

# THE VOICE



**Fall 2015 Edition**

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## News For Oregon Licensees

**Oregon Board of Examiners for Speech -Language Pathology & Audiology**

### IT IS LICENSE RENEWAL TIME!!!

It is almost time to renew your license for the 2016-17 license cycle! The online renewal system will open at the beginning of November. The deadline to renew is December 31st, 2015.

PLEASE make sure your contact information is current so that you receive our renewal notices. Last renewal period, more than 10% of renewal notices were returned as undeliverable. Failure to update your contact information is a violation of the Board's professional and ethical standards ([OAR 335-005](#)) and the Board has the authority to charge a \$100 fee for failure to submit changes within 30 days.

As part of the Board's performance measures required by the Oregon Legislature, the Board will select 5% of licensees for a professional development (PD) audit. If you are selected for a PD audit, you must submit valid documentation of your professional development activities. These must be in the form of signed certificates of attendance. We will also accept ASHA CEU registry print outs and un-official college transcripts for graduate level coursework. See page 3 for more tips on Professional Development.

**Licenses must be renewed prior to December 31st, 2015. Online Renewal System will open on November 1st**

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# Step By Step Instructions - Online Renewal

- **Sign-in:**

Go to the Board's Website: [www.Oregon.gov/BSPA](http://www.Oregon.gov/BSPA). Look for the big red license renewal banner:

**Click Here To Renew**

You will be asked to enter your license number and the last 4 digits of your Social Security Number.

- **Contact Information:**

First you must confirm your contact information. You are required to supply the Board with this information. Please do not leave any field blank. If there is currently no work address, please put "N/A" or "none".

- **Personal History Questions:**

You will be asked to answer a series of personal history questions. They are prefaced with "since your last renewal". If it something you have already reported to the Board prior to the 2014-15 cycle, it does not need to be reported. Also, letting a license in another jurisdiction expire is not the same as surrendering or resigning it as a disciplinary action. If any question is answer with a "yes", you must submit a written statement explaining the instance and send into the Board office a copy of any legal documents related to the incident. **Please be aware that the Board will be running criminal background checks this renewal cycle.**

- **Professional Development:**

Every licensee is required to report professional development (PD). The PD requirement for SLPs and Audiologists is 30 hours. For SLPA's it is 15 hours. People initially licensed in 2014-15 might have a pro-rated requirement, please check our professional development page for the date ranges and required numbers of PD.

For people who upgraded from a conditional license to a full SLP license, or had a provisional SLPA license and upgraded to the full SLPA license, the number of required hours is based on the date that you upgraded to the full license. This is the "Effective Date" printed on your license.

**PD Audits:** If you are randomly selected for an audit of your professional development, you must list out your activities on a PD Log (available on the website) and submit acceptable documentation of your professional development activities. See the next page for details on what type of documentation is acceptable.

- **Update/Confirm Supervision Records:**

If you supervise any SLPA's you can list them here. You cannot add or delete supervisory relationships through the renewal process, a supervision change form must still be submitted. If you are an SLPA, you will see a list of SLPs that we have recorded as being your supervisor(s). You must confirm that they are still currently your supervisor. If there are any mistakes or questions about the names listed, please contact the Board office.



- **Payment Options:**

After confirming all your renewal information, you will be given two choices on how to pay for your new license. You can pay by debit/credit card through a secure website. This will automatically transmit your information to the Board office and is considered submitted at the time of completion. You can also choose to print out your renewal and send it in with a check. Please note that your renewal is not considered received until the check and print out are received in the Board office. Mailed renewal paperwork and payment will be considered on time if envelope is postmarked on or prior to December 31st, 2015.

# Start Getting Your Professional Development (PD) Ready!

Below are some tips to make sure your professional development is acceptable for renewing your license. All licensees must renew their licenses on or before December 31, 2015 to avoid a late fee. SLPs and audiologists must submit 30 hours of acceptable PD: SLPAs must document 15 hours. All PD must have been completed in calendar years 2014 and 2015. Initial licenses issued after August 1, 2014 must have at least half of the required amount.

By rule, PD documentation must be maintained for four years. If you are selected for PD audit, you must submit acceptable documentation prior to the renewal deadline or you could face additional delinquent fees and/or disciplinary action from the Board. Licensees with insufficient or unacceptable PD will not be renewed until they have submitted the required amount, and if that requires going into the 2016-2017 period they will be subject to an additional delinquent fee. Licensees who fail to submit the required amount of acceptable PD in multiple renewal cycles will be subject to disciplinary action.

- **University Courses**—For a graduate level course to count as professional development it must be taken for credit (pass/no pass is not acceptable) and the individual must earn a “C” or better. Documentation can be in the form of an official or unofficial transcript.
- **In-Service Activities**—In-service activities are only applicable when put on by public school districts, ESDs, hospitals, or universities, **for their own employees**. If you are employed by a school and attend a program sponsored by another district or the ESD, this requires special approval. Ideally the sponsor will apply for such approval when they decide to open it up to other professionals who are not their employees. Any PD activities must directly related to speech-language pathology and/or audiology. An in-service on basic office tasks or software may improve your service delivery but they are only indirectly related and will not be counted as PD. All PD documentation must have the title, date & length of the activity and must be signed as verified by a third party administrator.
- CPR and basic life support courses put on by the American Red Cross, American Heart Association or equivalent providers. You may use the card earned after the course as documentation of completion.
- All other activities should be ASHA, AAA, ABA, OSHA or Board approved activities. Documentation can be an unofficial CEU registry and/or certificates of attendance. Go to the [ASHA website](#) to verify ASHA approved courses or providers.
- Remember that 1.0 ASHA CEU is equal to 10 PD hours. You must report your professional development in hours, not ASHA CEUs.

