teleconference hearing with the Standards Advisory committee will not add pertinent additional information to the written submission and is therefore not considered to be necessary.
4. The Director of Speech-Language Pathology and Standards will contact the Appellant if necessary to review the salient details of the appeal and to seek additional information, fill in gaps, ask questions, and identify other documents or materials that may shed light on the appeal.
5. The Director of Speech-Language Pathology and Standards will prepare a summary document/package of his/her findings for the Standards Advisory Committee.
6. The Standards Advisory Committee will review the appeal and will schedule a Standards Advisory Committee teleconference review and/or teleconference hearing.
7. **Teleconference Hearing**
  - 7.1 **Parties to the hearing:**

The Appellant, the Director of Speech-Language Pathology and Standards and the members of the Standards Advisory Committee shall be the parties to the hearing. The Appellant may elect to have witnesses participate in the teleconference hearing but they will not be considered parties to the hearing. The Chair of the Standards Advisory Committee will chair the appeal hearing.
  - 7.2 **Date of Teleconference Hearing**

If a hearing is requested, it shall be held within forty-five (45) Business Days of the date of receipt by the Chief Executive Officer of the appeal request, unless all the parties to the hearing consent to a later date.
  - 7.3 **Notice of Teleconference Hearing**

The Chief Executive Officer shall provide written notice of the hearing to the Appellant at the earliest possible opportunity and in any event, at least fourteen (14) Business Days prior to the date of the hearing. The notice of the hearing shall include:

    - 7.3.1 The date and time of the hearing;
    - 7.3.2 Instructions on how to access the teleconference;
    - 7.3.3 The purpose of the hearing

- 7.3.4 A statement that the parties to the hearing shall be afforded an opportunity to examine prior to the hearing, any written or documentary evidence that will be produced the contents of which will be given in evidence at the hearing. Such material must be provided to SAC office at least seven (7) Business Days prior to the scheduled hearing;
  - 7.3.5 A statement that the parties to the hearing may call witnesses and tender documents in evidence in support of his or her case. The names of witnesses must be provided at least seven (7) Business Days prior to the hearing;
  - 7.3.6 A statement that the use of cell phones or recording devices will be prohibited at the hearing.
  - 7.3.7 A statement that the time for the hearing may be extended by consent of the parties to the hearing.
- 7.4 **Cancellation of a Teleconference Hearing**  
The Standards Advisory Committee shall not conduct a hearing if the Appellant withdraws the request.
- 7.5 **Disclosure**  
Before conducting a teleconference hearing, the Standards Advisory Committee shall disclose to the parties the summary document given to it by the Director of Speech-Language Pathology and Standards under procedure 5.
- 7.6 **Exceptions**  
Notwithstanding procedure 7.5 the Standards Advisory Committee may refuse to disclose anything that may, in its opinion,
- 7.6.1 disclose matters involving public security;
  - 7.6.2 undermine the integrity of the appeal investigation and review process;
  - 7.6.3 disclose financial or personal or other matters of such a nature that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that disclosure be made;
  - 7.6.4 prejudice a person involved in a criminal proceeding or in a civil suit or proceeding; or
  - 7.6.5 jeopardize the safety of any person.
- 7.7 **Conduct of Teleconference Hearing or Teleconference Review**  
The Standards Advisory Committee shall consider either or both of,
- 7.7.1 the accuracy of marks recorded by the marking authority;
  - 7.7.2 extenuating factors during the conduct of the examination that may have affected the Appellant's performance.
- 7.8. **Quorum**  
Three (3) members of the Standards Advisory Committee shall constitute a quorum.
- 7.9 **Decisions Made by Committee**  
No member of the Standards Advisory Committee shall participate in a decision of the Standards Advisory Committee pursuant to a hearing unless he or she was present throughout the hearing and heard the evidence and argument of the parties and, except with the consent of the parties, no decision of the Standards Advisory Committee shall be given unless all members so present participate in the decision.

**7.10 Expenses Incurred**

All expenses incurred by the Appellant as a result of the hearing before the Standards Advisory Committee are the respective responsibility of the Appellant. Expenses incurred by the Standards Advisory Committee will be covered by SAC.

**8. Notice of Teleconference Review**

The Chief Executive Officer shall provide written notice of the teleconference review to the Appellant at the earliest possible opportunity and in any event, at least fourteen (14) Business Days prior to the date of the review. The notice shall include the date and time of the review.

