

## INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION TO REACTIVATE AN INACTIVE CURRENT LICENSE

### 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 audiology or speech-language pathology application fee is \$35.00 and a school speech-language pathology application fee is \$20.00. Make check or money order payable to the “Treasurer of Virginia.” Application and fee must be submitted together. **All fees are nonrefundable;**
- **License expiration dates:** Please refer to the license for expiration date.
- **Retention of Application Documents:** Applicant documentation is maintained for one year and then destroyed;
- **Board Communication:** Upon receipt of an application, the Board’s preferred method of communication is via email;
- **Additional Forms:** Additional forms are located under “Other Forms” on the board’s website.

### **An application for reactivation of an audiology and speech-language pathology license requires the following documentation:**

- Completion of *CE Activity & Assessment Form* and documentation (copies of completed certificates) of continuing competency hours for each year the license has been inactive, not to exceed 30 hours obtained during the time the license was inactive (ASHA transcript is accepted); 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).

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

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

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

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

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

**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 Reactivation of an Inactive Current License**

**Audiologist**    **Speech-Language Pathologist**    **School Speech-Language Pathologist**

Legal Full Name (Please Print or Type)

Last		First			Middle Initial	
Have you ever been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state, in full, every name by which you have been known, the reason therefore, and dates so used. If name stated above does not match name on required documentation, a copy of court order or marriage certificate is required.						
Other names:						
Public Address for Disclosure		City	State	Zip Code	Telephone No.	
Address of Record (Mailing Address)		City	State	Zip Code	Telephone No.	
					<input type="checkbox"/> Cell <input type="checkbox"/> Other	
<b>ADDRESS:</b> 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 <b>are not posted</b> on the "License Lookup" program available through the board's website.						
*Social Security No. or Virginia DMV No.		Date of Birth (mm/dd/yyyy)		Email Address to Receive Board Communication		
Are you active-duty military?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
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?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
Graduation Date (mm/dd/yyyy)	Professional Degree(s)	School	City	State		

\*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**

ORIGINAL ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

APPLICANT #	FEE	RECEIPT #	EXEC DIRECTOR APPROVAL/DATE	LICENSE #	REINSTATE DATE

1. Have you actively been engaged in the practice of audiology or speech-language pathology prior to seeking reinstatement of an inactive license in Virginia?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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2. List all professional practice since license has been inactive. Employment verification is required.

Began Date mm/dd/yyyy	End Date mm/dd/yyyy	Name of Employer/City/State/Phone	Type of Practice (Private or Public Sector)

3. List all jurisdictions (U.S. or its territories, District of Columbia) in which you have ever held a license, including expired, to practice audiology or speech-language pathology (does not include teaching certificates issued by the Department of Education). If more space is needed, please record on separate paper.

Jurisdiction	License #	Issue Date (mm/dd/yyyy)	Years of Practice	License Status (active/expired/inactive/ revoked/suspended)

**QUESTIONS MUST BE ANSWERED.** If any of the following questions (4-10) are answered yes, explain and provide documentation. Letters must be submitted by your attorney regarding malpractice suits.

4. 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"/>
5. 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"/>
6. 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"/>
7. 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.  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.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<p><b>8.</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 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>9.</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>10.</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>

**11. 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*

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### LICENSURE VERIFICATION FORM

**TO THE APPLICANT** – List name and license number in top section only and forward to all jurisdictions (U.S. States or Territories and Washington, D.C.) in which you have ever been issued a license to practice as an audiologist or speech-language pathologist.

Applicant Full Name:	License Number:
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**STATE LICENSURE BOARD OR REGULATORY AGENCY** – The person listed above is applying for a license to practice as an audiologist or speech-language pathologist in Virginia. The Virginia Board of Audiology and Speech-Language requests that the form be completed by each jurisdiction in which he/she holds or has ever held a license/certificate. Please complete the form and return it to the address listed above.

State/Commonwealth of: \_\_\_\_\_

Licensee Name:	Issued Date:
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License/Certification Number: \_\_\_\_\_

Licensed/Certified Through (check all that apply):

National Examination (PRAXIS)       American Speech-Language Hearing Association (ASHA)  
 State Board Examination  
 Reciprocity/Endorsement from another U.S. State or Territory (Name of State) \_\_\_\_\_

Status of License is:  Active    Current Inactive    Expired/Lapsed   Expired Date \_\_\_\_\_

Revoked    Suspended

Has the applicant's license/certificate ever been suspended or revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Has there been any disciplinary history? If yes to any of the questions, please provide all information available under your state's freedom of information statutes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments, if any: \_\_\_\_\_

**BOARD SEAL**

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Signed

\_\_\_\_\_

Date