Centralized Equipment Pool

Operated by Holland Bloorview Kids Rehabilitation Hospital ● Funded by the Ministry of Health and Long Term Care, Assistive Devices Program

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 contributes 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) or e-mail adpauthorizers@ontario.ca

For both SLP and OT:

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

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 ($50 each). The total cost of the process is $100.

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

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

Step Three:
WORKSHOP AND FINAL TEST: Attend an IA workshop. This provides a Hands on with the equipment and case studies. 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.
See the ADP checklist for Authorizers
http://www.health.gov.on.ca/en/pro/programs/adp/authorizer_registration/docs/authorizer_applicant_checklist.pdf
Scanned and send 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. ADP will send your IA number directly.
NOTE: Be sure to keep you address current with ADP to receive updates and maintain your status as an IA.
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