

**VIRGINIA BOARD OF
AUDIOLOGY & SPEECH-LANGUAGE PATHOLOGY**
Perimeter Center - 9960 Mayland Drive, Suite 300 - Richmond, Virginia 23233-1463
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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 issuance 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.

SCHOOL SLP APPLICATION CHECKLIST

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

- ☐ Complete the license application and submit \$70.00 fee, check or money order made payable to the Treasurer of Virginia. **ALL FEES ARE NON-REFUNDABLE.**
- ☐ Request an OFFICIAL transcript be submitted directly to the Board office confirming master's degree in speech-language pathology from an accredited college or university. **NO COPIES OR FAXES.**
- ☐ Submit a copy of the speech language pathology endorsement issued by the Virginia Department of Education. **NO FAXES.**
- ☐ Request written verification be submitted 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.**

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 setting

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.