

# THE VOICE

Fall 2017 Edition

## News For Oregon Licensees

Oregon Board of Examiners for Speech -Language Pathology & Audiology

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### IT IS LICENSE RENEWAL TIME!!!

It is almost time to renew your license for the 2018-19 license cycle! The online renewal system will open at the beginning of November. Although your license does not technically expire until January 30, 2018, **the deadline to renew is December 31st, 2017.**

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, 2017. 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 license renewal page in the rotating marque or menu:

A dark blue rectangular button with the text "License Renewal" in white, sans-serif font.

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 write "none" in that field.

- **Personal History Questions:**

You will be asked to answer a series of personal history questions. They are prefaced with "since your last renewal." If there is something you have already reported to the Board prior to the 2016-17 cycle, it does not need to be reported again. Also, allowing a license in another jurisdiction expire is not the same as surrendering or resigning it as a disciplinary action. If any question is answered 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.

- **Professional Development:**

Every licensee is required to report professional development (PD). The PD requirement for SLPs and Audiologists is 30 hours. For SLPAs it is 15 hours. People initially licensed in 2016-17 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 certificate and upgraded to the full SLPA certificate, 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 page three for details on what type of documentation is acceptable.

- **Update/Confirm Supervision Records:**

If any of your patients or students are also been seen by an SLPA then you are required to be listed with the Board as their supervisor and must provide the Board with that information. 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.

- **State Workforce Data Survey:**

This year licensees will be required to participate in the Oregon Workforce Data Survey. This is a statewide effort to compile data on Oregon's workforce including demographics and the type of work settings. The survey must be completed to proceed to the payment options. You will also be asked if you took any professional development courses on the subject of cultural competency. That Board accepts such course work for the professional development requirement, but you are not required to take such a course. However, due to a new Oregon law, the Board is required to ask if you took any courses and tabulate those results for the Oregon Health Authority.

- **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, 2017.

# Make Sure Your Professional Development Counts

Below are some tips to make sure your professional development (PD) is acceptable for renewing your license. All licensees must renew their licenses on or before December 31, 2017 to avoid a late fee. SLPs and audiologists must document 30 hours of acceptable PD: SLPAs must document 15 hours, completed in calendar 2016 and 2017.

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 an 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 2018-2019 period they will be subject to an additional delinquent fee. Licensees who fail to submit the required amount of acceptable PD in multiple renewals 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 without pre-approval 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 within 30 days of the course date. Ideally the sponsor will apply for such approval when they decide to open it up to other professionals who are not their employees, but it is the responsibility of the licensee to ensure it is an approved activity. 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 would 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 Associate or equivalent providers. You can 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.
- Remember that 1.0 ASHA CEUs are equal to 10 PD hours. **You must report your professional development in hours, not in ASHA CEUs.**

## PD Activities That Are Not Accepted

**Per OAR 335-070-0020 -**

Activities not accepted as professional development include but are not limited to:

- Supervision of practicum students or clinical fellows, making presentations, or teaching classes;
- Serving on professional boards or committees;
- Attending professional association business or committee meetings (whether paid or not);
- Attending staff meetings (See article above for acceptable in-service activities);
- Performing volunteer work;
- Reading or studying professional journals or articles, unless part of a self-study program that is sponsored and verified by an independent third party.