## Thinking of going inactive or letting your license expire?

Before you request to convert your active SLP, Audiologist or SLPA license to inactive status, make sure that you do not require a license to do whatever professional activities you intend to do in Oregon. You must hold an active license if you are working as an SLP, Audiologist or SLPA, and calling yourself any of those titles (or similar titles). If you have any doubt, please contact the Board office.

### Why go Inactive?

Under the current fee structure it is less expensive to renew as inactive rather than letting your license expire, if you plan to reactivate it within the next four years. The inactive license fee is only \$50 for SLPs/Auds, and \$30 for SLPAs. An inactive license expires on January 30th of the next even-numbered year (as do active licenses). If you let your active license expire, you will need to pay a delinquent fee (currently \$100 for all licensees) to get it reactivated. Reactivation of an expired license is essentially like a late renewal, so a delinquent fee is charged. Reactivation of an inactive license only requires paying the regular license fee (no application fee or delinquent fee). Having an inactive license also extends the amount of time we maintain your application materials. Any person whose license is expired for more than four years must re-apply as a new applicant and send in new transcripts and official verifications.

### **Switching to Inactive IS NOT A RENEWAL!**

To renew as inactive you must complete the inactive request form and submit it to the Board office with enough time for it to be processed and an inactive renewal entered into the system. You will then be notified the form has been processed and you can then access your renewal to renew as inactive. Submitting an inactive request form will not excuse a late renewal. Submitting an inactive request form will also not excuse anyone from a professional development audit.

# A Reminder About Reporting Requirements



## RECENT BOARD ACTIONS

A reminder about events to report to the Board office:

- Any name used professionally. If you legally change your name you must submit a copy of whatever legal documentation you used to change the name, within 30 days. We will update our records and mail you a new license.
- Changes in work or home address, email, and phone number must be reported within 30 days.
- Changes in supervision, whether you are an SLPA or a CF holding a Conditional SLP license, must be reported within 30 days.
- Any licensee's conviction for a misdemeanor or felony and any arrest for a felony crime must be reported within 10 days after the conviction or arrest.
- Prohibited or unprofessional conduct on the part of yourself or another licensee must be reported within 10 working days (see the Fall 2011 issue of *The Voice* for details).

In order to comply with ORS 181.534, the Board will be conducting criminal background checks on all renewals. There are no additional actions required to renew and no additional cost to licensees.

Thanks in advance for your cooperation!

**9/11/15**

**Felton-Sheldon, Melody** SLP # 10886

**Outcome:** Stipulated Agreement

**Violation:** On September 11, 2015, Felton-Sheldon, Speech-Language Pathologist, entered into a Stipulated Agreement. The Board is investigating a complaint regarding Licensee's professional competence as related to tracheostomy (trach) care. Licensee agrees not to change trach tubes in any capacity during the pendency of this agreement. Licensee agrees not to provide consultation, training, or oversight of the changing of trach tubes by any other individuals, and will not aid, facilitate, supervise, or in any way be a party to any other Speech-Language Pathologist providing trach tube changes during the pendency of this agreement. This order is effect until further order of the Board.

**8/25/15**

**Martin, Larry G.**

**Audiologist # 20896**

**Outcome:** Final Order by Default: \$2,000 Civil Penalties

**Violation:** A Final Order by Default was issued August 25, 2015. Martin is in default for failing to timely request a hearing. On December 8, 2008, Martin was placed on probation by the Board. As part of the terms of his probation, his license was limited to patients over the age of six. In December, 2013, Martin requested that his license be placed on inactive status. In January, 2014, the Board issued a subpoena to Martin requesting records relating to an investigation of his practice. The order imposed a \$1,000 civil penalty for failing to cooperate with a Board investigation in violation of OAR 335-005-010(2) (a). The order also imposed a \$1,000 civil penalty for failing to meet requirements for recordkeeping in violation of OAR 335-010-0070 (1)-(4) and OAR 335-010-0080(1) and (2).

## HOW TO AVOID DELINQUENT FEES

Per the Boards rules delinquent fees (\$100 each) must be charged in the below instances:

- Renewal applications postmarked or submitted electronically after December 31st;
- Renewal applications which are incomplete or otherwise unable to be processed due to incorrect fee amounts and/or PD hours;
- Failure to respond to audit by the prescribed deadline;
- Audit responses postmarked by the deadline which are incomplete or otherwise unable to be processed;
- Failure to complete all required hours of professional development (PD) prior to January 1st of even-numbered years;

### TIPS:

1. Always make sure you have sufficient PD and that it meets the Boards rules. Just because it is accepted by your employer, TSPC, or ASHA does not automatically make it count for license renewal purposes. Submitting more hours than required is acceptable.
2. Renew early. You will want to give yourself enough time to renew in case you are selected for PD audit or if you choose to print out and mail your renewal. Print-out renewals and audited renewals must be postmarked on or before December 31st.