



Speech and Hearing Professionals Board

Conditional Application Frequently Asked Questions (Updated 08/23/2024)

1. When should I apply?

The board recommends applying within 4-6 weeks prior to graduation to allow time for processing of the application and any additional documentation needed following.

2. What documentation is needed to complete my application?

The documentation needed to be submitted is as follows:

- **Headshot photograph** (must be attached to application via “submissions” section)
- **University letter** (must be submitted under “submit additional documentation”)
- **Passing praxis score** (must be sent directly to the Board by ETS using code: **R7938**)
- **Background check** (instructions and electronic fingerprint cards to be sent upon review of application)

Final transcripts are due within 90 days of licensure and will take about 30 days to process once received. University letters are processed within 7-10 business days of submission.

3. Do I have to have all required documentation submitted prior to applying? (Example: transcript or university letter, praxis score and background check)

No. In the application, you are only attesting that you will complete these requirements for your application in a timely manner after submission. You may begin the application process and submit it before the board receives these items.

4. How long does my application take to be reviewed?

Applications can take between 7-10 business days to review once submitted. Once reviewed, we will let you know via email if there are any documents missing as well as instructions for the background check at that time.

5. Does a letter from my university expedite my application?

Yes. The university letter is meant to stand in place of a transcript until those transcripts are ready to be sent. Transcripts must have your master’s degree noted. The process of finalizing your transcripts can sometimes take a few weeks so the university letter serves as a placeholder for this until it is ready. Your license can be issued via a university letter but please keep in mind that the board must still wait until your degree



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conferral date to issue your license. If your license is issued via a university letter, your transcript must still be sent to the board within 90 days of licensure.

6. What should the university letter say?

A sample university letter along with instructions for how to upload it can be found at the bottom of our Forms webpage at: <https://shp.ohio.gov/getting-licensed/forms>

7. How do I submit my transcript to the board?

Transcripts must be sent directly to the board by the university itself either electronically to board@shp.ohio.gov. Many universities now use a digital credential service, such as Parchment, that allows applicants to request their official transcript be sent directly to the licensure board in a simple and secure way via the e-mail address previously mentioned. If your university does not use a digital credential service, you will need to contact your university's registrar's office to request that they mail your official transcript to:

Speech and Hearing Professionals Board
77 South High Street, Suite 1659
Columbus, Ohio 43215-6108

8. How should I contact the board with any additional questions?

PH: (614) 466-3145

Email: board@shp.ohio.gov

Please allow the board 1-3 business days to return communication during peak graduation season. The board is committed to answering all questions in relation to licensure in a timely manner. We thank you for your patience.

9. What qualifies an SLP to be my supervisor during my CFY?

(D) Supervisor qualifications and responsibilities

(1) In order to supervise professional experience, a supervisor shall:

(a) Hold a current Ohio license in the same area as the conditional license applicant or licensee.

(b) Have twenty-four months of full-time clinical experience as a licensed speech-language pathologist or audiologist or the equivalent within the last sixty months under a valid license or certification by the "American Board of Audiology" or the "American-Speech and Hearing Association."

(2) The supervisor shall agree to supervise the practice of speech-language pathology or audiology experience of the applicant according to a plan approved by the board.

(3) The supervisor of professional experience shall complete the supervisor's portion of the "Supervised Professional Experience Plan," "Supervised Professional Experience Report," and "Supervision Contacts Log" as required by this rule.

(4) The supervisor shall retain copies of all professional experience supervision documents.



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(5) No supervisor of persons completing professional experience may concurrently supervise more than four supervisees unless approved by the board.

(6) The board, for purposes of licensure, recognizes only professional experience that has met the supervision requirements of this rule.

The full laws and rules regarding the CFY can be found at <https://codes.ohio.gov/ohio-administrative-code/rule-4753-3-07>

10. I already have employment for my CFY, can I submit my plan early?

No. Plans must be submitted after the license has been issued. Plans cannot begin until your license is active. Therefore, to avoid a plan denial, please wait until the conditional license has been issued to submit your plan. Your “plan begin date” must be on or after your license issuance date. The plan forms can be found at:

<https://shp.ohio.gov/getting-licensed/forms>

11. My conditional license has been issued; how do I submit my plan?

You must submit your completed plan on your elicense.ohio.gov account by selecting “options”, “manage supervisor/supervisee”. You will then fill out the request accordingly and then attach your plan as a pdf and submit. Plans must be submitted within 30 days of beginning your CFY. Once submitted, plans can usually take about 30 days to review. Once reviewed, you and your supervisor will be notified via email if the plan was sufficient or if we may require further documentation.

12. How do I know if the board has received my plan?

You may check your service request history under the “Welcome to your eLicense Dashboard” greeting once signed into your [elicense](http://elicense.ohio.gov) account to check when the plan was submitted. If it has been more than 30 days since it was submitted to the board, please feel free to reach out and request an update. Plans that have been submitted to the board successfully will show up under your service request history as:

SR-XXXXXX Manage Affiliations **Submitted**

If the plan still shows “submitted”, this hasn’t been reviewed yet. However, if it shows “complete, in review, withdrawn or on hold for 30 days”, there may have been communication sent to you via email detailing this. If you have not received it, you may want to check your spam/junk folder just in case.

13. My plan was denied because it was submitted under “submit additional documentation”, what do I do?

Plans that are submitted under “submit additional documentation” will be denied. Once denied, the board will send an email to the email we have on file for you advising you to resubmit said plan under “manage supervisor/supervisee”. This will not hinder any of the time you have previously completed with the plan, the board just needs to view this document under the proper option (manage supervisor/supervisee).