



Speech and Hearing Professionals Board

Supervised Professional Experience Guidelines

- Chapter 4753-3-07 of the Ohio Administrative Code pertains to the professional experience requirements and can be accessed the following link: <http://codes.ohio.gov/oac/4753-3-07>. The Board strongly encourages conditional licensees, supervisors, and employers to review the information contained therein. Any questions about the Supervised Professional Experience (SPE) should be directed to the Board at board@shp.ohio.gov or (614) 466-3145.
- The Board does not base completion of the Supervised Professional Experience (SPE) on a set number of clinical hours; rather, the professional experience requires 18 on-site conferences and 9 monthly evaluations between the supervisor and the conditional licensee working under an approved supervised professional experience plan.
- The Plan for Supervised Professional Experience form is available for download at the following link: <https://shp.ohio.gov/Portals/0/SPE%20Plan-%20Rev%2001192018.pdf> and must be completed and submitted online to: <https://elicense.ohio.gov> **within 30 calendar days of initial employment. This will change your status from "Active-Pending Receipt of Plan" to "Active-Plan Under Review."** **When there is a change in both employment and supervisor at any time during the SPE, a new Plan must be submitted within 30 calendar days of said change. Conditional licensees are permitted to practices during the time their Plan is under review by the Board.**
- The Amended Plan for Supervised Professional Experience form is available for download at the following link: <https://shp.ohio.gov/Portals/0/SPE%20Amended%20Plan-%20Rev%2001192018.pdf> and must be completed and submitted online to <https://elicense.ohio.gov> **within 30 calendar days of any change in employment OR supervisor OR Plan start/end dates. The SPE approved end date is listed on the Plan approval letter and may be changed with an Amended Plan.**
- Failure to practice according to the Plan or submit a Plan, Amended Plan, and/or Report and Contacts Log as delineated above is considered to be practice without a license and may result in denial of approval of the experience, extension of the experience, and/or grounds for disciplinary action. Services provided by a conditional speech-language pathologist are eligible for reimbursement under Medicaid/Medicare without a sign-off on documentation by the speech-language pathologist serving as the mentor for the professional experience. The supervising mentor must maintain a copy of the Board's approved professional experience year plan on file.
- **Employers of conditional licensees, please note:** Conditional licensees are legal to practice once their license is issued. Licensure status may be verified from the Ohio eLicense portal at: https://elicense.ohio.gov/OH_HomePage and is considered primary source verification. The Conditional licensee will receive their wall certificate for display within 30 calendar days of licensure approval.
- The Supervised Professional Experience (SPE) must be documented on the board prescribed SPE Report and Contacts log, which can be downloaded from the website at: https://shp.ohio.gov/Portals/0/SHP%20-%20SPE%20Report%20and%20Log_1.pdf submitted online to <http://elicense.ohio.gov>. The SPE Report and Contacts log is due **within 30 calendar days after completion of the professional experience OR when there is a change in the SPE Plan.**
- After submission of the "Supervised Professional Experience Report" and "Supervision Contacts Log," the conditional licensee shall abide by the requirements for conditional licensure until full licensure is granted. The conditional licensee and professional experience supervisor shall continue to work according to the plan which shall include supervision.
- **If there is a discontinuance of pursuit of the Supervised Professional Experience (SPE) and/or employment ends, Conditional licensee is required to notify the Board within 30 days.**
- If your licensure approval was based on a letter from your university, you must ensure that your final transcript is sent directly from your university to the Board within 90 days after licensure approval, or your licensure status may be changed to abandoned, requiring you to cease practice immediately and submit a new application and fee. The Board accepts electronic transcripts.