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## SPRING 2009 EDITION

News for Oregon-licensed  
Speech-Language  
Pathologists, Audiologists,  
and SLPAs

# THE VOICE

## IN THIS ISSUE

## SLPA Supervision Questions & Answers



**Ashley Northam,**  
M.S. CCC-SLP  
Chair, BSPA

The BSPA recently conducted an audit regarding the appropriate supervision of SLPAs. The audit

focused on all ESDs and a random selection of school districts. Many questions have surfaced regarding the supervision of SLPAs. The following list of questions and answers hopefully will clarify questions that have surfaced from the audit and inquiries to staff. As the Board analyzes the audit results, further clarification will be published on the BSPA website and in future newsletters.

First of all, I strongly encourage all licensees and administrators to re-read the Oregon Administrative Rules (OARs) and statutes (ORS) that relate to your practice. Licensees are held accountable for complying with these rules and statutes. Links are on the Board's website at [www.oregon.gov/BSPA](http://www.oregon.gov/BSPA).

**Q: How many SLPAs can an SLP supervise?**

A: OAR: 335-095-0050 (2): "The supervising SLP may not supervise more than the equivalent of two full time SLPAs". This measurement is based on the FTE and

the number of hours an SLPA is working as an SLPA. If an individual works 0.5 FTE as an SLPA and works the other part of the day as an EA, then that measurement should be considered in this equation.

There has been some recent confusion regarding this rule. The BSPA approved a *temporary rule* last fall that has now expired. This rule allowed school districts or ESDs in remote geographic areas of the state or in other situations with severe shortages of licensed personnel to apply for an exception to certain SLPA supervision rules. Only districts whose petitions met qualifications and were approved by the Board may follow a 1:4 supervision ratio and other supervision exceptions. **Districts may not determine that they are "rural" and decide on their own that they qualify for the supervision exceptions.**

This temporary rule is no longer in place. The Board is proposing a permanent rule with these provisions; however, districts will still be required to be approved by the Board for the exemption.

**Q: Does an SLP need to see all students on the caseload on a regular basis?**

A: OAR: 335-095-0050 (e). First let me strongly say "YES!!!!!!!" The SLP's caseload consists of ALL students *including those seen by the SLPA*. The SLPA service

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### NEWSLETTER SUGGESTIONS?

This newsletter is a publication of the Oregon Board of Examiners for Speech-Language Pathology and Audiology, published annually or as needed.

The Board welcomes your suggestions for articles as well as news items. Neither the Board, nor its staff, are responsible for opinions published in this newsletter. The Board reserves the right to refuse or edit any article submitted.

model should not be designed so that certain students are only seen by the SLPA and others are seen on a regular basis by the SLP.

The SLP should directly serve or treat all students on their caseload on a regular basis. The SLP is responsible to make treatment decisions and give direction when a student is moving to another objective, when a new treatment approach should be implemented, and when the student intervention needs to be scaffolded up or down depending on progress. To appropriately manage the needs and responsibility of all students on the caseload, the SLP will need to see all students on a caseload at regular intervals. Ethically, the SLP needs to be familiar with the student's progress and the SLPA's skills in delivering treatment to write appropriate IEP progress notes, annual goals and associated objectives.

**The SLPA DOES NOT have a caseload** and should not be working in isolation at a work site without supervision and direction from the SLP. Direct supervision by the SLP must be completed for all students the SLPA sees for treatment on a regular basis.

In addition to the OARs regarding SLPA supervision, supervising SLPs should take note of the section of Board rules that relates to professional and ethical standards.

Specifically, OAR 335-005-0020(3) and (5) state:

(3) Individuals who supervise shall prohibit any of their professional staff from providing services that exceed the staff member's competence...

(5) Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Professional and Ethical standards

SLPs should also make sure that they comply with Medicaid billing rules regarding how frequently they need to see the patient directly.

**Q: Can and should SLPAs go to IEP meetings and sign the IEP?**

A: Yes and No.

