

**COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS OF  
NEWFOUNDLAND & LABRADOR**

Policy	Number:	2-40
<b>MENTORSHIP PROGRAM</b>	Section:	REGISTRATION
	Page:	1 of 7
<b>Issuing Authority</b>	CASLP-NL Board of Directors	
<b>Author</b>	CASLP-NL Board of Directors	
<b>Date Originated</b>	DECEMBER 16, 2013	
<b>Approval Date</b>	MAY 21, 2014	
<b>Scheduled Review Date</b>		
<b>Revision Date(s)</b>	MAY 06, 2020	

**Overview:**

To provide public protection and promote professional development and quality service, the *Health Professionals Act*, SNL 2010, c.H-1.02 requires that all applicants applying to register as Audiologists or Speech-Language Pathologists with the Newfoundland and Labrador Council of Health Professionals (NLCHP) abide by regulations, by-laws and policies outlined by NLCHP and the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL). As such the College outlines different requirements to practice depending on an Applicant's practice hours. These requirements may include completing the College's Mentorship Program.

**Policy:**

All business conducted with or for CASLP-NL's Mentorship Program will be completed in a structured and consistent manner.

**Procedure:**

Definitions

In this policy

- “Board” means the Board of Directors of the College established under Section 6 of the CASLP-NL Administrative By-laws;
- “Business Day” means any weekday that is not an holiday;
- “Council” means the Newfoundland and Labrador Council of Health Professionals (NLCHP) as established under the Act;
- “Secretary” means the secretary of the Board of Directors of the College established under Section 6 of the CASLP-NL Administrative By-Laws;
- "Applicant" means the person applying for general status temporary registration (graduated in the preceding 12 months or those who have fewer than 1000 clinical hours in the past 12 months)

### Inquiries

- All inquires regarding the Mentorship Program will be received by the Secretary through [secretary@caslpnl.ca](mailto:secretary@caslpnl.ca)
- If an inquiry is received that can be addressed by the Secretary (e.g., request for forms, question regarding where to find registration policies, etc.), a reply will be send via email within 5 business days.
- If consultation with the Board is required (e.g., request for a Mentor, request to forego the mentorship period, etc.), the Secretary will respond to the Applicant of such within 5 business days. The Secretary will inform the Board of the inquiry via email and the Board will provide a reply to the inquiry, through the Secretary, via email within 10 business days.
- An electronic record of all inquiries and replies will be maintained in accordance with the Record Management Policy (1-40) by the secretary for a minimum of 6 months.

### Mentorship Contract

- A Mentorship Contract must be submitted electronically to the Secretary via [secretary@caslpnl.ca](mailto:secretary@caslpnl.ca) .
- The Secretary will review the Contract to ensure all sections have been completed.

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- If the Mentorship Contract is incomplete, the Secretary will return the Contract, via email, to the Applicant within 10 business days.
  - If the Mentorship Contract is complete, the Secretary will inform the Applicant, via email, within 10 business days that the Contract has been received and that it will be reviewed by the Board.
  - All completed Mentorship Contracts, will be forwarded, by the Secretary, via email, to the Board within 10 business days.
  - The Board will review the Mentorship Contract and provide the Secretary with feedback through phone call, email, meeting, etc. The Contract must be reviewed by at least three Board Members.
  - Within 15 working days of receiving the Mentorship Contract, the Board will provide the Applicant with a reply via email through the Secretary. This reply will either notify the Applicant of approval of the Mentorship Contract (Form 590) or request additional information.
  - The Secretary will inform the Registrar/Assistant Registrar of the Council when the Board has approved a Contract by forwarding a copy of Form 5-90 via email.
  - The Secretary will keep an electronic record of all active Mentorship Contracts in accordance with the Record Management Policy (1-40) and will provide a verbal report on the status of these Contracts to the Board during each Board meeting.
  - The Secretary will keep an electronic copy of all inactive contracts in accordance with the Record Management Policy (1-40) for a minimum of 5 years.

