

# INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION TO PRACTICE AS AN AUDIOLOGIST OR SPEECH-LANGUAGE PATHOLOGIST IN VIRGINIA

## BEFORE YOU PROCEED, READ THE FOLLOWING INFORMATION CAREFULLY:

- **Laws and Regulations:** The Virginia laws and regulations pertaining to the practice of speech-language pathology may be viewed at <https://www.dhp.virginia.gov/aud/>. The application requires an attestation to having read the applicable laws and regulations;
- **Application documentation from source:** Required documentation must be submitted directly from the source of the information by postal mail, email or fax. The applicant is responsible for notifying the source to submit required documentation;
- **Application processing:** Please allow 21 business days from initial mailing for board staff to receive and process an application. An initial email will be forwarded that provides notification of receipt and a list of any missing application documentation. The licensure process typically takes a minimum of 45 days. Please plan accordingly if you are pursuing a practice position in Virginia or call to inquire about the status of your application.
- **Application and Fee:** Application and fee must be submitted together by postal mail. An application fee of \$135.00 is required; make check or money order payable to the “Treasurer of Virginia.” If you are going from a Provisional License to a Full License, the application fee is \$85.00. If you have held a license issued by the Board, you must apply by reinstatement. **All fees are nonrefundable;**
- **License expiration dates:** Please review the license for expiration date.
- **Retention of Application Documents:** Applicant documentation is maintained for one year and then destroyed;
- **Board Communication:** Upon receipt of the application, the Board’s preferred method of communication is via email; and
- **Additional Forms:** Additional forms are located under “Other Forms” on the board’s website.

## **INITIAL LICENSURE – (held a provisional license to complete a CFY or has held a license less than one year)**

- Current and unrestricted ASHA Certificate of Clinical Competence or certification by the American Board of Audiology or any other accrediting body recognized by the board (board staff will download from ASHA website); and
- License verification of all licenses ever held, including expired, in another jurisdiction of the U.S. or its territories and District of Columbia (does not include teaching certificates).

## **LICENSURE BY ENDORSEMENT**

### **Option 1 – (Licensure in another jurisdiction, Continuing Education (CE), and Active Practice)**

- *Continuing Education Activity and Assessment Form* and documentation (copies of completed certificates) of 10 CE hours for each year the license has been held in another jurisdiction, not to exceed 30 hours (ASHA CE transcript is accepted);
- Qualifying national exam scores (contact PRAXIS to release scores electronically to Virginia);
- Written documentation of active practice for at least one of the past three consecutive years preceding the date of application. Employment may be verified on the Board’s optional *Employment Verification Form*, company letterhead or tax returns (1040) reflecting your occupation; and
- License verification of all licenses ever held, including expired, in another jurisdiction of the U.S. or its territories and District of Columbia (does not include teaching certificates).

### **Option 2 – (Licensure in another jurisdiction, ASHA CCC and active practice)**

- Current and unrestricted ASHA Certificate of Clinical Competence or certification by the American Board of Audiology or any other accrediting body recognized by the board (board staff will download from ASHA website);
- License verification of all licenses ever held, including expired, in another jurisdiction of the U.S. or its territories and District of Columbia (does not include teaching certificates).
- Written documentation of active practice for at least one of the past three consecutive years preceding the date of application. Employment may be verified on the Board’s optional *Employment Verification Form*, company letterhead or tax returns (1040) reflecting occupation.

**Board of Audiology and Speech-Language Pathology Contact Information**

**Address:** 9960 Mayland Drive, Suite 300  
Henrico, Virginia 23233-1463

**Email:** [AudBD@dhp.virginia.gov](mailto:AudBD@dhp.virginia.gov)

**Phone:** (804) 367-4630

**Webpage:** [www.dhp.virginia.gov/aud/](http://www.dhp.virginia.gov/aud/)

**Fax:** (804) 527-4471

**Note: As of June 1, 2019, the Board's phone number will change to: (804) 597-4132**

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**APPLICATION FOR AUDIOLOGY OR SPEECH-LANGUAGE PATHOLOGY  
LICENSURE IN VIRGINIA**

Audiologist     Speech-Language Pathologist

Full Name (Please Print or Type)

<b>Last</b>	<b>First</b>	<b>Middle Initial</b>

Have you ever been known by any other name? Yes  No  If yes, state, in full, every name by which you have been known, the reason therefore, and dates so used. If the name stated above does not match name on required documentation, a copy of court order or marriage certificate is required.