The OARs outline the SLPA scope of practice, and OAR 335-095-0060(2)(c) states that an SLPA "(c) May not participate in parent conferences, case conferences, or any interdisciplinary team without the presence of the supervising speech-language pathologist." Since the entire caseload is the responsibility of the SLP, it is the SLP who should report on progress, and present goals and objectives on an IEP/IFSP, not the SLPA. If an SLPA who regularly sees a student attends an IEP meeting to help provide some additional perspective for the parents, that is certainly an option, but the legal and professional role in the meeting is

held by the SLP.

OAR 335-095-00060 (2)(f) states that an SLPA "(f) May not sign any formal documents (e.g. treatment plans, reimbursement forms, or reports.)" This clearly would include IEPs/IFSPs, reports, eligibility statements and progress notes.

**Q: What is required to document supervision? How much direct, indirect etc?**

A: OAR 335-0095-0050 (4)(a) addresses documentation requirements. Supervision should be figured and completed on a regular basis. The Board recommends a monthly log that documents appropriate supervision averaged over each month. It would not be appropriate to complete all your supervision within 2 months of the year! On the other hand, figuring it on a weekly basis may be more laborious than a monthly model.

The supervision should be based on an average amount of time worked. This means that the BSPA is not going to count each and every hour of the day within the school year, including days off, calendar days, conferences etc. An SLPA needs to be supervised for 20% of the time they provide clinical interaction services. Of that 20%, at least 10% should be direct supervision and up to 10% should be indirect supervision.

(Continued on page 3)

# Proposed Rule & Fee Changes

**Sandy Leybold, MPH**  
**Executive Director**

The Board has completed a thorough review of our existing Oregon Administrative Rules, and is proposing several changes. Draft language is attached. A hearing will be held on Wednesday, May 20, 2009 from 10:00 – 11:00 a.m. to hear licensee and public comment on these changes. You are also welcome to provide written comments during the public comment period, which ends at 5:00 p.m. on Thursday, May 21, 2009.

The rule changes accomplish the following:

- Adds and clarifies definitions of unprofessional conduct that must be reported to the Board
- Requires reporting of home and business addresses and SLPA supervision changes within 30 days of the change
- Increases licensing fees (see below)
- Reduces professional development (PD) hours required for renewal and re-activation

from 40 to 30 for SLPs and AUDs and from 20 to 15 for SLPAs to 30 and 15 hours,

- Creates PD requirements for initial licensure and those with expired licenses
- Clarifies SLPA supervision requirements: direct and indirect supervision, percentage of total hours in clinical interactions with clients, requirements when an SLPA takes a new job, role in IEP and IFSP meetings and documentation, clinical logs for practica and ongoing supervision, etc.
- Allows Board to exempt school districts in critical shortage areas from certain SLPA supervision requirements based upon an application and approval process
- Changes miscellaneous text for clarity

**Fee Increase**

The most important rule change involves an increase to most BSPA licensing fees. BSPA is entirely supported through fees raised from licensees; it receives *no* general fund (Oregon state tax) dollars. The total agency budget is only about \$170,000 per year (see charts on page 4) .

**Why Now?**

BSPA's last fee increases were implemented in 2005 and 1995. State agencies typically need to increase fees about every 5 years to keep up with inflation in the routine costs of doing business—basics such as rent, utilities, staff salaries and benefits, computer systems, office supplies, postage, and services provided by the state such as accounting, human resources, mail room, and building security. When we implement on-line payment for renewals in 2010, it will cost BSPA 2% in transaction fees, but will increase convenience for licensees.

A fee increase is necessary to:

- **Allow the Board to continue to function as a professional regulatory board.** The amount of money projected to remain in our "checking account" (our ending cash balance) at the end of the current biennium in June 2009 will not sustain our operations through to the next renewal cycle in January 2010. Without an increase, we are quite simply at risk of "going out of business",

(Continued on page 3)

("SLPA Supervision..." Continued from page 2)

To calculate supervision requirements, use the number of hours an SLPA spends in clinical interaction (therapy sessions), not the entire work day. For example, looking at a daily/weekly schedule, here is how one might figure supervision:

SLPA spends a total of 5 hours per day in clinical interaction with students  
(5 hours per day) x (5 days per week) = 25 hours per week on average

25 hours per week x 4 weeks in a month = 100 hours per month on average

Direct time needed for supervision: 10 hours per month

Indirect time needed for supervision: 10 hours per month

The minimum (10%) direct supervision requirement must be met. However, in figuring out total supervision needed, it is acceptable to have more direct supervision hours as long as the total of the direct and indirect adds up to a minimum of 20% of the clinical interaction hours. For example, the SLPA above could have 15 hours of direct and 5 hours of indirect supervision time, for a total of 20 hours.

