

## INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION TO PRACTICE AS A SPEECH-LANGUAGE PATHOLOGIST (MUST HAVE VA PROVISIONAL LICENSE)

### READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **Application processing and documentation:** Applicant is responsible for notifying the source of required 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 and Fee:** An application fee for going from a current VA Provisional License to a Full License of **\$85.00** is required. **All fees are nonrefundable.**
- **National Practitioner Data Bank Query (NPDB):** Please request a current [digital self-query report](#) from the NPDB. There is a processing fee charged by NPDB for this service. Upon receipt of the digital report, please email report to the board office at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov).
- **Initial license expiration dates:** Licenses issued prior to January 1 of the current year will expire on June 30 of the following year (example: License issued December 1, 2020, will expire on June 30, 2021). Licenses issued on or after January 1 of the current year expire on June 30 of the second year (example: License issued January 3, 2021, will expire June 30, 2022).
- **Board Communication:** The Board's method of communication with applicants is via email.

### **INITIAL LICENSURE – (Held a provisional license to complete clinical hours or never held a Virginia license before)**

- Current and unrestricted ASHA Certificate of Clinical Competence. (Note: Board staff will download documentation of ASHA certification.)
- Submission of NPDB [digital self-query report](#).
- License verification of all licenses ever held, including expired, in another U.S. jurisdiction. (NOTE: Staff will obtain license verifications from U.S. jurisdictions that provide online primary source verification that includes disciplinary history. An applicant is responsible for requesting license verifications from jurisdictions that do not have an online verification system. The other jurisdiction is required to send the verification directly to the Board preferably via email at [audbd@dhp.virginia.gov](mailto:audbd@dhp.virginia.gov). Do not include teaching certificates.)
- Evidence of active practice if ever held a license in another US jurisdiction:
  - An applicant who graduated from an accredited program in audiology or speech-language pathology within 24 months immediately preceding application may be issued a license without evidence of active practice if the applicant holds a current and unrestricted Certificate of Clinical Competence issued by ASHA.
  - Documentation of active practice for at least one of the past three consecutive years preceding date of application. Review Guidance Document [30-6, Board guidance on definition of active practice](#) for information on active practice. Employment may be verified on the Board's optional [Employment Verification Form](#), company letterhead or tax returns (1040) reflecting occupation.