CEP Centralized
Equipment Pool
Serving the Ontario AAC Community

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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.
- Access to workshops offered by CEP (see *Course Workshop Registration* at https://web.cepp.org/)
- Access to equipment loan kits for **FREE** from CEP.

How to find an IA in your area?

- Contact ADP:
  - By phone: 1-800-268-6021 (Toll-free in Ontario only) or 416-327-8804 (direct line)
  - By e-mail: adpauthorizers@ontario.ca

Becoming an IA (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.
- Register online at www.cepp.org under *Course Workshop Registration*. Register for **both** the *Hands-On IA Workshop* and the *Online IA Home Study Guide*. The total cost of the process is $100 ($50 per course).

Step 1: OBTAIN APPLICATION

SUMMARY OF STEPS TO BECOME AN IA:

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

Step 2: ONLINE IA HOME STUDY GUIDE
When CEP receives your registration and payment, you will be sent information to set up a username and password for the IA Home Study Guide. Review it PRIOR to attending an IA workshop, but complete the FINAL TESTS AFTER you have attended the IA Hands-On Workshop.

Step 3: WORKSHOP AND FINAL TESTS
Attend an IA Hands-On Workshop. This is an in-person opportunity to gain hands-on experience with AAC equipment and to complete interactive case studies. Workshops are held about three times a year across the province. Dates and locations are posted on the CEP website. Complete the 2 final tests in the online IA Home Study Guide after the workshop.

Step 4: CEP LETTER OF COMPLETION
This will be emailed to you when both requirements (online home study and hands-on workshop) have been met. This needs to be sent to ADP along with your IA application and other required documentation.

Step 5: SEND APPLICATION & DOCUMENTS TO ADP (adpauthorizers@ontario.ca)
Refer to the ADP checklist for Authorizers: Authorizer Applicant Checklist

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

Step 6: ADP will review the application and send your IA number.

> **NOTE:** Be sure to keep your email and mailing addresses 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@cepp.org
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