

# **Board of Speech-Language Pathology and Audiology**

## **Application for Active Licensure as a Speech- Language Pathologist or Audiologist With Instructions Attached**



**Board of Speech-Language Pathology and Audiology  
4052 Bald Cypress Way, Bin # C-06  
Tallahassee, FL 32399-3256  
(850) 488-0595**

## GENERAL INFORMATION

Please read Chapter 468, Part I, Florida Statutes (F.S.) and Title 64B20, Florida Administrative Code (F.A.C.), prior to completing the application forms. You must read the laws and rules in order to determine your eligibility **prior to applying**. The laws and rules can be found on our website at: <http://www.doh.state.fl.us/mqa/speech/index.html>.

Within 30 days of receipt of your application and fees, you will be sent a letter informing you of your application status including any deficiencies. If you do not receive notice within 40 days that your application has been received, contact this office at (850) 245-4161.

**MAILING ADDRESS:** Please use the below addresses as they apply. Please include your full name and social security number on any correspondence or documentation.

**ORIGINAL APPLICATION with SUPPORTING DOCUMENTS AND FEES TO:**

Board of Speech-Language Pathology and Audiology  
P. O. BOX 6330  
Tallahassee, FL 32314-6330

**ADDITIONAL DOCUMENTS SENT SEPARATE FROM THE APPLICATION TO:**

Board of Speech-Language Pathology and Audiology  
4052 Bald Cypress Way, Bin C06  
Tallahassee, FL 32399-3256

**APPEARANCES:** Certain applicants may be required to appear before the Board to discuss his or her application before a determination of licensure can be made. An appearance may be required for a variety of reasons, such as:

- Criminal or disciplinary history
- Education equivalency
- Impairment
- Other reasons as deemed necessary by the Board

Appearances are determined on a case by case basis. Board office staff does not determine the necessity of an appearance. Should your appearance be required, you will be notified of the exact date, time and location of the meeting at which your appearance is necessary.

If you believe you may be required to appear before the Board it is recommended you submit your application several months in advance of the meeting for which you wish to appear. You may view the Board's meeting dates and locations on its website at: <http://www.doh.state.fl.us/mqa/speech/index.html>.

**ADDRESS NOTE:** Your location address will be published on the Internet licensure lookup screen. Our licensure database requires two addresses for each licensee. One is the mailing address and the other is the location address. The "mailing address" is used whenever information is mailed to the applicant/licensee. If you only provide one address, it will be used for both the mailing address and the location address.

**ADDRESS CHANGE:** If you have a change of address, you must provide written notification to the Board office. Include your full name, old address, and new address, and whether this is your mailing address or your location address.

## APPLICATION INSTRUCTIONS

**All applicants are required to complete and/or submit the following, except where not applicable:**

**REQUIRED FEES:** Please make your cashiers check or money order payable to the Department of Health. The total fee that you are required to submit is based on the application completion or license issuance date. All licenses expire on December 31 of odd numbered years.

|   |   |
|---|---|
| <b>License Issued August 1 of the odd numbered year through December 31 of the even numbered year:</b>                      | <b>License issued January 1 of the odd numbered year through July 31 of the odd numbered year:</b>                          |
| <b>Total Fee: \$280.00</b> (\$75.00 non-refundable application fee, \$200.00 licensure fee, \$5.00 unlicensed activity fee) | <b>Total Fee: \$180.00</b> (\$75.00 non-refundable application fee, \$100.00 licensure fee, \$5.00 unlicensed activity fee) |

**COMPLETING THE APPLICATION:** Questions must be answered fully and truthfully; there are no questions that are not applicable. Obtaining a license by fraudulent misrepresentation is grounds for denial of your application or revocation of your license (Section 468.1295(1)(a), F.S.). You must sign and date the application. It is your responsibility to notify this office in writing if the answers to any of these questions change, even if the application is already approved.

**LICENSE /CERTIFICATION VERIFICATION:** You must request that verification of any license to practice any profession that you now hold or have ever held in any state, U.S. territory or foreign country be mailed directly from the other licensing entity to the Board Office. A copy of your license is not considered verification. Some states/countries may require you to send them a License Verification Form. The form is available on our website for your convenience.

