

Hong Kong Institute of Speech Therapists Limited	Document No.	HKIST-D-MEM_APP_GUIDE-v5
	Issue Date	25/8/2022
Application to be Member of Register of Speech Therapists accredited by Department of Health: Application Guide	Review Date	24/8/2024
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# Application to be Member of Register of Speech Therapists accredited by Department of Health



認可醫療專業名冊

## Application Guide

Version	Effective Date
5.0	25/8/2022

<b>Document Number</b>	<b>HKIST-D-MEM_APP_GUIDE-v5</b>
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<b>Approved / Endorsed By</b>	<b>HKIST Board of Directors</b>
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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 (or Provisional Endorsement for new programmes) by HKIST in the Institutional-based Assessment for Speech Therapy Education Programmes in Hong Kong. Applicants who are not fresh graduates should also provide evidence of adequate continuous professional development in the past 12 months (i.e. meeting 15 CPD-ST points) from the time of application.

### 2.2 Education Requirements for Persons Trained outside Hong Kong<sup>1</sup>

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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<sup>1</sup> Applicants are requested to submit documents and/or proofs listed in 2.2.1 in phases during the application process. Documents and/or proofs listed under (i)-(iii) are required in the initial phase of application. Documents and/or proofs for (iv) is required upon request by HKIST after the processing of the initial phase of the application. Please refer to the application form for more details.

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- (iv) upon request, 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.

### 3.0 Means of Application

- 3.1 A person who has fulfilled the criteria listed in 2.1 and 2.2 above may apply to register as Member of the Register of Speech Therapists accredited by Department of Health.
- 3.2 Application, with relevant supporting documents, should be submitted online through the HKIST website.

### 4.0 Document Requirements

#### 4.1 Documents Types

4.1.1 Applicants 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
- (ii) proof of professional indemnity insurance cover (if applicable); and
- (iii) declaration of no criminal conviction record in all jurisdictions; registration status in the same profession in other jurisdictions; whether or not the applicant/registrant is subject to disciplinary action/deregistration by relevant authorities of the same profession in other jurisdiction; and whether or not the applicant/registrant is subject to disciplinary action/deregistration decision by any other healthcare profession to which he/she is also affiliated.

4.1.2 Applicants trained outside Hong Kong should also upload softcopies of **notarized** certificates to indicate the professional degree or credential required to practise in the country in which he/she acquired relevant qualification. Applicants may be requested to present the original of the evidence or additional evidence in the form of a portfolio to demonstrate their professional competency upon request.

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 organisations.

### 5.0 Fee and Payment Method

#### 5.1 Fee

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The following fee schedule applies for different applicants:

<b>Applicants</b>	<b>Application Fee</b>
Trained in local training institutions	\$1,500
Trained in overseas training institutions	\$3,000

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 for 12 months (from 1 January to 31 December) for successful applicants. All paid fees are non-refundable.

## 5.2 Payment Method

Locally trained applicants should pay their application fee of \$1,500 online at the time of online application at the HKIST website. Other applicants should pay their application fee of \$3,000 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 Unit 2101, 21/F., Gala Place, 56 Dundas Street, Kowloon, Hong Kong. Post-dated cheques will not be accepted.

## 6.0 Processing

- 6.1 Processing an application to be Member of Register of Speech Therapists from locally trained speech therapists normally takes four calendar weeks after all necessary documents and application fee have been received.
- 6.2 Application from individuals who are trained in overseas training institutions would normally takes at least eight calendar weeks after all necessary documents and application fee have been received. The HKIST Registration Committee would review the initially submitted documents and consider whether further evidence on the professional competency of the applicant need to be provided. Examination to assess the competency of the applicant may be required if only partial evidence is shown from the documents submitted. Each applicant will be allowed to take three examinations at maximum. For details, please refer to Appendix I for the Workflow on Processing Applications from Individuals Graduating from Overseas Speech Therapy Training Programmes.
- 6.3 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.
- 6.4 The HKIST Registration Committee will consider each application on its own merits and determine whether the applicant shall be accepted to be Member of Register of Speech Therapists. To ensure that registration decisions are independent and objective, all committee members involved in processing applications must inform the HKIST of any potential conflict of interest.