SLPAs who are newly employed after being certified by BSPA as well as SLPAs who change employers, have a higher supervision requirement for the first 90 days.

Example: SLPA has previously worked as

an SLPA for a number of years in Tate School District. SLPA moves and is hired by Huntington School District. The SLPA would need to have higher supervision requirements completed for the first 90 calendar days of employment in the new school district.

This higher supervision level would NOT be required when an SLPA remains employed by the same school district, but changes building or SLP supervisor assignments.

In all cases regarding SLPA supervision requirements, please refer to OARs, available at: [http://arcweb.sos.state.or.us/rules/OARs\\_300/OAR\\_335/335\\_095.html](http://arcweb.sos.state.or.us/rules/OARs_300/OAR_335/335_095.html).

Definitions of Direct and Indirect Supervision, and Clinical Interaction are also listed in the OARs .

**Q: Do all SLPs who utilize the SLPA to see students on their caseload need to hold a license from the BSPA or a permit to supervise SLPAs?**

A: YES.

All SLPs who supervise SLPAs need to have a current license from BSPA or a Permit to Supervise. Regardless of the license or permit held, the SLP must have a minimum of 2 years of prior experience as a professional SLP to qualify as a supervisor. Full time employment during the Clinical Fellowship Year (CFY) plus one additional year of full time employment as an SLP would constitute 2 years of prior experience.

It is acceptable for an SLPA to be supervised by more than 1 SLP. However, the total supervision done by all SLPs needs to be a minimum of 20% (10% direct, 10% indirect) of their time spent in clinical interaction with students. Each supervisor must meet all qualifications for supervising an SLPA.

**Q: What license does an SLP need to supervise SLPAs and what is the difference between a license and a permit?**

A: OAR 335-095-0040 states: "All supervision of services provided by a SLPA must be performed by a SLP licensed under ORS Chapter 681 or hold a permit under OAR 335-095-0055."

If a SLP meets the requirements for BSPA licensure (including a master's degree in speech pathology), I encourage the SLP to apply for a license with BSPA.

The Permit to Supervise SLPAs was designed for those SLPs who are not eligible for a full SLP license (those who completed SLP training before a master's degree was required). There are a small number of these individuals. However, they have many years of practice as SLPs under their belt!

An SLPA is only allowed to practice if they are certified by BSPA. By issuing an SLP license or Permit to Supervise, the Board ensures that the supervising SLP is required

(Continued on page 4)

("Prop. Rule & Fee..." Continued from page 2)

and our functions would be assumed by another agency. This occurred recently with the Board of Examiners for Nursing Home Administrators, which was absorbed by the Oregon Health Licensing Agency (OHLA).

- **Support increasing expenses involved with our increasing investigation load.** In the last two years, the Board has investigated 16-18 cases per year. Before that, the Board only investigated 2-3 complaints per year. This year we have already opened 15 complaint files! The increase is attributed to the public becoming better educated in consumerism, professionals becoming more diligent about reporting practice concerns, and licensees becoming more aware of their obligations to self-report incidents. The Board devotes staff time and pays investigators and lawyers to address these issues.

- **Maintain a cash balance that will allow the Board to meet unplanned expenses.** The Board budgets a certain amount of money for legal fees and other investigation costs. However, if the volume or types of cases goes beyond the budget, our cash balance is used to

pay extraordinary costs of Board actions to protect the public and maintain the quality and integrity of our professions. Just one recent case that was scheduled for a hearing cost over \$10,000 in legal fees, which is one year's legal budget. Legal and investigative costs that exceed budget need to be paid out of the Board's cash balance.