**APPLICANT HISTORY QUESTIONS – REQUIRED DOCUMENTATION:** If you answer “yes” to any of the questions in the sections regarding criminal, health, or professional history, the required supporting documentation is listed directly on the application. In instances where court documentation is required but cannot be obtained, you must direct the Clerk of Courts to send a letter advising the Board that the documentation is no longer available.

### **Additional Supplemental Documentation**

**METHOD OF LICENSURE:** Applicants may qualify for licensure based one of three methods. Below is a list of additional documentation required based on your licensure method.

**1. Licensure by Evaluation of Credentials** – The following information is required:

- EXPERIENCE:** Pursuant to Rule 64B20-2.004, F.A.C., you must have your supervisor submit the following forms (if you had more than one supervisor, **each** supervisor must submit the following forms): **Supplementary Evaluation for Each One-Third of the Professional Employment Experience (Form SPA-2B) and Supervisory Report for Provisional Licensees (Form SPA-2C)**. These forms can be obtained from our website: <http://www.doh.state.fl.us/mqa/speech/index.html>.
- OFFICIAL TRANSCRIPT:** An official transcript(s) must be sent directly from the school to the Board office and must indicate that a master's degree or doctoral degree was conferred. If you did not graduate from a Council for Higher Education accredited program, verification of the number of hours of supervised clinical practice must also be included on the transcript.
- FOREIGN EDUCATION:** In order for the Board to consider any education completed outside the U.S. or Canada, documentation must be received which verifies that the institution at which the education was completed was equivalent to an accredited U.S. institution. Documentation must also be received which verifies that the coursework met the content and credit hour requirement for coursework in the U.S. It is the applicant's responsibility to obtain an evaluation from a recognized educational evaluation service that documents the acceptability of the coursework. Note- A certified translator who is not related to the applicant must translate any document that is in a language other than English.
- NATIONAL EXAM:** You must have an official score report submitted directly to the Board office by Educational Testing Services (ETS). Examination (Praxis exam with a passing score of 600 or greater and must have been obtained no more than (3) years from date of application)

**2. Licensure by Endorsement Based on Certificate of Clinical Competence (CCC) from ASHA** – The following information is required:

- CERTIFICATE OF CLINICAL COMPETENCE FROM ASHA:** You must request ASHA to submit a letter directly to the Board office verifying your status.

**3. Licensure by Endorsement from Another State or Territory of the United States (license must be valid and active)** – The following information is required:

- LAWS AND RULES:** Submit a copy of the laws and rules of the state or U.S. territory outlining the criteria for licensure at the time you received that license. The criteria must be substantially similar or equivalent to the licensure requirements in Florida at that time. Note- if you received your license through grandfathering or reciprocity you may not qualify for licensure under this method.

# APPLICATION FOR ACTIVE LICENSE

Check the box for the profession in which you are applying for licensure:

- Speech-Language Pathologist (3001)**       **Audiologist (3002)**

Check one of the following licensure methods:

- Licensure by Evaluation of Credentials (1020)  
 Licensure by Endorsement Based on CCC from ASHA (1022)  
 Licensure by Endorsement Based on Licensure from Another State or U.S. Territory (1021) **List the state or U.S. territory from which you are endorsing:**

Would you be willing to provide health services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster?   [ ] Yes   [ ] No

## 1. APPLICANT DATA

|                                   |                                  |                                   |                     |
|-----------------------------------|----------------------------------|-----------------------------------|---------------------|
| <b>NAME:</b>                      | Last                             | First                             | Middle              |
| <b>MAILING ADDRESS:</b>           | Number and Street                | Apt. #                            | City State Zip Code |
| <b>PRACTICE LOCATION ADDRESS:</b> | Number and Street                | Apt #                             | City State Zip Code |
| <b>Home Telephone Number</b>      | <b>Business Telephone Number</b> | <b>Date of Birth (mm/dd/yyyy)</b> |                     |

**Email Address:** \_\_\_\_\_

**Email Notification:** If you want to receive notices regarding your application deficiencies by **email only**, please check the "yes" box. If you chose this form of notification, you will receive deficiency notices regarding your application through **email only**. You will be responsible for checking your e-mail regularly and updating your e-mail address with the Board.

