

FREQUENTLY ASKED QUESTIONS

1. How many CEU's do I need to renew my license?

Pursuant to 201 KAR 17:090 Accrual of Continuing Hours, Section 2 (1-2)

(1) A minimum of thirty (30) continuing education hours shall be accrued by each person holding licensure as a speech-language pathologist, speech-language pathology assistant, or audiologist during the biennial period for renewal and two (2) of the thirty (30) hours must be in the area of ethics.

(2) A person who holds a license in both speech-language pathology and audiology shall complete a minimum of fifty (50) continuing education hours during the biennial period for renewal. This person shall obtain continuing education hours in both areas of licensure. Of the fifty (50) hours, two (2) hours must be in the area of ethics.

Online coursework shall not exceed 10 hours per day.

2. How long can my license remain inactive?

Pursuant to 334A.189 Inactive licensure status

(1) Any person with an active license may request that his or her license be placed on inactive status.

(2) An inactive license shall be renewed every other year by the last day of the month of the anniversary month granting the inactive license status.

(3) An inactive license may be renewed for up to six (6) years with documentation of required continuing education and approval of the board chair, board co-chair, or administrator of the board. The board shall promulgate administrative regulations to establish the requirements for renewals after six (6) years.

201 KAR 17:090(10) states that:

A licensee on inactive status shall submit proof of thirty (30) hours of continuing education if applying for a third consecutive biennial renewal under inactive status. For subsequent renewals, an inactive licensee shall obtain thirty (30) hours of continuing education for every six (6) years on inactive status. These hours shall be obtained no more than two (2) years prior to the six (6) year deadline. Two (2) of these hours shall be focused on ethics.

3. As a school based therapist, what is my maximum caseload size if I work a four day week?

As stated in 201 KAR 17:038, "The caseload size for a SLP who works four days a week or the equivalent number of hours in the public school system, shall not exceed 52 pupils.": The caseload for one working 5 days per week is 65 students. 201 KAR 17:038 specifies how this total is impacted by working less hours. Generally, it is 13 pupils for each day of the week or equivalent hours that a school based SLP is working.

4. I am a graduating student in SLP, how do I apply for an INTERIM License?

- (1) Read the **LAW** regarding licensure. Laws and regulations relevant to Kentucky licensure are available at: (<http://www.slp.ky.gov/Pages/statutes.aspx>)
- (2) Download an **INTERIM SLP APPLICATION**
 - a. Complete APPLICATION. SLP-Interim Application is available online, but you must print out and submit a hard copy to the board (<http://slp.ky.gov/Pages/applications.aspx>)
 - b. When you complete the form you must declare citizenship OR intent to become a citizen.
- (3) Complete the **Post Graduate Professional Experience (PPE)** portion on Application –
 - a. The form is part of the interim application form which both you and your supervisor complete. The PPE supervisory requirements are comparable to the supervisory requirements described for Clinical Fellowship Year (CFY) <http://www.slp.ky.gov/Pages/applications.aspx>
 - b. The supervisor must currently hold a Kentucky license and also sign your PPE
 - c. The PPE plan is to be submitted within 30 days after PPE begins.
- (4) Request a **TRANSCRIPT**
 - a. Include an official transcript from your university's registrar (must be received in a sealed envelope)
 - b. If your transcript is not available, then a letter from the program director stating that the applicant has met all academic program requirements and that a Master's Degree will be awarded and the date.
- (5) **Enclose FEES with application**
 - a. Enclose a check or money order made payable to the Kentucky State Treasurer (\$50.00)
- (6) Make certain to **PLAN AHEAD.**
 - a. If your interim will expire before you finish PPE, be sure to request an extension before it expires.
 - b. When you apply for full licensure, be sure to submit a completed application form, copy of current CCC's letter or passing Praxis score from ETS and the fee of \$100 if you hold an interim or \$150 if you do not.
 - c. Continuing education required to maintain license, 30 hours every other year. First time renewal CEUs are waived.

5. Is there an interim license for 4th year audiology students?

No. Students should apply for full licensure upon graduation. While there is an interim audiology license available, current graduating students are eligible for full licensure because they have finished all supervisory requirements during their AuD program.

6. How can I verify the status of my license?

You can go to the website at <http://slp.ky.gov> and go to Online Services. Once there, click on eServices. Enter your username and password (or create an account if you do not already have one) and follow the prompts to request verification. Verification will then be emailed to the state you requested, so be sure you have a correct email address for them.

Our department only does online verification.

7. How can I renew my license online?

You can go to the website at <http://slp.ky.gov> and go to Online Services. Once there, click on eServices. Enter your username and password (or create an account if you do not already have one) and follow the prompts to renew.

8. How can I change my address/name?

You can go to the website at <http://slp.ky.gov> and go to Online Services. Once there, click on eServices. Enter your username and password (or create an account if you do not already have one) and follow the prompts to change you information.

