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 Community of Practice called the 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 or with the College of Occupational Therapists of Ontario.

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 1:

OBTAIN APPLICATION: Obtain the registration form to become an IA for Communication Aids from the ADP website.

https://www.ontario.ca/document/assistive-devices-program-health-care-professionals/register-authorizer-or-vendor

Return all required documents to ADP **AFTER** all the following steps are completed.

Step 2:

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

Step 3:

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. After the workshop there are 2 final tests to complete in the online IA Home Study Guide.

Step 4:

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 required documentation.

Step 5:

SEND APPLICATION AND ACCOMPANYING DOCUMENTS by e-mail to ADP at adpauthorizers@ontario.ca

See the ADP checklist for Authorizers https://files.ontario.ca/moh-adp-authorizer-applicant-checklist-2023-07-01.pdf

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

Step 6:

ADP will review the application and send your IA number.
> **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