

INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION TO PRACTICE AS A SCHOOL SPEECH-LANGUAGE PATHOLOGIST IN VIRGINIA

READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **School Practice:** Licensee is limited to practice in a public-school setting. Review [Guidance Document 30-8](#) regarding practice in a public-school setting.
- **Application processing and documentation:** Applicant is responsible for notifying the source of the required documents to submit information directly to the board office by email, fax or postal mail. 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 of **\$70.00** is required; payable online by Visa, MasterCard, Discover card or American Express. An applicant who previously held has a license issued by the Virginia Board, must apply by [reinstatement](#). **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.
- **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 2, 2021, will expire June 30, 2022).
- **Board Communication:** The Board's method of communication with applicants is via email.

APPLICATION METHOD AND REQUIRED DOCUMENTATION:

- Documentation of graduation from a masters or doctoral degree in speech-language pathology.
- License verification for all speech-language pathology 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. Do not include teaching certificates.)
- Submission of NPDB [digital self-query report](#).