**9. Notice of Decision**

A letter of the decision of the Standards Advisory Committee will be sent by registered mail, marked "Personal and Confidential" within fifteen (15) Business Days of the teleconference review or the teleconference hearing to the Appellant. A copy will be given to the SAC Chief Executive Officer. It is the responsibility of the Director of Speech-Language Pathology and Standards to follow up with the recommendations of the Standards Advisory Committee.

**10. Records**

10.1 Retention of records – Records of the Appeal, of the investigation of the Appeal and of the hearing and decisions of the Standards Advisory Committee shall be retained by SAC for a minimum of seven (7) years.

10.2 Location of retained records – Records of the Appeal, of the investigation of the Appeal and of all decisions of the hearing shall be kept at the SAC office. Records shall be sealed in an envelope with a number code. The number code shall be recorded in a register that will be kept by the Director of Speech-Language Pathology and Standards. Records shall be kept confidential except when the Standards Advisory Committee considers that it is in the public’s safety to disclose such records.

10.3 Disposition of records - Records and materials considered in the hearing held by the Standards Advisory Committee members shall be destroyed by them upon notice of decision.

**Cross Reference**

*Eligibility to Write the SAC Clinical Certification Examination Policy*  
*Invigilation of the SAC Clinical Certification Examinations Policy*  
*Rewriting of the SAC Clinical Certification Examinations Policy*

DATE POLICY APPROVED:	May 7, 2003
DATE LAST REVISED:	May 3, 2005, November 25, 2005, September 30, 2006, May 8, 2012 effective April 15, 2012
DATES REVIEWED:	





One Nicholas Street, Suite 1000  
 Ottawa, ON K1N 7B7  
 (613) 567-9968 / (800) 259 8519  
 Fax: (613) 567-2859  
[info@sac-oac.ca](mailto:info@sac-oac.ca)

## Application for the SAC Clinical Certification Examination

Ms.  
 Mr.  
 Mrs.

\_\_\_\_\_  
 Last Name First Name Middle Initial

Exam Date: \_\_\_\_\_

**Payment must accompany this application and must reach SAC before the exam application deadline.**

**Application Deadlines:** Spring Exam – January 31  
 Fall Exam – June 30

**Changes to the information reported in this application must be submitted to SAC in writing by fax, e-mail or mail.**

**Designated Sites:**

<b>Alberta</b> Calgary Edmonton	<b>Manitoba</b> Winnipeg	<b>Newfoundland</b> St. John's	<b>Northwest Territories</b> Yellowknife	<b>Prince Edward Island</b> Charlottetown	<b>Saskatchewan</b> Regina
<b>British Columbia</b> Vancouver	<b>New Brunswick</b> Moncton	<b>Nova Scotia</b> Halifax	<b>Ontario</b> London Ottawa Toronto	<b>Quebec</b> Montreal Quebec City	<b>Yukon</b> Whitehorse

**Please complete ALL information. To qualify, convocation should occur before the end of the current exam year.**

In which city & province do you wish to write the exam?	City:	Province:
In which profession are you writing your exam?	<input type="checkbox"/> S-LP	<input type="checkbox"/> Aud
Are you writing the exam in English or French?	<input type="checkbox"/> English	<input type="checkbox"/> French
Do you require copies of the exam in both languages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this your first attempt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If No, what year(s)?
Are you a current SAC member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Membership Number:
What university did you attend? (If outside Canada, please list location):		
What is the title of your degree?		
What is the date of your convocation? (Month & Year):		

<b>Permanent Address:</b> (Where <u>all</u> mailings will <u>definitely</u> reach you.)	<b>Alternate Address:</b> (Use this address <u>only</u> if providing "valid from/valid until" dates below)
Apartment # Street Address/PO Box	Apartment # Street Address/PO Box
City Province Postal Code	City Province Postal Code
Home Phone Daytime Phone (if different)	Home Phone Daytime Phone (if different)
E-mail Address	E-mail Address
This mailing is <b>valid</b> From: To:	

SAC Office Use Only Date Received	<p><b>You must be a current full or student member of SAC to write the clinical certification examination.</b></p> <p>Candidates writing the examination for assessment purposes should refer to the Information Package, 'Notice to non-members'.</p>								
<b>Fees:</b> All Canadian designated exam sites : <b>\$495.00</b> (see list in designated sites above) All non-designated exam sites : <b>\$695.00</b> (Canadian and International)									
<b>Enclosed payment for the exam is being made by:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order									
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Signature Date SAC Office Use Only I confirm that all information provided in this application is true and accurate. SAC ID# and Membership Status									