

**VIRGINIA BOARD OF  
AUDIOLOGY & SPEECH-LANGUAGE PATHOLOGY**

Perimeter Center - 9960 Mayland Drive, Suite 300 - Richmond, Virginia 23233-1463

website: [www.dhp.virginia.gov](http://www.dhp.virginia.gov)

e-mail: [AudBD@dhp.virginia.gov](mailto:AudBD@dhp.virginia.gov)

Phone: 804-367-4630

Confirmation of receipt of the licensure application and any missing items is forwarded via e-mail notification. Upon receipt of all required documentation, a licensure permit is issued with notification of licensure via e-mail.

Applications will remain in process no longer than one (1) year. If, at the end of one (1) year, a license is not issued, the application file is destroyed. An applicant shall reapply for licensure, submit fees, required documentation, and meet the qualifications for licensure in effect at the time of the new application.

**AUDIOLOGIST PROVISIONAL APPLICATION CHECKLIST**

Please review the following checklist/instructions to ensure that your application is complete prior to submission for review (reference 18VAC30-20-171 of the regulations).

- ☐ Complete license application and submit \$50.00 fee, check or money order made payable to the "Treasurer of Virginia". ALL FEES ARE NON-REFUNDABLE
- ☐ An original letter from your supervisor, on company letterhead, mailed directly to the Board indicating that you will be working under his/her supervision in order to obtain clinical experience as required for licensure under section 18VAC30-20-170 of the Virginia Board of Audiology and Speech Language Pathology regulations; NO COPIES OR FAXES.
- ☐ Provide an original letter and transcript submitted directly to the Board office from an accredited college or university demonstrating completion of coursework and practicum equivalent to that required for a master's degree and enrollment in the audiology doctoral program; NO COPIES OR FAXES.
- ☐ Provide ORIGINAL report of your NTE /PRAXIS scores directly from examining source. Must have passed a qualifying examination from an accrediting body recognized by the board within three years preceding the date of this application; NO COPIES OR FAXES.

**NOTE:**

A provisional license shall expire 18 months from the date of issuance and may be renewed for an additional 6 months by payment of a renewal fee. Renewal of a provisional license beyond 24 months shall be for good cause shown as determined by a committee of the board.

The holder of a provisional license in audiology shall only practice under the supervision of a licensed audiologist in order to obtain clinical experience as required for licensure in 18 VAC 30-20-170. The provisional licensee shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.

**SEE IMPORTANT INFORMATION ON PAGE TWO**

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► **Application Receipt Confirmation/Licensure**

- Confirmation of receipt of application and missing items is forwarded via e-mail notification.
- Licensure notification is forwarded via e-mail upon completion of application processing.
- License permits and wall calligraphy are mailed within two days of issuance.

► **Permit Expiration Dates**

- Licensure permits issued prior to July 1st will expire on December 31<sup>st</sup>. Permits issued on or after July 1 will expire December 31<sup>st</sup> of the following year.

► **Board Communication**

- E-mail address: the Board's preferred method of communicating newsletters, regulatory updates and other important information is through e-mail notifications. Maintaining a current e-mail address with the Board office provides a mechanism for up-to-date and cost effective communication.
- To receive automatic board activity updates, you may request to receive automatic e-mail notifications through the Public Participation Guidelines (contact board office) or Townhall at [www.townhall.virginia.gov](http://www.townhall.virginia.gov).

► **On-Line Licensing and pin number**

- A pin number is assigned upon issuance of a licensure permit. Licensees are encouraged to renew on-line, change addresses and request duplicate permits.

► **Audiology Speech-Language Pathology Webpage:** [www.dhp.virginia.gov/aud/](http://www.dhp.virginia.gov/aud/)

- The website offers the most current changes to the laws/regulations, frequently asked questions, statistics, license look-up, forms and guidance documents.