

Hong Kong Institute of Speech Therapists Limited	Document No.	HKIST-D-MEM_APP_GUIDE-v3
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Application to be Member of Register of Speech Therapists accredited by Department of Health

HKIST
HONG KONG INSTITUTE OF SPEECH THERAPISTS



Application Guide

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1.0 Introduction

To better inform the public and service users and to promote a high level of service standards for the speech therapy profession, Hong Kong Institute of Speech Therapists (HKIST) was formed in 2017. A Register of Speech Therapists is managed and promulgated by HKIST. The aims of holding and maintaining the Register of Speech Therapists are to protect the public through quality assurance and provision of more information to facilitate informed decisions on healthcare services. The public and service users will be able to identify and seek speech therapy services from speech therapists who have met the prescribed standards.

Recognizing effective communication and safe swallowing is a human right which should be accessible and achievable for all people in Hong Kong, HKIST is committed to protect the public and promote public confidence in the speech therapy profession. Members of Register of Speech Therapists signify that they have met the registration standards as well as the education and training requirements of HKIST, and comply with the Code of Ethics and disciplinary mechanism in respect of the speech therapy profession.

2.0 Eligibility

2.1 Education Requirements for Persons Trained in Hong Kong

A person is eligible to apply to be Member of Register of Speech Therapists if he/ she is a graduate of a local speech therapy degree programme that has been granted Full Endorsement by HKIST in the Institutional-based Assessment for Speech Therapy Education Programmes in Hong Kong.

2.2 Education Requirements for Persons Trained outside Hong Kong

2.2.1 A person who was trained outside Hong Kong must: -

- (i) hold a bachelor's degree or above in speech therapy in a tertiary institution recognized by the local speech therapy governing body; and
- (ii) demonstrate that he/ she can practice in the country that he/ she acquired relevant qualification; and
- (iii) be a member of the speech therapy association in the country he/ she acquired relevant qualification; and

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(iv) demonstrate competency as specified in the Competency-based Occupational Standards (“CBOS”) 2011 with reference to the Supplementary Document of CBOS for Speech Therapists in Hong Kong.

2.2.2 A person who has fulfilled the criteria listed in 2.2.1 above may apply for Individual Assessment of Education and Training Requirements of Speech Therapists. HKIST will consider each application on its own merits and determine whether the applicant shall be accepted to be Member of Register of Speech Therapists.

2.3 Grandfathering

2.3.1 A person is eligible to apply to be Member of Register of Speech Therapists if he/ she: -

- (i) holds a Bachelor of Science degree in Speech and Hearing Sciences awarded by The University of Hong Kong on or before 31 December 2020; or
- (ii) once has been a Full Member of the Hong Kong Association of Speech Therapists on or before 31 July 2018; or
- (iii) on the date on which HKIST first awarded the Certificate of Accreditation by the Director of Health to manage the Register of Speech Therapists (i.e. 19 April 2018), has carried a title of “Speech Therapist” and worked locally as a speech therapist for at least ten years.

2.3.2 A person who has fulfilled the criteria listed in 2.3.1 is eligible to apply to be Member of Register of Speech Therapists on or before 31 December 2020.

3.0 Means of Application

Application should only be submitted online through the HKIST website.

4.0 Document Requirements

4.1 Documents Types

4.1.1 Applicant should upload softcopies of the following documents: -

- (i) graduation certificate(s) (if applicable) in relation to the qualification(s) in speech therapy entered in the application form; and

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- (ii) proof of individual professional indemnity insurance cover; and
- (iii) declaration of no criminal conviction record in all jurisdictions.

- 4.1.2 Applicant who is eligible to apply to be Member of Register of Speech Therapists based on grandfathering criteria stipulated in 2.3.1(iii) should upload softcopies of relevant documents such as letters certifying work experience from employers, duty lists, business cards, membership cards of professional associations, attendance certificates at professional conferences etc. as proof of practicing experience as speech therapist locally.
- 4.1.3 Softcopies of required documents for application should be of .pdf or .jpg format.

4.2 Warning against False Representation

A person who willfully produced any false or fraudulent representation or declaration, whether in writing or otherwise, may face legal consequences according to the laws of Hong Kong. Please note that HKIST may verify information and documents submitted by applicants with appropriate organizations.

5.0 Fee and Payment Method

5.1 Fee

Application fee of HKD1,500 is payable at the time of application. Please note that the collection of fees does not constitute any assurance that the application will be approved. The fee, however, includes the issuance of an HKIST Certificate of Registration which will be valid for a period of 12 months for successful applicant. All paid fees are non-refundable.

5.2 Payment Method

Application fee should be paid by a crossed cheque payable to “HONG KONG INSTITUTE OF SPEECH THERAPISTS LIMITED”. Please write your name, contact number on the back of the cheque and mail to the office of HKIST at Room 1201, 12/F, Block B, New Trade Plaza, 6 On Ping Street, Shatin, New Territories, Hong Kong. Post-dated cheques will not be accepted.

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6.0 Processing Time

Processing an application to be Member of Register of Speech Therapists normally takes four calendar weeks after all necessary documents and application fee have been received. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received during a particular period. Please note that an application without relevant supporting documents or payment will not be processed.

