

Instructions and Checklist for Reinstatement of a License Expired More Than One Year

***Please read the following information carefully before submitting an application.**

Board Communications

All official communication from the Board will be sent to the applicant via email.

Laws and Regulations

As part of the application process, the applicant must attest to having reviewed the applicable laws and regulations governing Audiology and Speech-Language Pathology.

Application Processing and Required Documentation

The applicant is responsible for ensuring that all required supporting documents are submitted directly to the Board office by the issuing source via email, fax, or postal mail. Optional forms for [license](#) and [employment](#) verification are available if needed. Please allow up to 21 business days from the date of submission for the Board to receive and process the application. Upon receipt, the Board will issue an initial email confirming receipt and identifying any missing documentation.

Application Fee

The required reinstatement fee is as follows:

- Audiology or Speech-Language Pathology: \$135 (nonrefundable)
- School Speech-Language Pathology: \$70 (nonrefundable)

National Practitioner Data Bank (NPDB) Self-Query

The applicant must request a current digital self-query report from the NPDB. A processing fee is charged by the NPDB. Upon receipt, the applicant must email the digital report directly to audbd@dhp.virginia.gov.

License Expiration Upon Reinstatement

A reinstated license will expire on June 30 of the current renewal cycle in which reinstatement occurs.

Additional Documentation Required

Verification of Continuing Education

Provide one of the following:

- A current and unrestricted ASHA Certificate of Clinical Competence, or certification from another accrediting body recognized by the Board (Board staff will obtain ASHA certification directly). For audiologists only: a current and unrestricted ABA certification; **OR**
- Copies of certificates documenting 10 hours of continuing education for each year the applicant held a license in another U.S. jurisdiction, not to exceed 30 hours, completed during the period the Virginia license was lapsed.

NPDB Report

Submission of a current NPDB digital self-query report.

License Verification

Verification of all licenses ever held in another U.S. jurisdiction, including expired licenses. Board staff will obtain verifications from jurisdictions that provide online primary source verification including disciplinary history. The applicant is responsible for requesting verifications from jurisdictions that do not have an online verification system. The issuing jurisdiction must send the verification directly to the Board, preferably via email to audbd@dhp.virginia.gov.