Other Names:

<b>Public Address for Disclosure</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone No.</b>
<b>Address of Record (Mailing Address)</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Telephone No.</b>

**ADDRESS:** Virginia law allows persons regulated by boards within the Department of Health Professions to provide an alternative address for public disclosure if they want their address of record to remain confidential, used only for agency purposes. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. If an alternative public address is not provided, the address of record will also be used as the public address and may be disclosed if specifically requested. Addresses of individuals **are not posted** on the "License Lookup" program available through the board's website.

<b>*Social Security No. or Virginia DMV No.</b>	<b>Date of Birth (mm/dd/yyyy)</b>	<b>Email Address</b>

Are you active-duty military?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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Are you the spouse of a member of the U.S. military who has been transferred to Virginia and who had to leave employment to accompany your spouse to Virginia?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
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<b>Graduation Date (mm/dd/yyyy)</b>	<b>Professional Degree(s)</b>	<b>School</b>	<b>State</b>

\*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number\*\* issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. In order to obtain a Virginia driver's license control number, it is necessary to appear in person at an office of the Department of Motor Vehicles in Virginia. A fee and disclosure to DMV of your Social Security Number will be required to obtain this number.

**APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY**

<b>APPLICANT #</b>	<b>FEE</b>	<b>RECEIPT #</b>	<b>LICENSE #</b>	<b>ISSUE DATE</b>

1. List passage date (mm/dd/yyyy) of qualifying national examination:				
2. Have you been actively engaged in the practice of audiology or speech-language pathology prior to seeking licensure in Virginia?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3. ASHA certification number:				
4. List all professional practice in reverse chronological order. A resume is acceptable.				
Begin Date (mm/yyyy)	End Date (mm/yyyy)	Name of Employer/City/State/Phone	Type of Practice (Private or Public Sector)	
5. List all jurisdictions (U.S. or its territories, District of Columbia) in which you have ever held, including expired, a license to practice audiology or speech-language pathology (does not include teaching certificates issued by the Department of Education or ASHA). If more space is needed, please record on separate paper.				
Jurisdiction	License #	Issue Date (mm/dd/yyyy)	Years of Practice	License Status (expired/active/inactive/revoked/suspended)
<b>QUESTIONS MUST BE ANSWERED.</b> If any of the following questions (6-12) are answered <b>yes</b> , explain and substantiate with documentation. Letters must be submitted by your attorney regarding malpractice suits.				
6. Have you ever been convicted of a violation of, or pled Nolo Contendere to, any federal, state or local statute, regulation or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor, to include convictions for driving under the influence (DUI) and excludes traffic violations. Attach your original criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters, etc.).		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
7. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? (A) Please provide a full explanation (use separate page). (B) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
8. Within the past five years, have you been disciplined by any entity? (A) Please provide a full explanation and any associated orders or letters from the entity (use separate page). (B) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<p><b>9.</b> Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing audiologist or speech-language pathologist.</p> <p>If yes, please provide a full explanation (use separate page). (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p><b>10.</b> Do you currently have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing audiologist/speech-language pathologist.</p> <p>If yes, please provide a full explanation (use separate page). (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p><b>11.</b> Do you currently have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing audiologist or speech-language pathologist.</p> <p>If yes, please provide a full explanation (use separate page). (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>
<p><b>12.</b> Within the past five years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?</p> <p>If yes, please provide a full explanation (use separate page). (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<p><b>YES</b> <input type="checkbox"/></p>	<p><b>NO</b> <input type="checkbox"/></p>

**13. AFFIDAVIT OF APPLICANT**

I have carefully read the laws and regulations related to the practice of audiology and speech-language pathology. I hereby agree to abide by and remain current with the applicable laws and regulations which are available on [www.dhp.virginia.gov](http://www.dhp.virginia.gov).

I certify by entering my signature below: I am the person applying for licensure/certification/registration and meet the qualifications required by Virginia law and regulations. Further, I certify the information provided in this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information requested in this application or as part of the application process are considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

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*Signature of Applicant*