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Application Procedures for Individual Accredited Registration

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1.0 Introduction

This document lists out the application process, procedures and outcome of individual assessment of education and training requirement for Accredited Speech Therapist of the Hong Kong Institute of Speech Therapists Limited (HKIST), in particular for applicants who were trained in other countries.

2.0 Objective

The intent of the individual assessment determines whether an applicant is eligible as Accredited Speech Therapist of HKIST. It is to ensure individuals applying for accredited registration of HKIST meet the standards and competencies of the Speech Therapy graduates in Hong Kong.

The object aims to:

- i. To maintain minimum standards of the speech therapy profession in Hong Kong.
- ii. To protect consumers of speech therapy services.
- iii. To maintain high standards and continuing improvement in the quality of speech therapy services in Hong Kong.
- iv. To provide support and guidance to overseas applicants and individual applicants in achieving competence for practice in Hong Kong.
- v. To enrich the cultural and educational diversity of speech therapists in Hong Kong.

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3.0 The Application Process

3.1 Overview of the application process

3.1.1 The application must be completed and forwarded together with all supporting documentation to HKIST. Your application will be forwarded to our Registration committee for further assessment. The committee will review the materials submitted and will make recommendations based on the materials you have submitted. During this assessment process HKIST may contact you to clarify materials or to provide supplementary evidence.

3.1.2 The assessment is expected to be finished in 6 months upon the confirmation of receiving the application.

3.2 Authenticity of the Materials

All materials provided to support your application must be certified. A declaration of authenticity to cover your application is required. Any documents in a language other than English or Chinese must be accompanied by a certified translation into English or Chinese by a professional translator. Any evidence of fraudulent representation will result in refusal to process the documents and your application will be ceased. Please do not send original documents or other materials which cannot be replaced.

3.3 Fees

The fee per application is HKD \$3,000 for applicants trained in overseas training institutions and HKD \$1,500 for applicants trained in local training institutions. This must be paid when you submit your application. No refunds once your application has been processed.

4.0 The Application Procedure

4.1 Documents required for application:

- 4.1.1 All applicants must submit an application including all of the documents listed below:
- i. Individual accredited registration application form (Appendix I)
 - ii. A signed declaration and consent for the assessment.

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- iii. Proof of professional indemnity insurance cover (should include legal representation for disciplinary hearings within the professional organisation and malpractice claims)
- iv. Information on all your speech therapy qualifications, including:
 - a. the name of the qualification/s
 - b. the name of the university at which you obtained your qualification
 - c. the date you enrolled in your studies
 - d. the date you qualified
 - e. the language of instruction
- v. Certified copies of the qualifications you have received in speech therapy
- vi. Certified copies of transcripts of results for all subjects in all courses you took in gaining your qualifications.
- vii. Evidence of any name change.
- viii. Evidence that you have been recognised as a speech therapist in the country in which you trained or have worked. Suitable evidence would be that you have been accepted as a practising member by a speech pathology professional organisation in the country in which you trained.
- ix. The portfolio (submit upon request). This is a collection of evidence that demonstrates your professional knowledge and skills. The purpose of the portfolio is to demonstrate your knowledge meets to the requirement outline in the Competency Based Occupational Standards (CBOS) 2011 standards, as this document has been adopted by HKIST as basis for entry level requirement.

4.2 The Portfolio

4.2.1 The portfolio one of the most crucial part of your application. You are advised to refer to the CBOS 2011 and the HKIST CBOS Supplementary Document while preparing for your portfolio. The portfolio must consist of demonstrated evidence of your competency in each CBOS Unit in conjunction with the HKIST CBOS Supplementary Document across a range of clinical areas.

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4.2.2 You are advised to clearly and efficiently present the evidence in your portfolio. The quality of the evidence is important. Each document in your portfolio can provide evidence for more than one criteria list in CBOS 2011. For example, a session plan supplied as evidence for Unit 3 may also be evidence for interpretation of assessment as described in Unit 1. A full case history may provide evidence for Units 1, 2, 3 and 4.

4.2.3 The portfolio may consist of both 'direct' and 'indirect' evidence of your competency. Direct evidence refers to documents that demonstrate your competencies in direct work with clients or patients. This is a most preferred type of evidence for your portfolio. Examples of direct evidence are:

- i. DVD (2 x copies to be provided) assessment or treatment sessions with accompanying relevant documentation such as session plan, outcome measures, assessment results, etc.
- ii. a case history with follow-up assessment, diagnostic report, treatment plans, etc.