**I want to be notified by e-mail only:**    **Yes**    **No**

Have you ever changed your name through marriage or through action of a court, or have you ever been known by any other name?  
 Yes    No   If YES, list all names below:

Have you taken and passed the PRAXIS examination within the last three years?    Yes    No   Date Exam Taken \_\_\_\_\_

## 2. APPLICANT LICENSURE DATA

Do you hold or have you ever held a license and/or certificate to practice any profession in any state, U.S. territory, or foreign country?  
 Yes    No

If YES, list all licenses and/or certificates and the issuing state, territory, or foreign country below. Each issuing state, territory, or foreign country must submit a license/certification verification form.

| TYPE OF LICENSE/CERTIFICATE | LICENSE NUMBER | ISSUING STATE, TERRITORY, FOREIGN COUNTRY | CURRENT LICENSE STATUS |
|-----------------------------|----------------|---|------------------------|
|                             |                |   |                        |
|                             |                |   |                        |
|                             |                |   |                        |

## 3. EQUAL OPPORTUNITY DATA

We are required to ask that you furnish the following information as part of your voluntary compliance with Section 2, Uniformed Guidelines on Employee Selection Procedure (1978) 43 FR38295 August 25, 1978. This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.

**RACE:** Caucasian [ ]   Black [ ]   Hispanic [ ]   Asian [ ]   Native American [ ]   Other [ ] \_\_\_\_\_  
**SEX:** Male [ ]   Female [ ]

| <b>4. EDUCATIONAL DATA</b> |                 |   |                    |
|----------------------------|-----------------|---|--------------------|
| Undergraduate Degree       | Major/Specialty | Accredited School<br>City/State/Country | Date of Graduation |
| 1. _____                   | 1. _____        | 1. _____                                | 1. _____           |
| 2. _____                   | 2. _____        | 2. _____                                | 2. _____           |
| 3. _____                   | 3. _____        | 3. _____                                | 3. _____           |

**5. APPLICANT HISTORY – PROFESSIONAL**

If you answer “yes” to any question in this section, you must provide the following documentation WITH the application at the time of submission:

1. A self-explanation including details as to the state(s), license number(s), date(s), and relevant circumstances.
2. A copy of the complaint and disposition for each case.
3. A copy of any documentation from the state regarding the final actions/outcome of the issue.

**A.** Have you ever been denied a license/certificate to practice Speech-Language Pathology and/or Audiology or the renewal thereof in any state, U.S. Territory or foreign country? Yes No

**B.** Have you ever had a license/certificate to practice a profession revoked, suspended, or otherwise acted against (including probation, fine, reprimand or surrender in lieu of disciplinary action) in a disciplinary proceeding in any state, U.S. Territory or foreign country? Yes No

**C.** Are you now or have you ever been a defendant in civil litigation in which the basis of the complaint against you was alleged negligence, malpractice or lack of professional competence? Yes No

**D.** Is there a complaint currently pending against you in any jurisdiction, or an investigation of your professional conduct or competency in any profession? Yes No

**6. APPLICANT HISTORY – CRIMINAL**

If you answer “yes” to the question below, you must provide the following WITH the application at the time of submission:

1. A self-explanation regarding the charges on a separate sheet.
2. Copies of all pertinent court and arrest documents, including arrest report, official charge documentation and current disposition. This should include sentencing due to the arrest and proof of successful completion of your sentencing. These documents can be obtained from the clerk of court in the county the offense occurred.