- **Support the increased workload that is anticipated over the next year and beyond.** This includes closer scrutiny of new applicants for criminal history, compliance audits such as the SLPA supervision audit just implemented, and increasing complexity of our work, such as more sophisticated information security systems. Each state agency is held to high standards for accountability, transparency, and key performance measures. Even though our agency has only two part-time employees, our Board must comply with state policies and procedural guidelines just as large agencies do. These compliance efforts will likely require the Board to increase staff over the next few years.

**How Did the Board Decide On the Amounts?**

In addition to projecting BSPA's budget needs

forward for 4-6 years, the Board looked at external issues to come up with a fair and appropriate increase. We surveyed fees charged by other western states, and although they vary significantly, several states charge more than Oregon.

Speech and hearing professionals actively participate in national and local professional associations (paying several hundred dollars a year in dues) to maintain professional standards. An effective regulatory board with significant authority vested in professional members, such as BSPA, ensures that the public is protected from inappropriate or incompetent practice, and that professionals and their peers meet educational, clinical, and personal qualifications. The licensing fees you pay to BSPA provide accountability and involvement of the professions in professional regulation—and the value of that is immeasurable!

The Board is simultaneously proposing to reduce the number of professional development hours required for renewal. Oregon has been one of the

(Continued on page 4)

to practice under the same regulations and be held to the same standards of practice by the same licensing body as the SLPA. When an SLPA is assigned a new supervisor, the SLPA must submit a Notification of Supervision Change form (available on the Board's web site) to BSPA as soon as possible, but no later than 30 days following this change. **Both the supervising SLP and the SLPA should review the supervision rules at that time, and make sure that the SLP has a valid license or permit to supervise.**

Reminders regarding expiration dates:

- An SLP License is valid for a 2 year period, renewable on January 30<sup>th</sup> of even number years.
- A Permit to Supervise is issued on an academic year basis and expires EACH year on July 31<sup>st</sup>. It is the SLP's responsibility to renew their permit each year.

**Q: When should a certified SLPA work with students and when is it appropriate for an EA to work with students on an SLP caseload?**

A: OAR 335-095-0060 clearly outlines the scope of duties for an SLPA. Anyone providing these services needs to hold current certification as an SLPA from the Board. It is required that any individual who is providing clinical interaction (direct

treatment services with students on an SLP's caseload) be certified as an SLPA. If an SLP allows someone to perform these duties without proper certification, they are held accountable under the following OARs: 335-005-0010 Professional and Ethical Standards: The definition of unprofessional conduct includes (7) "Assisting or permitting any person to practice speech-language pathology or audiology without a license."

335-005-0020 Professional Competence Standards: (3) "Individuals who supervise shall prohibit any of their professional staff from providing services that exceed the staff member's competence, considering the staff member's level of education, training and experience."

By contrast, OAR 335-095-0065 outlines the scope of duties for an educational assistant. An SLP may assign non-instructional tasks and clerical duties to an EA. The EA cannot provide direct intervention services to students. However, it is appropriate for an EA to do "carryover" or "practice" with a student. For example, an EA may practice articulation targets or review basic concepts. It is *not* appropriate for an EA to introduce new treatment goals, objectives or concepts.



Proposed New Fees	
Fee for:	New Fee Effective 7/1/09
SLP and/or AUD License (biennial)	\$275
SLPA Certification (biennial)	\$150
Permit to Supervise SLPAs (annual)	\$125
Inactive SLP and/or AUD (biennial)	\$50
Inactive SLPA (biennial)	\$20
Conditional License (CFY) (annual)	\$125
Application Fee	\$200
Delinquent Fee	\$200

states with the highest requirements, with 40 hours per biennium for SLPs and AUDs, and 20 hours required for SLPAs. The Board is proposing reducing these to 30 hours and 15 hours, respectively. This change could save licensees 25% of their continuing education expenses—perhaps several hundred dollars per year.

Audiologists may actually see their overall licensing fees go down significantly if proposed legislation (HB3232) passes that would eliminate the need for them to obtain a hearing aid dispensing license from the Oregon Health Licensing Agency (OHLA) for that part of their practice. This change would save audiologists \$200 per year that is currently paid to OHLA.