7.0 Certificate of Registration

7.1 Issuance of Certificate of Registration

Successful applicant will be issued an HKIST Certificate of Registration bearing the Accreditation Mark of The Accredited Registers Scheme for Healthcare Professions. The Certificate of Registration will be sent to registrant by registered post. Registrant can use the title of “Member of Register of Speech Therapists accredited by Department of Health”, or its Chinese equivalent “衛生署認可言語治療師名冊會員” on name cards or any stationery and displays used in the practice of speech therapy.

7.2 Validity of Certificate of Registration

A Certificate of Registration is normally valid for a period for 12 months ending on 31 March, or 30 June, or 30 September, or 31 December depending on the date of application. A registrant should apply for renewal of the Certificate of Registration if he/she intends to stay on the Register of Speech Therapists beyond the expiry date of the Certificate. In view of the necessary processing time for renewal, registrant is advised to apply for annual renewal two to three months before the expiry date of the Certificate. HKIST is not liable for failure of renewal of individual registrant.

7.3 Failure to Renew Certificate of Registration

HKIST may order the removal from the Register of Speech Therapists of the name of any person who has not, before the expiry date of the Certificate of Registration, renewed the Certificate. If a person’s name is removed from the Register of Speech Therapists, he/ she must cease to use the title of “Member of Register of Speech Therapists accredited by Department of Health”, or its Chinese equivalent “衛生署認可言語治療師名冊會員” on name cards or any stationery and displays used in the practice of speech therapy.

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7.4 Replacement Copy of Certificate of Registration

A registrant holding a current Certificate of Registration may apply in writing to HKIST for a replacement copy if the original Certificate is lost, destroyed or defaced. The fee for a replacement copy of a Certificate of Registration is HKD500.

8.0 Use of Accreditation Mark

HKIST, the only accredited professional body for the speech therapist profession under The Accredited Registers Scheme for Healthcare Professions, is permitted by the Department of Health to use the Accreditation Mark. However, since the Department of Health does not hold any register of healthcare professionals or approve individual speech therapist under the Scheme, individual registrant of the Register of Speech Therapists is thus not granted the right to use the Accreditation Mark. Individual registrant is also prohibited from making any statement, whether in writing or otherwise, expressing or implying accreditation, endorsement, or approval of individual by the Department of Health or the Hong Kong Special Administrative Region Government.

9.0 Continuing Professional Development

Registrants are required to participate in Continuing Professional Development (CPD) events approved by HKIST to keep abreast of knowledge and development in the profession. A registrant must accumulate a minimum of 45 Continuing Education Programme for Speech Therapists (CEPST) points every three years and a minimum of 10 CEPST points per year to be eligible to renew the registration with HKIST. HKIST grants CEPST points to a wide range of CPD activities, including but not limit to seminar attendance, conference presentations, public education activities, independent study, research activities, mentoring and clinical supervision. Registrant is responsible for keeping a CPD log for 36 months and may be requested to provide evidence of relevant CEPST points upon annual Certificate of Registration renewal or such other time specified by HKIST.

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10.0 Personal Data Collection

10.1 Purpose of Collection

10.1.1 The personal data provided by applicant to HKIST are to be used for the following purposes in relation to the Register of Speech Therapists: -

- (i) to process your application for registration;
- (ii) to compile statistics;
- (iii) to prepare, maintain and publish the register;
- (iv) to process complaints or enquiries;
- (v) to send you materials issued by HKIST; and
- (vi) any other legitimate purpose.

10.1.2 The provision of personal data is voluntary. However, if you do not provide sufficient information, HKIST may be unable to process your application.

10.2 Disclosure of Personal Data to the Public

10.2.1 The names and registration numbers of registrants may be posted on HKIST website.

10.2.2 The main purpose of publishing such information is to protect the public by creating a public record of persons who are Member of Register of Speech Therapists and are signified to practice speech therapy according to prescribed standards in Hong Kong.

10.3 Transfer of Personal Data

The personal data provided by applicant to HKIST are mainly for use within HKIST, but, if required, they may also be disclosed to government departments, agencies and authorities for the purposes specified in 10.1 above. Apart from such disclosure, the personal data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

10.4 Access to Personal Data

Applicants have the right of access and correction with respect to personal data as provided for in the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the applicant's personal data. A fee may be charged for data access request at the rate prevailing at the time of request.

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10.5 Enquiries Concerning Personal Data

Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to: -

Secretariat, Hong Kong Institute of Speech Therapists
Room 1201, 12/F,
Block B, New Trade Plaza,
6 On Ping Street, Shatin,
New Territories, Hong Kong.

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Appendix I

Application Processed by Phase

Phase 1 (Apr-Jun 2018)	Phase 2 (Jul-Sep 2018)	Phase 3 (Oct-Dec 2018)
Persons who has fulfilled criteria listed in 2.3.1(i) or 2.3.1(ii)	→	→
	Persons who has fulfilled criteria listed in 2.1	→
		Others eligible persons who have not applied in Phase 1 & 2 (grandfathering will end on 31 Dec 2020)