

Speech-Language Pathologist – Limited License Application Checklist

Please read all instructions on this checklist before completing and submitting this application.

Print legibly on application and Law and Regulation Examination.

I. All Applicants Must Submit:

- _____ \$100.00 Fee (make check or money order payable: Board of SLP)
- _____ A recent 2x2 passport size color photo
- _____ Signed and Notarized Application
- _____ Completed Law and Regulation Examination (see note)
- _____ Proof of Fingerprinting for Criminal History Records Check

Note: The Law and Regulation Examination is an open book examination. An applicant must score at least 75 percent on the Examination. Applicants can download the examination from the Board's web site at <https://health.maryland.gov/boardsahs/Pages/Index.aspx>. Use the Forms Link to download a copy of the law examination. To complete the examination, refer to the law and regulation reference number included with the questions. Use the "Statute and Regulations" link underneath the Regulations heading on the left side of the Board's web site to access the laws and regulations to answer the questions. A license will **not** be issued unless the Law and Regulation Examination has been successfully passed. Submit the Law and Regulation Examination with the main application.

Note: Criminal History Records Check

Effective October 1, 2016 an applicant for initial licensure must submit evidence to the Board of an application for a criminal history records check (CHRC).

Information and forms regarding the required CHRC is on the Board's Forms page (click on Forms in the Menu section).

An application for licensure will not be processed until the application is complete, including submitting evidence of a criminal history records fingerprint receipt, and the required CJIS-issued reports have been received by the Board.

All applicants should download, fill out, and print the Board's pre-filled LiveScan Pre-Registration Form. The form has relevant Board-specific information already on the form. This form must be presented to the fingerprinting service.

Application form found on the Forms page under the Menu on the Board's website.

In-state applicants and out-of-state applicants near Maryland may go to an authorized fingerprinting location in Maryland. The Forms page on the Board's website provides a link to the Department of Public Safety & Correctional Services' list of authorized fingerprinting locations.

Out-of-state applicants must contact the Board at 410-764-4725 to request an official out-of-state fingerprint card and instructions to be mailed directly to the applicant before submission of an application for licensure to this Board. The CHRC requirement is in addition to answering the disciplinary questions in the application.

II. All Applicants Must Submit the Following Documents:

____ Official Master's Transcript: Official transcript must show degree conferred date. For new graduates the Board will accept a letter from the Department Chair stating that applicant has **completed** all coursework and clinical practicum if transcript does not yet show the degree as having been awarded. The Department Chair letter must also include the date that the degree will be **conferred** and the school's accrediting body and status by CAA or ACAE. **The conferred date must be before the date that an application is approved by the Board. If the degree has not been conferred yet at the time of the Board meeting, it will not be approved until after the degree has been conferred at the next Board meeting.** An applicant obtaining a limited license via Department Chair letter must request from the educational institution the official transcript directly to the Board – the official transcript is due to the Board no later than 60 days after the limited license has been issued. Undergraduate transcripts do not need to be submitted to the Board.

____ Clinical Fellowship Year Plan (Form AS2)

Note: A supervisor must be a licensed speech-language pathologist in the State of Maryland or if the supervisor is exempt from the licensure requirements the supervisor must hold the ASHA Certificate of Clinical Competency.

Note: A Form AS2, Verification of Supervision for Limited Licensure/Clinical Fellowship Year, must be submitted for each supervisor during the period of limited licensure and for any change in the number of hours practicing per week.

Note: Applicants for a limited license who have completed some of the required nine months of supervised practice in another state must submit a Form AS2 and a Form AS3 completed by their supervisor in the other state to obtain credit for supervised practice in that state.

Application Processing

Applications are processed continuously in the order received at the Board office. Applications are only forwarded for Board approval when complete. Complete applications include proof of fingerprinting for the required criminal history records check and both the Maryland and FBI required CJIS-issued reports having been received by the Board. Please note, that CJIS will not discuss any fingerprint report statuses with anyone but the applicant.

Some applications for limited licensure require Board-approval. These applications are processed after the Board has voted and made a decision at a Board meeting.

There is no expediting of the approval of applications under any circumstances.

Applications must be approved by the Board at monthly Board meetings. Applications should be received at the Board office one week prior to the next Board meeting, for the best chance to be reviewed for completion or they may not be approved until the following Board meeting.

Notice of Administrative Closure of Application: Pursuant to COMAR 10.41.03.08 the Board may administratively close an application if the application remains incomplete one year after the application was received.

Requirements for Clinical Fellowship Year (CFY)

CFY Time Requirements:

The CFY must be started within two years after completion of the academic coursework and clinical practicum requirements and must then be completed within 24 months., unless extenuating circumstances have not permitted an applicant to do so, and are approved by the Board. The CFY can be completed either by full-time or part-time professional employment. See the requirements on this sheet for full-time or part-time professional employment to meet the supervised practice requirement.