The Board wants to continue to provide quality customer service to licensees without "nickel and diming" you. Many licensing agencies charge fees for duplicate licenses, verification letters sent to other states, and other services, which BSPA does not. We pride ourselves on quick and accurate response to licensee requests, and astound new applicants with our typical one-week-or-less

turnaround time to issue new licenses after we receive all paperwork. The Board also does not want to charge our licensees extra for on-line renewal payments, even though we will incur new transaction fees.

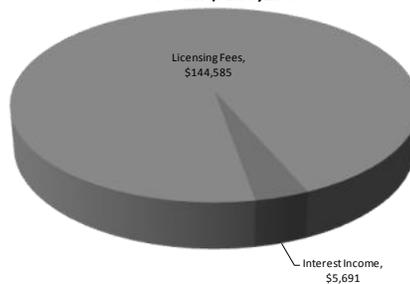
The Board considered equity between types of licenses. Although SLPAs earn less money than SLPs and audiologists, the application review process and monitoring of SLPA supervision is time-intensive. It therefore seemed fair to reduce the difference between the licensing fees paid by SLPs and SLPAs. Again, several nearby states have identical fees for all licensees.

BSPA's current application fee does not cover the amount of time and effort put into issuing an initial license, and it is well below other states. This time and effort will increase as we move towards more intensive background checks for new licensees. The proposed delinquent fee matches the application fee, to reflect the special handling of late renewal requests and encourage licensees to submit their renewals on time.

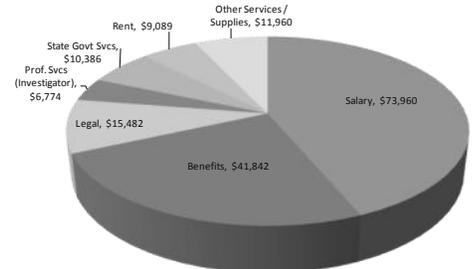
If you have questions about the budget or any of the rule changes, please contact Sandy Leybold.



2009-2011 Budgeted Revenue (Annualized)  
Total: \$ 150,276



2009-2011 Annual Expenses (Annualized)  
Total: \$ 169, 491



Secretary of State  
**NOTICE OF PROPOSED RULEMAKING HEARING\***  
A Statement of Need and Fiscal Impact accompanies this form.

Oregon Board of Examiners for Speech-Language Pathology & Audiology  
335

Agency and Division  
Administrative Rules Chapter Number

Sandy Leybold 800 NE Oregon St Ste 407, Portland OR 97232  
971-673-0220

Rules Coordinator Address  
Telephone

**RULE CAPTION**

Increases fees; amends unprofessional conduct, professional development,  
SLPA supervision requirements, and licensing procedures

Not more than 15 words that reasonably identifies the subject matter of the agency's intended  
action.

**May 20, 2009 10:00 AM Sandy Leybold**  
**800 NE Oregon St., Room 445, Portland OR 97232**

Hearing Date Time Hearings Officer  
Location

*Auxiliary aids for persons with disabilities are available upon advance request.*

**RULEMAKING ACTION**

Secure approval of new rule numbers (Adopted or Renumbered rules)  
with the Administrative Rules Unit prior to filing.

**ADOPT:**

**AMEND** 335-005-0020; 335-060-0010; 335-060-0020; 335-070-0055; 335-070-0075; 335-070-0080;  
335-070-0085; 335-095-0010; 335-095-0030; 335-095-0050; 335-095-0060

**REPEAL:**

**RENUMBER:**

**AMEND AND RENUMBER:**

**Stat. Auth. : ORS 681**

Other Auth.:

**Stats. Implemented: ORS 681**

**RULE SUMMARY**

- Adds and clarifies definitions of unprofessional conduct
- Clarifies need for timely reporting of home and business addresses and SLPA supervision changes
- Increases licensing fees
- Changes professional development hours required for renewal and re-activation
- Adds professional development requirement for initial licensure
- Clarifies SLPA supervision requirements
- Allows Board to exempt school districts in critical shortage areas from certain SLPA supervision requirements based upon an application and approval process
- Changes miscellaneous text for clarity

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing the negative economic impact of the rule on business.