**A.** Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question. Yes No

## 7. APPLICANT HISTORY – 456.0635(2), F.S.

Applicants for licensure, certification or registration and candidates for examination may be excluded from licensure, certification or registration if their felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes. If you answer YES to any of the following questions, please provide a written explanation for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation to the address below. Supporting documentation includes court dispositions or agency orders where applicable.

|  |  |
|--|--|
| 1. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction? (If you responded "no", skip to #2.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If "yes" to 1, for the felonies of the first or second degree, has it been more than 15 years from the date of the plea, sentence and completion of any subsequent probation?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. If "yes" to 1, for the felonies of the third degree, has it been more than 10 years from the date of the plea, sentence and completion of any subsequent probation? (This question does not apply to felonies of the third degree under Section 893.13(6)(a), Florida Statutes).  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. If "yes" to 1, for the felonies of the third degree under Section 893.13(6)(a), Florida Statutes, has it been more than 5 years from the date of the plea, sentence and completion of any subsequent probation?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. If "yes" to 1, have you successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed? (If "yes", please provide supporting documentation).   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If "yes" to 2, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If "No", do not answer 3a.)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Have you been in good standing with a state Medicaid program for the most recent five years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Did the termination occur at least 20 years before the date of this application?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Are you currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**8. SOCIAL SECURITY NUMBER AND HEALTH HISTORY:**

CONFIDENTIAL AND EXEMPT FROM PUBLIC RECORDS DISCLOSURE\*

**Florida Department of Health  
Board of Speech-Language Pathology and Audiology  
Active License Application**

**Name:** \_\_\_\_\_  
Last
First
Middle

**Social Security Number:** \_\_\_\_\_

**APPLICANT HISTORY – HEALTH**

If questions A-F are answered YES, explain in full on a separate sheet of paper. Your statement must include, but is not limited to, the date(s), location(s), specific circumstances, practitioners and/or treatment involved. If you have been under treatment for emotional/mental illness, chemical dependency, etc., you must request that each practitioner, hospital, and program involved in your treatment submit a full, detailed report of such to the Board office, to include: treatment received, medications, and dates of treatment and, if applicable, all DSM III R/DSM IV/DSM IV-TR Axis I and II diagnosis(es) code(s), and admission and discharge summary(s).

|   |  |
|---|--|
| <b>A.</b> In the last five years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the within the last five years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>B.</b> In the last five years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>C.</b> During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice within the last five years?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>D.</b> In the last five years, have you been treated for or had a recurrence of a diagnosed physical disorder that has impaired your ability to practice?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>E.</b> In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder, if you were previously in such a program, did you suffer a relapse within the last five years?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>F.</b> During the last five years, have you been treated for or had a recurrence of a diagnosed related (alcohol/drug) disorder that has impaired your ability to practice within the past five years?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

\* This page is exempt from public records disclosure. The Department of Health is required and authorized to collect Social Security Numbers relating to applications for professional licensure pursuant to Title 42 USCA § 666 (a)(13). For all professions regulated under Chapter 456, Florida Statutes, the collection of Social Security Numbers is required by section 456.013 (1)(a), Florida Statutes.

**9. APPLICANT STATEMENT**

I hereby authorize all hospitals, institutions, or organizations, personal physicians, employers (past or present), business and professional associates (past or present), and all government agencies and instrumentalities (local, state, federal, or foreign) to release to the Department of Health any information, files, or records requested by the Department in connection with the processing of this application. I further authorize the Department to release to the organizations, individuals, and groups listed above any information which is material to my application.

I understand that it is my duty and responsibility as an applicant for licensure to supplement my application after it has been submitted if and when any material change in circumstances or conditions occur which might affect the Board's decision concerning my eligibility for licensure. Section 456.013(1)(a), F.S., requires such supplement. Failure to do so may result in disciplinary action by the Board including denial of licensure.

I have carefully read the questions in the foregoing application and have answered them completely without reservations of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information on this application, I hereby agree that such act shall constitute cause for denial, suspension, or revocation of any license to practice in the State of Florida the profession for which I am applying.

I hereby acknowledge that I have read Chapter 468, Part I, F.S., Chapter 456, F.S. and related rules. I understand that it is my responsibility to keep informed of any changes to Chapter 468, Part I, F.S., Chapter 456, F.S. and related rules.

I UNDERSTAND THAT I AM NOT PERMITTED TO PRACTICE THE PROFESSION FOR WHICH I AM APPLYING UNTIL I AM ISSUED A LICENSE TO PRACTICE THE PROFESSION.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_