

**VIRGINIA BOARD OF
AUDIOLOGY & SPEECH-LANGUAGE PATHOLOGY**
Perimeter Center - 9960 Mayland Drive, Suite 300 - Henrico, Virginia 23233-1463
website: www.dhp.virginia.gov
e-mail: AudBD@dhp.virginia.gov
(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.

SLP ENDORSEMENT APPLICATION CHECKLIST

Please review the following checklist/instructions to ensure that your application is complete prior to submission for review (reference 18VAC30-20-185 of the regulations).

You may qualify for licensure by endorsement one of three ways; follow the instructions for the option that best suites your credentials.

All applicants must provide:

- ☐ A complete endorsement license application and submit with the \$135.00 application fee, check or money order made payable to the Treasurer of Virginia. **ALL FEES ARE NON-REFUNDABLE**
- ☐ Submit documentation of 15 continuing competency hours for each year in which you have been licensed in the other jurisdiction, not to exceed 60. The Continuing Competency Activity Assessment Form is required and can be downloaded by selecting the web address listed below.
<http://www.dhp.virginia.gov/forms/aslp/Continuing%20Competency%20Activity%20and%20Assesment.doc>
- ☐ Written verification directly to the Board office from the issuing regulatory authority of any state licenses you have ever held, to include current, inactive, and expired licenses. Contact each jurisdiction/state regarding processing fees. **NO COPIES OR FAXES.**

(Option 1)

- ☐ Request written verification of ASHA certification issued within six months prior to the date of licensure OR request master's degree transcript from a school accredited by the Council on Academic Accreditation or an equivalent accrediting body. All documentation must be submitted directly from the sources to the Board (no copies or faxes).
- ☐ Request PRAXIS to submit written verification of passing qualifying examination within the last three years OR request employment verification on company letterhead verifying at least one year of work history within the past three consecutive years. All documentation must be submitted directly from the sources to the Board (no copies or faxes).

(Option 2)

- ☐ Evidence of active practice for at least three out of the past five years. The documentation must be submitted directly from the source(s) to the Board office.
- ☐ Request licensure verification of a current license in a jurisdiction in the United States (documentation must be submitted directly from the source(s)).

ASHA (888-498-6699), www.asha.org.

PRAXIS (609-771-7395)

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.