5/21/09

**Last Day for Public Comment** (Last day to submit written comments to the Rules Coordinator)

*Sandy Leybold* SANDY LEYBOLD 4/13/09  
Signature Printed name Date  
\*Hearing Notices published in the Oregon Bulletin must be submitted by 5:00 pm on the 15th day of the preceding month unless this deadline falls on a weekend or legal holiday, upon which the deadline is 5:00 pm the preceding workday. ARC 920-2005

**Rule Change Text:**

*Text in brackets with a line through is being deleted, while text in bold and underline is being added.*

**335-005-0010**

**Definitions**

**(1)** Misrepresentation includes any untrue statements or statements that are likely to mislead. Misrepresentation also includes the failure to state any information that is material and that reasonably ought [, in fairness,] to be considered. [Unprofessional Conduct means:]

**(2) Unprofessional Conduct means:**

[(1)] **(a)** Failure or refusal of an applicant for a license from the Board or of a licensee of the Board to cooperate fully in any investigation conducted by the Board.

[(2)] **(b)** Making a false statement to the Board.

[(3)] **(c)** Attempting to obtain a license from the Board by means of fraud, misrepresentation, or concealment of material facts.

[(4)] **(d)** Sexual misconduct with a client.

[(5)] **(e)** Any act of theft, dishonesty or misrepresentation involving a client, another practitioner, third party providers, or a government agency.

[(6)] **(f)** Habitual or excessive use of intoxicants, drugs or controlled substances.

[(7)] **(g)** Assisting or permitting any person to practice speech-language pathology or audiology without a license.

[(8)] **(h)** Practicing speech-language pathology or audiology when impaired by drugs, alcohol or any other substance.

[(9)] **(i)** Verbal or physical abuse of a client.

[(10)] **(j)** Sexual harassment: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

[a)] **(i)** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

[b)] **(ii)** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

[c)] **(iii)** Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

**(k) Violating an employer's ethics or conduct policy.**

**(l) Conviction of a crime or admitting to an act that even in the absence of a conviction would constitute a crime.**

**(m) Failing to immediately report to this Board a criminal conviction, indictment, Information of Misdemeanor, or any other charging instrument having been filed where the maximum penalty is incarceration.**

**(n) Failing to immediately report to the Board any adverse action taken against a license or certificate holder by a state or federal agency; or another state speech-language pathology or audiology licensing agency; or professional association.**

**335-005-0025**

**Accurate Representation**

(1) Individuals shall not misrepresent their credentials, competence, education, training, or experience.

(2) Individuals shall not misrepresent the credentials of assistants and shall inform those they serve professionally of the name and professional credentials of persons providing services.

(3) Individuals shall not transfer to a noncertified individual any responsibility which requires the unique skills, knowledge, and judgment that is within the scope of practice of that professional.

(4) Individuals shall not misrepresent diagnostic information, services rendered, or products dispensed or engage in any scheme or artifice to defraud in connection with obtaining payment or

(Continued on page 6)

(Continued from page 5)

reimbursement for such services or products.

(5) Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, and about professional services.

(6) Individuals' statements to the public advertising, announcing, and marketing their professional services, reporting research results, and promoting products shall adhere to prevailing professional standards and shall not contain misrepresentations.

(7) Individuals shall not engage in any scheme or enter into any arrangement whereby clients are referred to or from any person or business entity in return for any remuneration of any kind, including referrals back to the person or business entity.

(8) Individuals shall not engage in dishonesty, fraud, misrepresentation, or any form of conduct that adversely reflects on the individual's fitness to serve persons professionally.

(9) Individuals' statements to colleagues about professional services, research results, and products shall contain no misrepresentations.

[10] At any time the licensee is disciplined or convicted of a crime, the licensee shall immediately report the incident to the Board.]