Indirect evidence can be used to indicate your knowledge and skills where you do not have direct evidence. Examples of indirect evidence are:

- iii. evidence of learning gained through normal work tasks;
- iv. evidence of significant and relevant learning acquired from formal, accredited courses;
- v. comments by you and others on how you could apply your knowledge and skills in situations
- vi. where you do not currently have an actual involvement;

4.2.4 Your portfolio should be organised in the following way:

- i. each piece of evidence should be numbered. Clearly indicate the number on the actual piece of evidence and provide a reference list of the numbered items.
- ii. complete the CBOS 2011 Summary Table of All Portfolio Items. This table is a summary of the items of your evidence that relate to the areas of the CBOS 2011.

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- iii. Clearly indicate on each piece of evidence the clinical practice area, Units and Elements of the CBOS 2011 to which that item refers.

5.0 Outcome of Application

5.1 When the assessment process is completed, the HKIST will advise you in writing of the outcome.

5.2 There are several possible outcomes:

5.2.1 Your application is accepted and the evidence your provided indicated that you meet the standards to work as a speech therapist in Hong Kong

5.2.2 Your application is considered to contain insufficient evidence to indicate that you meet the standards to work as a speech therapist in Hong Kong. You may then:

- i. Upon request, present more evidence to demonstrate your competency in the areas where the evidence has been identified as insufficient;
- ii. Upon request, decide to go through the competency assessment offered by the HKIST;
- iii. complete additional study, professional development and/or supervised clinical practice; or
- iv. choose not to proceed with amending your application.

5.2.3 Your application is considered to have not met the standards to work as a speech therapist in Hong Kong. You may then:

- i. choose to further study and/or gain more experience, and the re-submit your application with sufficient evidence demonstrating your competency in the areas that are identified as inadequate; or
- ii. choose not to proceed with re-submitting your application.

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Appendix I

Application Form for Registration as Accredited Speech Therapist

1. Personal details

Title:	Prof. / Dr. / Mr. / Mrs. / Ms. (Please delete as appropriate)		
Last Name:			First Name:
Date of birth: (DD/MM/YYYY)	_____	Country of birth:	_____
	_____		_____
Address:	_____		

Phone:	_____	Email:	_____

2. Language competence

Your Dominant Language(s):	<input type="checkbox"/> Cantonese	<input type="checkbox"/> English	<input type="checkbox"/> Putonghua
	<input type="checkbox"/> Others: _____		
The language(s) in which your speech therapy training was conducted	<input type="checkbox"/> Cantonese	<input type="checkbox"/> English	<input type="checkbox"/> Putonghua
	<input type="checkbox"/> Others: _____		
The language(s) in which you will provide speech therapy	<input type="checkbox"/> Cantonese	<input type="checkbox"/> English	<input type="checkbox"/> Putonghua
	<input type="checkbox"/> Others: _____		

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Documentary proof of language competence:

I have attached a certified (notarized) copy of the results of public and/or international examinations in which my competence in the above languages was assessed.

(Document number/s : _____)

3. Professional qualifications

	1 st Qualification	2 nd Qualification	3 rd Qualification
Original name of degree qualification received relevant to speech therapy			
English translation of the above			
Name of university where the degree was obtained			
English translation of the above			
Name of country where the degree was obtained			
Language(s) of instruction in these courses			
Date of graduation			
Qualification framework level of your qualification#			

Your speech therapy qualification must be comparable to those of speech therapists trained in Hong Kong, and the minimum qualification accepted in Hong Kong is a Bachelor's degree, which is classified as Qualification Framework (QF) Level 5.

Documentary proof of professional qualifications

I have attached a certified (notarized) copy of the degree and any post graduate qualification(s) I have received in speech therapy, and a certified (notarized) copy of the transcript of results for all courses of these qualifications.

(Document number/s: _____)

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4. Professional recognition

	Country of speech therapy training	Country of speech therapy practice
Name of country		
Name of professional organization		
Type of membership		
Membership expiry date		

Documentary proof of professional qualifications

I have attached a certified (notarized) copy of evidence that I have been recognized or accepted as a member of the speech therapy professional organization in the country in which I have been trained or working.