## 7.0 Certificate of Registration

### 7.1 Issuance of Certificate of Registration

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7.1.1 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.

7.1.2 The Certificate of Registration would be sent out after the Professional Council endorsed the application in their quarterly meetings normally held in end February, May, August and November.

## 7.2 Validity of Certificate of Registration

7.2.1 A Certificate of Registration is normally valid for a period for 12 months depending on the date of application.

7.2.2 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. Registrants should upload a valid Professional Indemnity Insurance certificate, provide an updated record of their Continuous Professional Development (CPD) on HKIST Website, and pay the annual membership fee of \$1,200 to renew their registration. In view of the necessary processing time for renewal, registrants are 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

7.3.1 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.

7.3.2 Should a registrant wish to re-register after the expiry date of his/her registration, he/she could re-register as a new applicant by submitting the necessary documents and paying the application fee of \$1,500.

## 7.4 Replacement Copy of Certificate of Registration

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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 15 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.

## 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

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(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 practise 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.

## **10.5 Enquiries Concerning Personal Data**

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

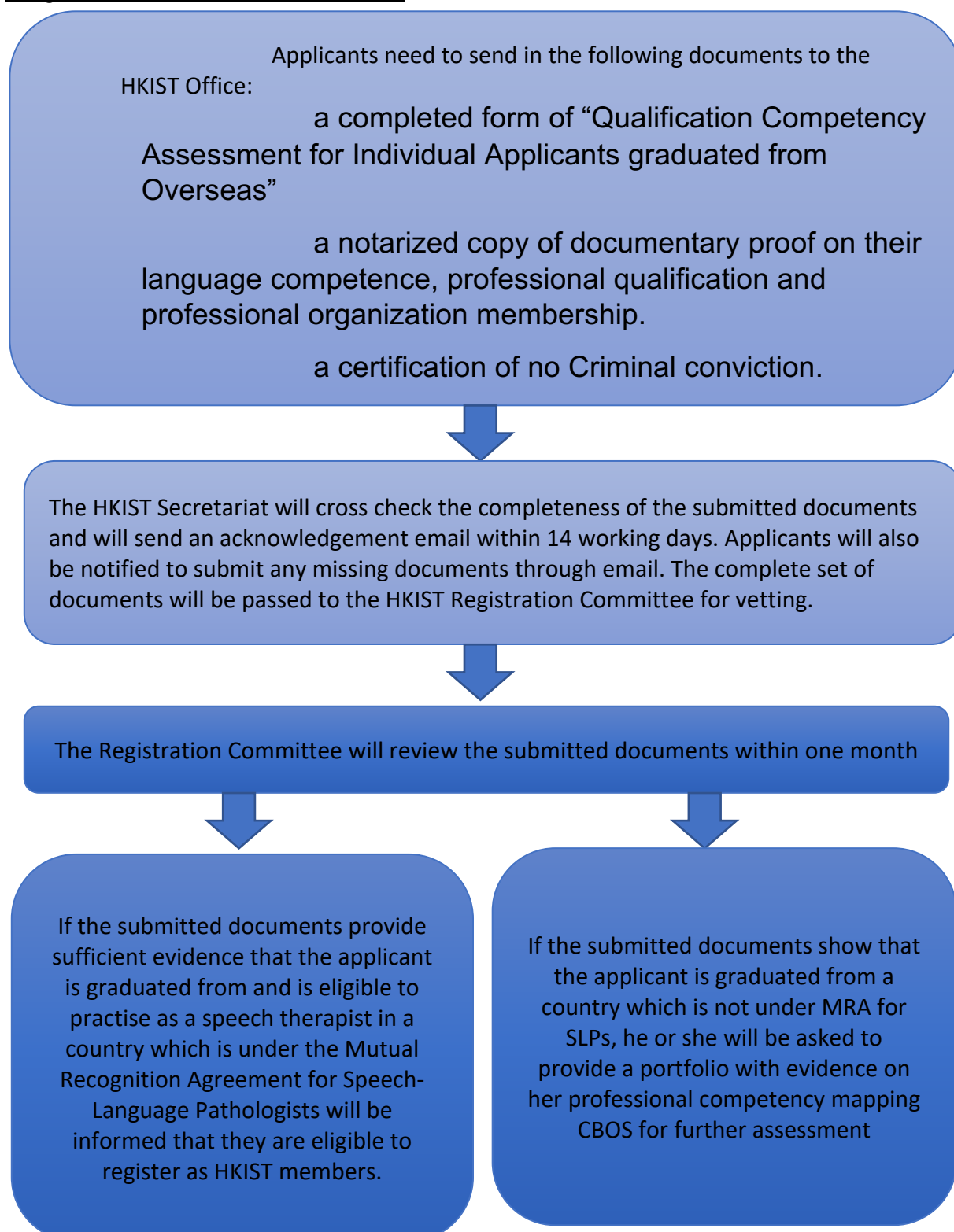
Secretariat, Hong Kong Institute of Speech Therapists  
Room 2101, 21/F,  
Gala Place,  
56 Dundas Street,  
Mongkok, Kowloon  
Hong Kong