(10)[11] Audiology licensees may not consult with, contract with, or be employed by a business that dispenses hearing aids if the business holds itself out as having an audiologist on staff or providing audiology services unless audiology licensees provide audiological services as follows:

(a) The licensee, in combination with other audiology licensees or alone, performs audiology evaluations or hearing fitting services or both at each of the business locations that is advertised as having an audiologist on staff or providing audiology services;

(b) The licensee, or the licensee and other licensees, are physically present for at least 30 hours per month at each of the business locations that is advertised as having an audiologist on staff or providing audiology services; and

(c) The licensee keeps a record of the hours he or she spends at each of the business locations that is advertised as having an audiologist on staff or providing audiology services.

([11]10) (a,b,c) above does not apply if audiologist licensees are the sole providers of hearing aids at a business location.

([12]11) Except as described in section 13 of this rule, a licensee shall not sign, or authorize anyone else to sign on the licensee's behalf, letters or reports purporting to describe the function or condition of any person unless the licensee has personally performed testing of the person.

([13]12) If support personnel or a student in supervised practicum provide services, the name of the assistant or the student and a description of duties performed must be clearly referenced in any formal documents (e.g. letters, treatment plans, reports) signed by the licensee.

### 335-005-0020

#### Professional Competence

(1) Individuals shall engage in only those aspects of the professions that are within the scope of their competence, considering their level of education, training, and experience.

(2) Individuals shall continue their professional development throughout their careers.

(3) Individuals who supervise shall prohibit any of their professional staff from providing services that exceed the staff member's competence, considering the staff member's level of education, training, and experience.

(4) Individuals shall ensure that all equipment used in the provision of services is in proper working order and is properly calibrated.

(5) Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Professional and Ethical Standards.

(6) Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.

(7) Individuals shall not discriminate in their relationships with colleagues, students, and members of allied professions on the basis or race or ethnicity, gender, age, religion, national origin, sexual orientation, or disability.

(8) Licensees will provide current **home and business** addresses and telephone numbers within thirty (30) days of the effective date of change.

(9) Individuals shall cooperate fully with the Board in every matter related to these Professional and Ethical Standards.

**(10) Speech-Language Pathology Assistants shall report a change in supervisor within thirty (30) days of the effective date of change.**

### 335-060-0020

#### Application; Abandonment of Application

(1) Application for licensure shall be made to the board on the application form prescribed by the Board and shall be accompanied by the application fee payable with a certified check, postal money order [or] **personal check, or electronic payment if available** payable to the [Oregon Health Division]**Oregon Board of Examiners for Speech-Language Pathology and Audiology or another bank-recognized name for this Board**. This application fee is to cover the costs of administration and shall in no case be refundable.

(2) [Applicants will be notified of any further materials needed to complete the application process.] **It is the applicant's responsibility to inquire as to the status of their application to the Board**. Failure to complete all forms and provide all information required shall be just cause for the application to be rejected by the board.

(3) If [the application process which includes payment of the license fee] **all application materials are not received** [is not completed] within 6 months **of the receipt of the application form**, the application shall be considered abandoned and a new application, **including the application payment**, must be submitted before licensure may be granted.

### 335-060-0010

#### Fees

In accordance with the provisions of ORS 681.340 and 681.360, the following fees, where applicable, are payable to the Board [Health Division] by check, [or] money order, **or electronic payment if available**:

(1) All Applicants except those listed in (1) (d):

(a) Application fee shall be \$[40]**200**, non-refundable.

(b) Delinquent fee shall be \$[50]**200**.

(c) The Board may provide for waiver of the license or certificate fee where the license or certificate is issued less than 45 days before the date on which it will expire.

(d) Speech-language pathologists applying for permission to supervise speech-language pathology assistants in schools shall pay an annual application fee of \$[80]**125**.

(2) Speech-Language Pathologists and Audiologists:

(a) Biennial license fee and renewal thereof shall be \$[160]**275**.

(b) Biennial inactive license fee and renewal thereof shall be \$50.

(c) Conditional license fee and renewal thereof shall be \$[50]**125**.

(3) Speech-Language Pathology Assistants:

(a) Biennial certificate fee and renewal thereof shall be \$[50]**150**.

(b) Biennial inactive certificate fee and renewal thereof shall be \$20.

### 335-070-0055

#### