

INSTRUCTIONS/CHECKLIST FOR APPLICATION FOR PROVISIONAL LICENSE TO PRACTICE AS A SPEECH-LANGUAGE PATHOLOGIST IN VIRGINIA (New Graduates Only)

READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING:

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **Application documentation:** Applicant is responsible for notifying the source of the require documents to submit information directly to the board office by email, fax or postal mail. Optional forms for [licensure](#) and [employment](#) verification are available. 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.
- **Application payment receipt:** A receipt may be printed upon approval of an online payment. Receipts for other forms of payment may be requested by email to audbd@dhp.virginia.gov.
- **Application tracking:** To view the application checklist, [log into](#) to the individual application account and select “View Checklist” located in the “Pending Licenses” section. The link is not visible to applicants or the Board until required fee is paid. Allow approximately 21 business days for initial update to the checklist. Subsequent updates occur and documentation is received. For issues related to the checklist, send email to audbd@dhp.virginia.gov.
- **Application and Fee:** Application and fee must be submitted together by postal mail. An application fee of **\$50.00** is required; make check or money order payable to the “Treasurer of Virginia.” **All fees are nonrefundable.**
- **Initial license expiration dates:** Provisional licenses expired 18 months from date issue. (**Note:** An application for a full license is required prior to expiration of a provisional license if planning to continue practicing in Virginia.)
- **Supervision/Supervisors:** Specifically review [§54.1-2604](#) of the *Code of Virginia* and [18VAC30-21-70 \(D\), \(E\), & \(F\)](#) of the [Regulations Governing the Practice of Audiology and Speech-Language Pathology](#). (**Note:** Supervisors may notify the Board electronically or in writing of the intent to provide supervision for a provisionally licensed speech-language pathologist. A change in supervision requires notification to the Board. Notification may be sent via email to audbd@dhp.virginia.gov with “Supervision Notification” in the subject line).
- **Board Communication:** The Board’s method of communication with applicants is via email.

APPLICATION METHOD AND REQUIRED DOCUMENTATION:

Graduation or enrollment, completion of didactic coursework and passage of National Examination:

- Qualifying national examination scores. (**Note:** You are responsible for ensuring that your PRAXIS score is released to Virginia. The board office will retrieve your score.)
- Verification of degree or coursework by either submitting:
 - Transcript conferring degree from an accredited graduate program in speech-language pathology; **OR**
 - Documentation from a college or university whose program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association or an equivalent accrediting body. (**Note:** The board office accepts written documentation on school letterhead from the Department Head/Dean verifying completion of all didactic coursework required for the graduate degree.)