#### Mentorship Report and Rating Form

- A Mentorship Report and Rating Form must be submitted electronically via [secretary@caslpnl.ca](mailto:secretary@caslpnl.ca) after every 200 mentored hours or after completion of the Mentorship Program.
- The Secretary will monitor active mentorship contracts to ensure that the Mentorship Report and Rating Forms are completed in a timely manner. When Applicants fail to comply, the Secretary notifies the Registrar/Assistant Registrar.

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- The Secretary will review the Mentorship Report and Rating Form to ensure all sections have been completed.
  - If the Mentorship Report and Rating Form is incomplete, the Secretary will return the Form, via email, to the Applicant within 10 business days.
  - If the Mentorship Report and Rating Form is complete, the Secretary will inform the Applicant, via email, within 10 business days that the Form has been received and that it will be reviewed by the Board.
  - The Board will review the Mentorship Report and Rating Form and provide the Secretary with feedback through phone call, email, meeting, etc. The Form must be reviewed by at least three Board Members.
  - Within 15 working days of receiving the Mentorship Report and Rating Form, the Board will provide the Applicant with a reply via email through the Secretary. This reply may request additional information, give approval to proceed with the next 200 mentored hour period (Form 5-100), or provide notification that the Council has been informed that the Applicant has completed the Mentorship Program (Form 5-110).
  - The Secretary will inform the Registrar/Assistant Registrar of the Council when an Applicant has completed the Mentorship Program and the College Board is recommending the Applicant be granted general status registration by forwarding a copy of Form 5-110 via email.
  - The Secretary will keep an electronic copy of all Mentorship Report and Rating Forms in accordance with the Record Management Policy (1-40) for a minimum of 5 years.

## References:

Province of Newfoundland and Labrador: Health Professionals Act, SNL 2010, c.H-1.02

## Approved By:



CASLP-NL Chairperson



CASLP-NL Board Member

**Form 5-90**



College of Audiologists and Speech-Language Pathologists –  
Newfoundland and Labrador  
Suite 435, Unit 50  
Hamlyn Rd. Plaza, St. John's, NL A1E 5X7  
Email: [info@caslpnl.ca](mailto:info@caslpnl.ca) Website: [www.caslpnl.ca](http://www.caslpnl.ca)

Date:

Dear

Your mentorship contract has been approved by the College Board. We will contact the Registrar to confirm that this requirement for your application for registration has been met. You will be contacted by the Council of Health Professionals once your registration has been approved.

A Mentorship Report and Rating Form must be submitted after every two hundred hours of work and it will be reviewed by the College Board.

Mentor: MENTOR NAME

After final approval, the College will contact the Council recommending General Registration Status be issued. You must request an extension of your mentorship if these requirements cannot be met by the end of the contract date.

If you have any further questions or concerns, please do not hesitate to contact us.

Yours sincerely,

CASLP-NL Secretary

### Form 5-100



College of Audiologists and Speech-Language Pathologists –  
Newfoundland and Labrador  
Suite 435, Unit 50

Hamlyn Rd. Plaza, St. John's, NL A1E 5X7

Email: [info@caslpnl.ca](mailto:info@caslpnl.ca)

Website:

[www.caslpnl.ca](http://www.caslpnl.ca) Date:

Dear

Your Mentorship Report and Rating Form has been reviewed by the College Board and we are satisfied that you have successfully completed this 200 hour mentorship period. We will require another Mentorship Report and Rating Form following completion of your next 200 hours.

You must request an extension of your mentorship if the requirements cannot be met by the end of the contract date.

If you have any further questions or concerns, please do not hesitate to contact us.

Yours sincerely,

CASLP-NL Secretary

**Form 5-110**



College of Audiologists and Speech-Language Pathologists –  
Newfoundland and Labrador  
Suite 435, Unit 50  
Hamlyn Rd. Plaza, St. John's, NL A1E 5X7  
Email: [info@caslpnl.ca](mailto:info@caslpnl.ca)

Website: [www.caslpnl.ca](http://www.caslpnl.ca)

Date:

Dear

Your mentorship contract has been reviewed by the College Board and we are satisfied that you have successfully completed the Mentorship Program. The College will contact the Council recommending General Registration Status be issued.

If you have any further questions or concerns, please do not hesitate to contact us.

Yours sincerely,

CASLP-NL Secretary