9. How do I apply for licensure in Kentucky if I have a license in another state/country?

You can go to the website at <http://slp.ky.gov> and go to the resources tab, once there you can look at the Kentucky Revised Statutes and the Kentucky Administrative Regulations to find the different requirements for each license type.

10. How do I get a temporary license?

The board may issue a temporary license to any applicant who has met the requirements for licensure for the respective profession. A speech-language pathologist, speech-language pathology assistant, or audiologist may practice his or her respective profession under a temporary license until the next board meeting, at which time the full board shall either extend the temporary license, issue the license, renew a license, or deny a license. If a license is denied, the person with a temporary license shall immediately cease the practice granted under the temporary license upon notification by the board. A person may practice his or her respective profession under a temporary license for no longer than 180 days.

11. How do I find out the status of my application?

You can call the Board office at 502-564-3296 and ask for the Board Administrator for the Board you wish to connect with. The Board Administrator can give you the status of your application.

12. What is the procedure to have a verification of my license sent to another state?

If you need a verification to go to another state, you must request it in writing and submit a \$15 check or money-order made out to the Kentucky State Treasurer to the Board Office. Verification with a state seal will be sent to the state with your licensure status. If the state you are going to apply for licensure has a particular form they want filled out, you must submit that form with your request. You must supply the address of where you want the verification to go.

13. How can I reactivate my license from inactive status?

Pursuant to 201 KAR 17:030 Sec. 4(2), reactivation of an inactive license to practice speech-language pathology, audiology or SLP-A may be obtained by:

- (a) Filing a completed Renewal Application for appropriate license (Audiology, SLP, SLP-A).
- (b) Payment of the current renewal fee (\$100.00 for Audiology, SLP, SLP-A or \$300.00 for dual license)

(c) Compliance with the continuing education requirements established in 201 KAR 17:090, (30 hours = total number of CEUs' earned every 2 years. Two of these hours of the total 30 hours of CEUs shall be obtained in ethics).

14. What is the procedure to reinstate a license?

See 201 KAR 17:090 Sec. 11

15. Can I submit copies of my transcript?

Transcripts must be official transcripts from the college or university issued to the SLP/A Board. They must be received by the Board Office in a sealed envelope. If you are applying for an Interim license and you have just graduated, the Board will accept a letter from the Program Director stating that you have completed your Masters and your degree will be conferred on the date of your graduation. Once the transcripts are created at the college/university, you must have an official transcript sent to the Board Office prior to applying for full licensure.

16. How do I find out if my application was approved?

You can go to the website at <http://slp.ky.gov> and go to Online Services. Once there, click on the Online Verification. Choose the licensure board that you have a license under. Enter just your social security number and only your record will show up. This will include the status of your license.

17. How can I get ethics training? What resources are available?

You may earn CEUs related to ethics from a variety of resources including but not limited to:

- 1) Kentucky Board of SLP & Audiology sponsorship of an ethics course at the KSHA Convention.
- 2) Kentucky Academy of Audiology, ASHA or AAA conventions
- 3) SpeechPathology.com online courses may be accessed through www.speechpathology.com
- 4) SpeechpathologyCEUs.net courses may be accessed through <http://speechpathologyceus.net/>
- 5) e-learning through the American Speech Language and Hearing Association (www.asha.org)
- 6) AudiologyOnline which may be accessed through (www.audiologyonline.com)
- 7) e-Audiology through the American Academy of Audiology (www.audiology.org)
- 8) Care2Learn also offers ethics coursework for both SLPs and audiologists (www.care2learn.com)
- 9) Linguisystems offers free CEUs about ethical decision making for SLPs (www.linguisystems.com/ceu)
- 10) Procourse CEUs offers online courses for self-study in ethics for SLPs (www.procourseceus.com)
- 11) Online Ceus.com has an online ethics course for SLPs, SLP assistants and audiologists (www.onlineceus.com)

18. I am an SLP-Assistant. Where can I get my teaching certificate?

You would need to contact the Department of Education for a teaching certificate. The SLP/A Board only regulates speech-language, speech-language assistants and audiology licenses.

19. I am an SLP-Assistant. Can I provide services to contract kids at the school outside the school day?

An SLP-Assistant cannot provide services for these kids. SLP-Assistants are only licensed to provide services in the public schools under the supervision of a licensed or certified SLP. Providing services outside the school day, although still on school grounds is not within the scope of practice of the SLP-Assistant.

20. Must I have a license to practice speech language pathology or audiology and what are some of the events that might impact my licensure status?

Licensure Required (Speech Language Pathology and Audiology)

In order to practice as a speech-language pathologist or audiologist, one must hold a license issued by the Board. KRS 334A.035(3) provides a limited exception to this licensure requirement in the event that a speech language pathologist is working solely within the public schools in a certified position if they are certified by the Educational Professional Standards Board. KRS 334A.040 provides other exemptions from licensure.