(Document number/s: _____)

5. Speech therapy related work experience

	Employer 1	Employer 2 (if applicable)	Employer 3 (if applicable)
Name of employer			
Job title			
Start date			
End date			

Documentary proof of speech therapy related work experience

I have attached a certified (notarized) copy of evidence of my employment as a speech therapist.

(Document number/s: _____)

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Declaration and Consent

I, _____ (name in English), holder of Hong Kong I/D No.: _____ apply for registration as accredited speech therapist. I solemnly and sincerely declare that:

- i) I have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment.
- ii) I have no pending charges, convictions and disciplinary actions against me in relation to my practice in speech therapy in Hong Kong or elsewhere
- iii) I do not have any conditions that may adversely affect my ability to practice as a speech therapist.
- iv) I have not been refused to be registered as a speech therapist in any state or country.

and consent to allow Hong Kong Institute of Speech Therapists to:

- i) Obtain information regarding any convictions and disciplinary actions against me including any charges pending or that may arise subsequent to my application
- ii) Use and share any non-identifying information on the results of my application to monitor the functioning of this assessment process and for research purposes.
- iii) I provide permission for referees or supervisors to be contacted to confirm the authenticity and accuracy of the information provided.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Declared at _____ (Venue)
in the Hong Kong Special Administrative Region on
_____ (Date).

..... (Signature of declarant)

Before me,

..... (Signature)

..... (Name)

*Commissioner for Oaths / Solicitor / Barrister (Delete if inappropriate)

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Guidelines to Applicants

Introduction

To better inform the public and service users and to promote a high level of service standards for speech therapy profession, Hong Kong Institute of Speech Therapists (HKIST) was formed in early 2017. A register for speech therapists is managed and promulgate by HKIST. The aims of holding and maintaining a register for speech therapists are to protect the public through quality assurance and provision of more information to facilitate informed decision on healthcare services. The public and potential users are able to identify and seek speech therapy services from suitable personnel or organizations.

The register sets standards of practice of speech therapy profession in accordance with the essential elements required for standards for registrants, and issue guidance on how to achieve them. Only accredited speech therapists whose competency and behaviours have been assessed to be suitable for practice are included in the register. The register also responses to complaints about accredited speech therapists and removes speech therapists from the register when their practice constitutes harm to the public.

How to obtain application forms

An application for registration should be made on the prescribed application form. The form can be available at the website or office of HKIST.

Qualifications required for registration

Transparent and objective membership eligibility criteria for Accredited Speech Therapist of HKIST were explained in two published documents. The documents were available in office and website of HKIST.

1. Educational Requirement for Accredited Speech Therapists
2. Membership Eligibility Institutional-Based Assessment Model

How to complete the application form

The completed application form should be witnessed and signed by a person belonging to one of the following categories:

1. Barrister
2. Solicitor

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3. Commissioner for Oaths

The place where the witnessing has been done should be entered after ‘Signed at’ on the last page of the application form. Applicants having more than one business address should indicate which is the principal one by the symbol ‘#’.

Documents to be submitted together with the completed application form

Applicants should submit softcopies of the following documents:

1. Diploma(s) or certificate(s) (if any) in relation to the qualification(s) in speech therapy entered in the application form;
2. Documentary proof of language competence;
3. Proof of professional indemnity insurance cover;
4. Declaration of no criminal conviction record in all jurisdictions;
5. Applicants who do not possess formal qualifications in speech therapy should provide other relevant documents such as letters certifying work experience from employers, duty lists, business registration certificates, membership cards of professional associations, attendance certificates at professional conferences and so on as proof of their experience in practising speech therapy.

Applicants trained outside Hong Kong should also submit softcopies of **notarized** certificates to indicate the professional degree or credential required to practice 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. Softcopies of required documents for application should be in .pdf or .jpg format.

How to return the completed application form

The completed application form, together with all relevant documents, should be submitted online through the HKIST website or email.

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.

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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.

Responsibilities and obligations of Accredited Speech Therapists

Accredited Speech Therapists are required to commit to life-long learning to ensure their knowledge and skills are up-to-date in order to deliver the highest level of care to their clients and stakeholders. Document of Continuing Professional Education Framework of HKIST is in place in order to elaborate the policies on monitoring the continuing professional education status of the Accredited Speech Therapists. Accredited Speech Therapists will have to provide supporting documents, including educational qualifications for proof of compliance with the requirements stated on the CPD framework for annual renewal of registration. 5% of the registrants will be selected randomly on a regular basis, for audit of satisfying minimum education requirements and validation of CPD submissions.