



Individual Authorizer Information Sheet

Why become an Assistive Devices Program (ADP) Individual Authorizer (IA) for Communication Aids?

- Enhance clinical skills with simple technology for individuals with writing and speaking difficulties in various environments.
- Better serve your clients who might have AAC needs before they are able to be seen by a General or Expanded Level Augmentative Communication Service.
- Professional / clinical development which can contribute to your continuing education for your college.
- Access to ADP funding for a range of communication devices, written communication aids, artificial larynges and voice amplifiers.
- Access to AAC clinical resources and equipment through the Centralized Equipment Pool (CEP).

What resources are available to you as an IA?

- Access to AAC resources on the CEP Podium.
- Access to workshops offered by CEP, which can be registered for on the CEP website under the Course Workshop Registration link.
- Access to equipment loan kits for FREE from CEP.

How to find an IA in your area?

- Contact ADP 1-800-268-6021 (Toll-free in Ontario only) 416-327-8804 (direct line).

How to become an Individual Authorizer?

You must be registered with the College of Audiologists and Speech Language Pathologists (CASLPO) or with the College of Occupational Therapists of Ontario (COTO).

For both SLP and OT:

All OT and SLP's are required to complete the online IA Home Study Guide **and** Individual Authorizer Workshop before applications are submitted to ADP. To register go to the CEP website www.cepp.org and click on the Course Workshop Registration link. You will register for the Hands-on IA Workshop and the online IA Home Study Guide separately (\$45 each). The total cost of the process is \$90.



SUMMARY OF STEPS TO BECOME AN IA:

Step One:

OBTAIN APPLICATION: Obtain the registration form to become an IA for Communication Aids from the Assistive Devices Program (ADP) website. http://www.health.gov.on.ca/en/pro/programs/adp/authorizer_registration.a.spx

This needs to be returned directly to ADP when the **AFTER** all the following steps are completed.

Step Two:

ONLINE HOME STUDY GUIDE: Review the materials and SELF-STUDY QUIZZES PRIOR to attending an IA workshop. It is recommended to complete the FINAL TEST AFTER you have attended the IA workshop. When CEP receives your registration and payment on line, you will be sent information to set up a user name and password for the online IA Home Study Guide.

Step Three:

WORKSHOP AND FINAL TEST: Attend an IA workshop. This provides a practical application of the material in the IA Home Study Guide. Workshops are held about three times a year in various parts of the province. Dates and locations are posted on the CEP website. Once you have taken the hands on IA workshop, complete the Final SLP or OT test in the online IA Home Study Guide.

Step Four:

CEP LETTER of COMPLETION will be emailed to you indicating the online IA Home Study Guide and the IA workshop requirements have been met. This needs to be sent to ADP with your IA application and other necessary documentation.

Step Five:

SEND APPLICATION AND ACCOMPANYING DOCUMENTS directly TO ADP BY THE IA APPLICANT.

See the ADP checklist for Authorizers

http://www.health.gov.on.ca/en/pro/programs/adp/authorizer_registration/docs/authorizer_applicant_checklist.pdf



This can be submitted by mail or scanned and sent by e-mail to (adpauthorizers@ontario.ca)

NOTE: If you work at an AAC Clinic, in addition, a Letter from your Clinic Manager indicating effective date of employment, date of completion of the Foundations in AAC course and clinic number is required.

Step Six:

ADP will review the application. Successful completion of the above will lead to registration as an Individual Authorizer for Communication Aids with ADP. ADP will send your IA number and card directly.

Questions about this process can be directed to:

CEP Clinical Education Coordinators

Anne Marie Renzoni, OT Reg. (Ont.)

amrenzoni@mail.cepp.org

Tracy Shepherd, CCC-SLP, Reg. CASPLO

tshepherd@mail.cepp.org