

FREQUENTLY ASKED QUESTIONS

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

Every licensee, excluding interim licensure holders, must renew on a biennial basis and obtain 30 CEU's, including 2 CEU's in the area of Ethics, that are obtained from the previous 24 month period (i.e. those due to renew on 1/31/2016 had to obtain continuing education between 2/1/2014 and 1/31/2016).

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?

Those requesting inactive status, must submit a renewal each period filled out completely and submitted with the required \$20.00 fee. Please be aware, after you have held inactive status for four (4) consecutive years, you will be required to submit continuing education with your inactive licensure renewal. You may only remain on inactive licensure status for a maximum of six (6) consecutive years before you must reactivate by submitting a regular renewal with supporting documentation of your continuing education.

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://slp.ky.gov/Pages/Resources.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://www.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 or teaching certificate 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 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 a full license is 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 the Online Services tab and select eServices (you must create a username/password if this is your first time). Or, you may click on the Verification tab and enter your name and/or license number and select the appropriate board. This is also a legal and binding document that can be used as proof of licensure. Wallet cards are no longer sent, you may print a licensure card and / or certificate by from the Main Menu of your eServices account or you may print a license 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 – eServices. If you have not registered, you will first create your account. Once you have logged in, you will select the “License Renewal / License Extension” option. Online renewal will not be made available more than ninety (90) days prior to your renewal date. Renewal notices will be sent to the email we have on file. Please be sure to update your contact information using eServices to receive all pertinent information.

8. How can I change my address/name?

You can log into your eServices account: <https://oop.ky.gov/Eservices/Default.aspx>. You will select “Record Correction (Name, Address, Phone & Email)” from the Main Menu page to update any contact information or your name.

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

You will need to submit the following: Application for License, fee, official transcripts, ASHA CCC’s letter (sent directly from ASHA) or Praxis scores along with supervisor’s signature for PPE completion, and letters of good standing from any state in which licensure has been held. If you are applying from another country, please pay close attention to question number 5 on the Application for License regarding citizenship, you must declare citizenship OR intent to become a citizen.

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?

If you are uncertain of your license number, issue date, or expiration date, please utilize the online verification system available on our website SLP.KY.GOV by clicking on the “Verification” tab or accessing the following link: http://oop.ky.gov/lic_search.aspx. You may also create and log into your eServices account where you will see your current status and you can view your issue date, renewal date, and expire date (<https://oop.ky.gov/Eservices/Default.aspx>).

You can call the Board office at 502-564-3296 and ask for the Board Administrator for the Board with which you wish to connect. Please allow 7-10 business days for updates to the system prior to contacting the Board regarding your application.

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

In order to request licensure verifications be sent to other states and entities, you must log into your eServices account and click "Verification for Other States." Verifications of this manner will be sent directly to the email address provided as well as a copy emailed to the email address associated with your eServices account. You will still be required to pay the \$15.00 fee. Verifications requested through eServices will be sent immediately.

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 \$200.00 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 (2) of the total 30 hours of continuing education shall be obtained in ethics).

14. What is the procedure to reinstate a license?

See 201 KAR 17:090 Sec. 11 and KRS 334A.170.

In order to reinstate your license you must have a license that has expired less than 5 years prior to your reinstatement application being received. You will need to submit the following to apply for reinstatement: Application for Reinstatement, \$250.00 fee (in the form of a check or money order made payable to the KY State Treasurer), proof of 30 hours of continuing education (completed within the prior 24 months) including 2 hours in Ethics, and letter(s) of good standing from any state in which licensure is currently held or has been held. Applications can be found on the Board's website: SLP.KY.GOV – Resources tab – Applications and Forms page. Applications should be received by the Board's office at least 10 days prior to the meeting in which they will be reviewed.

15. Can I submit copies of my transcript?

Transcripts must be official transcripts from the college or university. They can be issued to the SLP/A Board or to the student. 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 the Online Services tab and select eServices (you must create a username/password if this is your first time). Or, you may click on the Verification tab and enter your name and/or license number and select the appropriate board. This is also a legal and binding document that can be used as proof of licensure. Please note, it may take up to 7-10 business days after the board meeting for updates to the database. You will receive correspondence from the Board within approximately 2-4 weeks of the meeting date.

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

Every licensee, excluding interim licensure holders, must renew on a biennial basis and obtain 30 CEU's, including 2 CEU's in the area of Ethics, that are obtained from the previous 24 month period (i.e. those due to renew on 1/31/2016 had to obtain continuing education between 2/1/2014 and 1/31/2016).

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)

Please refer to 201 KAR 17:090 regarding continuing education requirements. Continuing education courses, not automatically accepted by the Board, that have been reviewed by the Board, will be posted on the Continuing Education page within the CEU lists that are available, <http://slp.ky.gov/Pages/continuinged.aspx>. Courses are listed by the date they were reviewed by the Board.

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 of 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. Licensees may view issue date, renewal date, and expire date by logging into their eServices account.

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 an 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.

21. How do I know if my CEUs are approved?

If you have questions regarding continuing education requirements, please reference 201 KAR 17:090 as a first resort. You can access through our website or the following link:

<http://www.lrc.ky.gov/kar/201/017/090.htm>.

If you need to verify if a continuing education course that does not meet the requirements of 201 KAR 17:090 Section 3(1)(a) has been approved by the Board, please use the CEU lists provided on our website www.SLP.KY.GOV by selecting the "Resources" tab and clicking on the "Continuing Education" page.

If you are renewing your SLP license, SLPA license or AUD license for the first time, continuing education is not required. If you are unsure, you can check the online verification system to see when your license was issued.

22. When do I need to submit by Renewal or Audit?

Please submit your renewal in a timely fashion. Regular renewals must be received by our office at least **two (2) weeks** in advance of the expiration date (if submitted by hard copy) in order to ensure the license can be updated prior to the expiration date. Online submissions for regular renewals not requiring review, will be automatically approved. Audited renewals must be received by our office at least **one (1) week** in advance of the expiration date to ensure they are reviewed and updated prior to the expiration of the license.

All renewal applications and audits must be filled out completely. Each question or blank should be filled in according to the directions on the renewal application. Continuing education should be listed (multiple pages may be used if necessary) and the ethics course(s) should be clearly marked.

23. I am being Audited, how do I report my CEUs?

If audited, licensees must provide proof of continuing education in the form of completion certificates or ASHA transcripts. However, the information provided must supply the Board with the following information: Training Title, Date Completed, Number of CEU's, and Sponsor/Provider (i.e. A licensee may turn in a certificate of completion for the KSHA Convention, but may also need to submit their tracker sheet to show individual course information). Please have all documentation scanned and ready to upload with your online renewal prior to beginning the renewal process.