Interim Licensure (Speech Language Pathologists Only)

In order to achieve full licensure as a speech language pathologist, an individual is required to complete a period of “postgraduate professional experience” of not less than 1,260 hours completed during a period not to exceed two years. During this experience, the individual must apply for and become an interim licensee of the Board. Application for an interim license is to be made within 30 days of the commencement of the post-graduate professional experience. The minimum requirements for obtaining interim licensure can be found at 201 KAR 17:011. Upon completion of that experience, the interim licensee must apply for permanent licensure within 30 days.

An interim licensee should take the PRAXIS examination during the time when they hold an interim license. If the interim licensee has taken but not passed the PRAXIS by the time when he or she is required to make application to the Board for full licensure, he or she may seek to continue to practice as an interim licensee under the supervision of a mentor if approved by the Board. If the individual still has not passed the PRAXIS within 24 months of commencement of his or her interim licensure, he or she must submit a request to continue as an interim licensee and appear before the Board to discuss whether extension of the interim licensure would be appropriate under the circumstances. For a detailed discussion of this procedure, see KRS 334A.035(1) and 201 KAR 17:011.

Temporary and Full Licensure (Speech Language Pathology and Audiology)

Once one makes application to become a permanent licensee of the Board, he or she will be issued, in most instances, a temporary license pursuant to 201 KAR 17:014. A temporary licensee allows the individual to practice until the Board meets to review the applicant’s qualifications. If the application suggests that the applicant may have engaged in unprofessional conduct or the Board Staff has other

information that calls into question an applicant's suitability for licensure, a temporary license may not be issued. If a temporary license is issued upon application, a letter documenting this will be mailed to the applicant. An applicant should not begin to practice until that letter is received or until they are able to verify the issuance of a license via the online verification database. Once the Board meets, the application will be considered. At that time, a decision will be made with respect to the application and the temporary license will terminate upon either the issuance of a full license or the decision to deny the application. Initial decisions related to denial of applications are preliminary in nature and are subject to appeal by the applicant.

Renewal (Speech Language Pathology and Audiology)

Once an individual becomes licensed by the Board, it is his or her duty to maintain that licensure by applying for renewal biennially. Requirements for biennial renewal include the payment of fees and completion of continuing education requirements. Those requirements can be found at 201 KAR 17:030 and 201 KAR 17:090. Licensees are to renew prior to January 31st of the year in which they are scheduled to renew. The dates referenced throughout this article are the dates by which an application must be file-stamped as having been received at the Board Office. If you are uncertain of your expiration year, the online verification database includes each licensee's expiration date and is accessible to the public at all times on the Board's website.

If the licensee misses this deadline, he or she may renew late on or before March 2nd. If one renews late, he or she is required to pay a greater fee. The Board will also scrutinize the continuing education submitted as a part of the renewal application. ALL CONTINUING EDUCATION IS TO BE COMPLETED PRIOR TO JANUARY 31ST. The grace period allows a late applicant to continue to practice until his or her application is considered, but it does not constitute permission to procrastinate in obtaining continuing education hours. Thus, the law includes a specific requirement that all continuing education shall be completed before January 31st of the application year. If a licensee completes the necessary continuing education in February, his or her renewal may be approved but he or she would be subject to possible disciplinary action for this tardiness. If you find yourself in a situation where you have missed this deadline, the best course of action is to complete the necessary continuing education as soon as possible with proof submitted to the Board, but you should understand that you might still face sanctions by the Board.

Reinstatement (Speech Language Pathology and Audiology)

After March 2nd, practitioners are required to reinstate what is, at that point, an expired license. Applicants are required to pay an even greater fee and complete continuing education. In addition, the Board will likely investigate whether the licensee continued to work after his or her license expired on March 2nd. If such conduct is substantiated, the licensee will be subject to disciplinary action. Just as in the instance of initial applications, reinstating applicants are encouraged to wait until they receive a temporary license or approval notice in the mail or are able to verify approval of their license online with an appropriate and updated expiration date before resuming their practice. Reinstatements often involve proof of unprofessional conduct (i.e. practicing without a license) and thus, are required to be

held until the Board's next monthly meeting. Licensees who let their license lapse should expect that this process may take several weeks given the Board's monthly meeting schedule. A time-consuming reinstatement process is not the fault of the Board and should not be construed by the licensee as grounds to practice without a license. It is the responsibility of the licensee to renew their license in a timely fashion.

Not all applicants for reinstatement are those who have recently held a license. A license can be reinstated if you make application within 5 years of its expiration. After the passage of 5 years, one must again complete the process for initial licensure as the license could not be reinstated after that deadline pursuant to KRS 334A.170(3). All applications for reinstatement will face a similar scrutiny and one should not practice until he or she has been notified by the Board that his or her application has been approved or he or she has been granted a temporary license.