
Licensure and Certification How-To 2008

Internship

- **It is a Class B misdemeanor (punishable by 6 months in county jail and/or fine not exceeding \$1,000) to practice without a license.**

Application Procedure

- **Online**, complete licensure application form and pay application fee. (www.dshs.state.tx.us/speech/)
- **Mail:**
 - » official transcript (may not show spring grades and Master's degree—that's ok)
 - » letter from program director verifying completion of degree (if transcript does not show graduate degree)
 - » Coursework and Clinical Experience Form
- **Fax** Intern Plan and Agreement of Supervision form with supervisor's name and fax number listed at the top. (One form per supervisor)

Application Procedure

- **Allow at least 15 working days for processing your license application.**
- **You can do an online live search and download a verification as soon as your license is granted.**
- **Send an official transcript showing your degree as soon after graduation as possible.**

Remember!

- **Keep copies of all documents you send to the office!**
- **If your application is returned or held pending additional information, you have a limited amount of time to provide the requested information. If you do not complete the application process in time, or if your application is denied, the original documents are not saved. You will need to resubmit *everything*.**

Supervision Issues

- Supervisors must hold a valid Texas license and possess at least a master's degree in communication sciences and disorders.
- Supervisors must have 3 years of experience (internship + 2).
- Supervisors can supervise a maximum of 4 individuals (any combination of interns and assistants).

Renewal of Intern License

- **Intern licenses are issued for one full year. If the internship is completed in less than a year, the intern may continue to practice under supervision while awaiting full licensure or the temporary certificate, with a letter from the supervisor. You must submit the license application within 30 days of the completion of the internship.**

Renewal of Intern License

- License renewal is necessary if the internship is not completed by the expiration date of the license. Applicants for license renewal must submit appropriate paperwork and fees. The intern's license cannot be renewed to allow additional time to pass the exam. **Renewing the intern license requires 10 CE hours.**

Once the Internship is Completed:

- Each supervisor must complete the Report of Completed Internship form and the intern must submit the form(s) within 30 days of completion of the internship.
- Both the intern and the supervisor must maintain documentation of the supervisor's observations and evaluations for **three years**, or until the license is granted.

Once the Internship is Completed:

- **If the Praxis exam has been passed, apply for a two-year full license (submit fee, application form, original transcript showing graduate degree conferred if not previously submitted, Report of Completed Internship, Praxis exam score).**

Once the Internship is Completed:

- If the exam has **not** been passed, apply for a temporary certificate of registration (\$55 fee, transcript if needed, application form, Report of Completed Internship).
- Temporary certificate allows practice for a period ending 8 weeks after the next scheduled exam

Internship FAQ's

- **Q: When do I start the internship?**

A: You must begin within 4 years after completing academic and clinical experience requirements.

Internship FAQ's

- **Q: How long is the internship?**

A: It must be completed within 36 *months*, and it consists of 36 *weeks* of full-time (35 hours per week) supervised professional experience. Part-time employment over a longer period is also acceptable.

Internship FAQ's

- **Q: What type of job is acceptable?**

A: It must involve primarily clinical activities such as assessment, diagnosis, screening, treatment, report-writing, and family/client consultation and/or counseling related to individuals with communication disabilities.

- **Q: What title do I use?**

A: "Intern" (in speech-language pathology or audiology).

Internship FAQ's

- **Q: How much supervision is required?**

A: A total of 36 clock hours. Each 1/3 of the internship must include 6 hours of direct observations of client contact at the intern's worksite, plus 6 hour of other monitoring activities (e.g., correspondence, videotape review, phone conferences). During each 1/3 segment, the supervisor must conduct a formal evaluation of the intern's progress and maintain documentation.

Internship FAQ's

- **Q: What happens if I don't complete the internship within the time frame?**

A: You may submit a written request for an extension explaining the reason. A Board designee will determine whether the internship should be revised or extended and whether additional requirements must be met.

Internship FAQ's

- **Q: What happens if I change jobs?**

A: If the supervisor and number of hours worked per week stay the same, your supervisor must submit a signed statement giving the name, address and phone number of your new location.

Internship FAQ's

- **Q: What happens if I change supervisors?**

A: Your new supervisor must submit a current Intern Plan and Agreement of Supervision form. The new arrangement has to be approved by the Board before you resume practice. You and your previous supervisor must complete a Report of Completed Internship Form and submit it to the Board office.

Internship FAQ's

- **Q: What happens if I increase or decrease the hours I work?**

A: If the number of hours worked changes, but supervisor and location are the same, the supervisor must submit a signed statement giving the date the change occurred and the new hours you are working. A Report of Completed Internship form must also be submitted for the previous experience.

Contact Information

- 512-834-6627 (phone)
- 512-834-6677 (fax)
- e-mail:
 - » speech@dshs.state.tx.us
- web site:
 - » www.dshs.state.tx.us/speech/
- Mailing address:
 - » 1100 West 49th St.
Austin, TX 78756-3183

http://www.nsslha.org/NSSLHA/faq/FAQsConversion.htm

FAQs about the NSSLHA-to-ASHA Conversion Program Discount - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.nsslha.org/NSSLHA/faq/FAQsConversion.htm>

NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION

NSSLHA

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FAQs about Academic Programs

FAQs about the ASHA Convention

FAQs about ASHA Membership and Certification

FAQs about Starting a Local Chapter

FAQs about the NSSLHA-to-ASHA Conversion Program Discount

FAQs about the NSSLHA Honors Program

FAQs about the NSSLHA-to-ASHA Conversion Program Discount

- 1. [What exactly is the NSSLHA-to-ASHA Conversion Program Discount?](#)
- 2. [How will I know if I qualify for the conversion program discount?](#)
- 3. [What constitutes two consecutive years of national membership?](#)
- 4. [How much of a discount will I receive?](#)
- 5. [What if I do not have two consecutive years of membership in national NSSLHA. Do I still qualify for the conversion program discount?](#)
- 6. [What is the recent graduate conversion rate?](#)
- 7. [How long after I graduate can I receive the conversion program discount?](#)
- 8. [When is the best time to convert membership from NSSLHA to ASHA?](#)
- 9. [What is the Gift to the Graduate Program?](#)
- 10. [What if I am in my CF \(Clinical Fellowship\)? Should I wait until I am done to convert my membership to ASHA?](#)
- 11. [If I am converting to ASHA do I have to renew my membership in NSSLHA during my CF?](#)
- 12. [Where can I find more information about the Conversion Program Discount?](#)

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ASHA Certification

- **Complete the application for membership and certification in black ink. Obtain the signature of your graduate program director in the appropriate areas. Apply within 3 years of graduation to benefit from the “pass-through” option.**
- **Submit the application with the required dues/fees. Make a copy for yourself before mailing. If you apply between May 1 and August 31, you’ll receive membership through Dec 31, 2009—20 months!**

ASHA Certification

- **Have an official graduate transcript sent to the Certification Administration Section of the ASHA National Office. The transcript must indicate the graduate degree and the date it was awarded.**
- **Request that ETS send a copy of your Praxis score to ASHA. Only scores received directly from ETS will be accepted and you must have taken the exam no more than 5 years prior to the time you submit your ASHA certification application.**

ASHA Certification

- **Prior to beginning the CF, verify your supervisor's current ASHA certification status by contacting the ASHA Action Center. Your supervisor must maintain the CCC throughout your CF.**
- **Review with your supervisor the CF requirements and skills on which you will be evaluated.**
- **At the end of the CF, submit the Clinical Fellowship Report and Rating form signed by both you and your CF supervisor.**