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## Appendix I

### Workflow on Processing Applications from Individuals Graduating from Overseas Speech Therapy Training Programmes

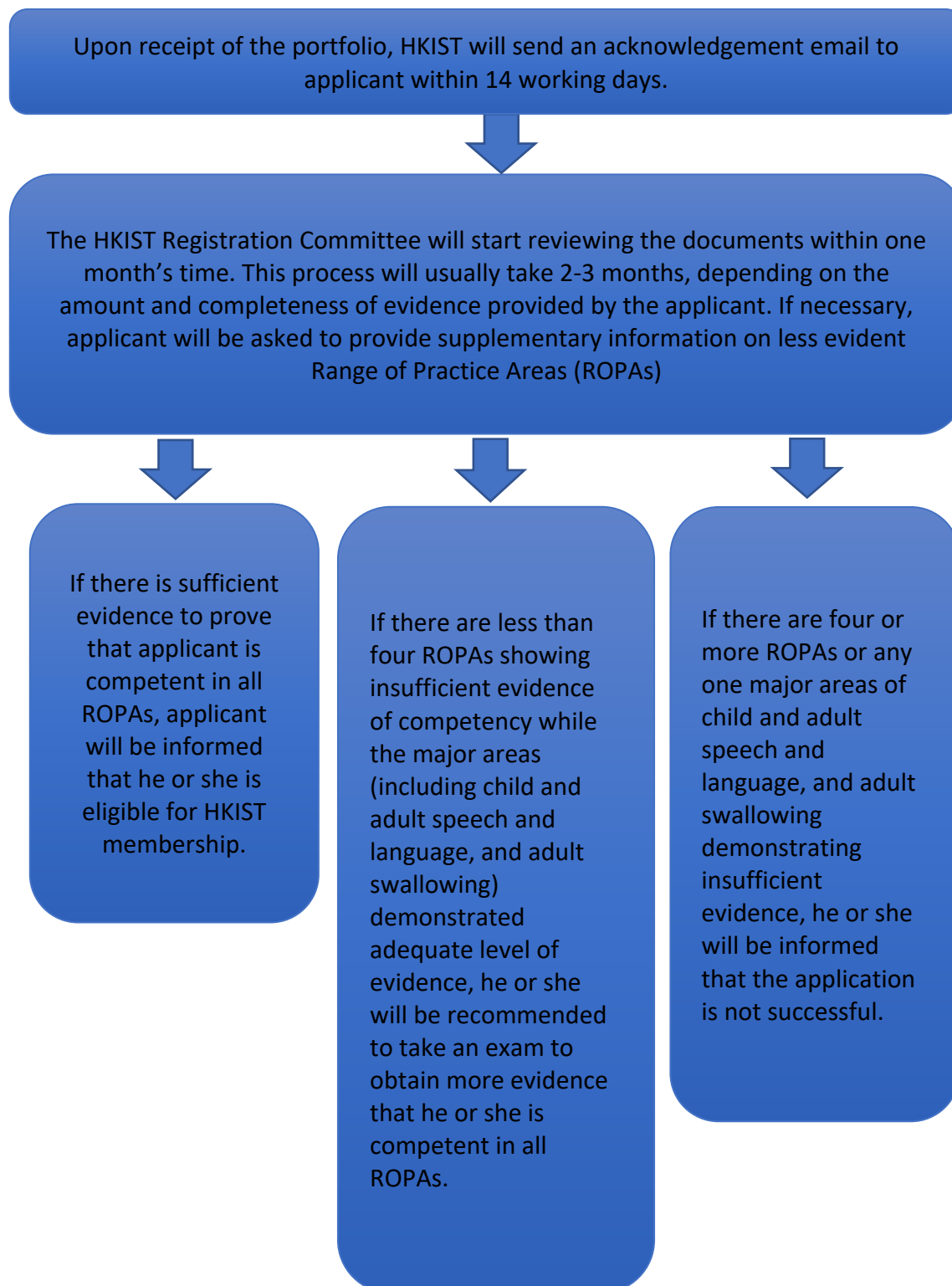
#### Stage I – Submission of Documents





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## Stage II – Portfolio Assessment



- Applicants will be informed about the results within two weeks after the Registration Committee makes the decision.

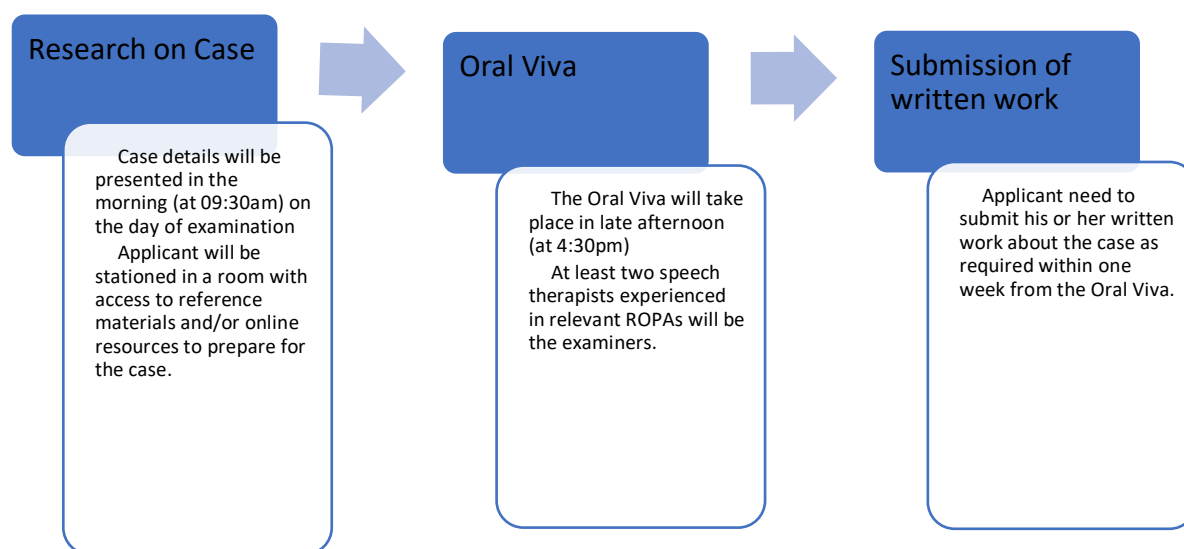
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### Stage III – Examination

Applicants will be recommended to take an examination if:

1. competency for the ROPAs of child and adult speech, child and adult language, and adult swallowing is evident; but
2. evidence is lacking in less than four ROPAs

The examination will be in the form of a triple jump examination which consists of the followings:



The number of papers the applicant needs to take depends on the less evident ROPAs. The Registration Committee will decide on the number of papers the applicant should take.

Applicant will be informed about the HKIST Registration Committee's recommendation for taking the examination at least one month prior to the examination. Upon confirmation of the applicant's willingness to take the examination and receipt of additional cost incurred for the examination (HK\$4,500 per paper), the applicant will be informed about the date and venue of the examination at least two weeks prior to the examination.

The examination will be evaluated on a pass or fail basis. The eligibility of the applicant to register for HKIST membership will be confirmed with the release of the examination results. If the applicant fails the examination, he or she will be advised to work in a setting under the supervision of a qualified speech therapist in Hong Kong for at least six months. Then the supervisor has to provide a written recommendation to confirm the applicant's employment and performance. Then the applicant can apply for re-examination. Each applicant will be allowed to take part in three examinations at maximum.