Full-Time Requirement Is As Follows:

30 or more hours per week for a minimum of 9 months

Part-Time Requirements Are As Follows:

15-19 hours per week – must work a minimum of 18 months

20-24 hours per week – must work a minimum of 15 months

25-29 hours per week – must work a minimum of 12 months

At least 80% of the CFY work must be in direct client contact which includes assessment/diagnosis/evaluation, screening, habilitation/rehabilitation, and activities related to client management.

The Board will not approve a CFY of less than 15 hours per week.

Form AS2:

An applicant for a Limited License shall submit a Form AS2, Verification of Supervision for Limited License Clinical Fellowship Year, with the application to the Board. **The applicant may not begin practicing until the Limited License Application is approved by the Board and the license has been issued.** A Limited License authorizes the applicant to practice only in the setting and under the supervision of the person specified on the Form AS2.

A change in supervisor and/or employment requires Board approval prior to the limited licensee beginning to practice under the new supervisor. The limited licensee and the new supervisor must submit a new Form AS2 to the Board for review.

CFY Supervision Requirements:

The supervisor shall provide a minimum of 36 hours of supervisory activities during the clinical fellowship year. Additionally, a minimum of two hours of other monitoring activities each month are to be provided by the supervisor.

National Examination Score Report:

The Limited Licensee must request a copy of the National Examination, the Praxis Exam, to be sent to the Board.

Applicants for a limited license in speech-language pathology are strongly encouraged to contact ETS to ensure that the Board can view Praxis score reports via the ETS' score reporting system.

A copy of the Praxis exam score report is not required to obtain a limited license, but it is required to be on file to transfer the limited license to a full license when the supervised practice requirement has been met.

Renewal of Limited License as a Speech-Language Pathologist

If an individual that holds a limited license as a speech-language pathologist is unable to obtain at least 9 months of supervised practice as a full-time limited licensee or obtain the specified months of supervised practice as a part-time limited licensee the individual may renew the limited license for an additional year.

The limited license renewal form and the \$25.00 renewal fee must be submitted at least 30 days prior to the expiration of the limited license. An individual with a renewed limited license is eligible for transfer to a full license provided the minimum number of supervised months has been completed prior to the expiration date of the second year of limited licensure.

If an individual fails to obtain the minimum of 9 months of supervision within the two years of limited licensure the individual must wait an additional year after the expiration of the renewed limited license before the individual can reapply for a limited license as a speech-language pathologist.

Transfer of Limited License to Full License

Upon completion of the CFY (i.e., nine months of supervised practice), the Limited Licensee shall submit to the Board a **Form AS3**, Verification of Satisfactory Completion of CFY, completed by the supervisor. If the CFY was conducted in more than one setting, or under more than one supervisor, a separate Form AS3 must be submitted for each setting or supervisor.

An individual holding a limited license as a speech-language pathologist will be transferred to a full license provided the individual has met all the licensure requirements, the application is complete, and the limited licensee has been supervised for at least 9 months. The Form AS3 must be received by the Board no sooner than the 9 months of supervised practice ends and no later than 30 days prior to expiration of the limited license.

The Limited Licensee must ensure that the Board has a copy of the Praxis Examination scores.

Transfer of a limited license to a full license does not require submission of any other documents provided the licensure file is complete and the limited license is still valid and unexpired. A \$150 fee made payable to the Board of Examiners for AHS is required to complete the application for full licensure.

The expiration date of an initial full license will be May 31st of the following year.

Continuing Education

Continuing education is a requirement to renew a full license. The continuing education requirement is prorated for most new licensees depending on the issuance date of the full license. Information regarding the amount of continuing education required to renew the license is issued to new licensees via e-mail and is posted to the Board's website.

The continuing education requirement for renewing a speech-language pathology license that has already been renewed once, is 30 hours or 3.0 CEUs (.1 CEUs = 1 hour of CEUs). **The continuing education cycle is not concurrent with the license cycle.** The continuing education cycle is the two calendar years preceding the expiration date of the license through to December 31st. For example, if your license expires on 5/31/2020, in order to renew your license you must submit evidence of 30 hours of continuing education completed between 1/1/2018 and 12/31/2019 for the 2020 renewal.

Continuing education is not required to renew a limited license.

Applicants are advised to do the following:

Keep a copy of this application checklist.

Print a copy of the application for your records.

Provide an e-mail address on the application that is a frequently checked account.

Submit an application form currently in use by the Board.

Applicants are strongly advised the following:

Do not fax the application to the Board.

Do not increase or reduce the size of the application in any manner.

Do not use white-out on the application.