

**VIRGINIA BOARD OF
AUDIOLOGY & SPEECH-LANGUAGE PATHOLOGY**
Perimeter Center - 9960 Mayland Drive, Suite 300 - Richmond, Virginia 23233-1463
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Phone: 804-367-4630

SLP APPLICATION CHECKLIST BY ASHA CERTIFICATION

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.

Please review the following checklist/instructions to ensure that your application is complete prior to submission for review (reference 18VAC30-20-170 of the regulations).

- ☐ Complete the license application and submit \$135.00 fee, check or money order made payable to the Treasurer of Virginia. ALL FEES ARE NON-REFUNDABLE.
- ☐ Written verification submitted directly to the Board office from ASHA of current certification. The certification form must be dated within six months prior to the date of licensure. NO COPIES OR FAXES – ASHA 888-498-6699 www.asha.org.
- ☐ Written verification of passing the qualifying examination submitted directly to the Board office from PRAXIS within the last three years. NO COPIES OR FAXES – PRAXIS (609-771-7395).

OR IN LIEU OF EXAM SCORES YOU MAY

Request employment verification on company letterhead verifying at least one year of work experience within the past three consecutive years to be submitted to the Board office directly from the employer or supervisor. NO COPIES OR FAXES. The Clinical Fellowship Year (CFY) does not qualify as licensed/professional work experience and may not be used as employment verification.

- ☐ Request verification directly from the issuing regulatory authority of any state licenses you have ever held, to include current, inactive, and expired licenses. Verification must be submitted directly to the Board office from each verifying state. Contact each jurisdiction/state regarding processing fees. NO COPIES OR FAXES.

PLEASE NOTE:

The Virginia School Speech-Language Pathology license ONLY allows the licensee to provide speech-language pathology services solely in public school divisions.

The Virginia Speech-Language Pathology license allows the licensee to provide services either in a public setting or private setting. The Speech-Language Pathology license also allows the licensee to provide services in the public school divisions and other practice settings.

SEE IMPORTANT INFORMATION ON PAGE TWO

► **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 31st. Permits issued on or after July 1 will expire December 31st 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.

► **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/

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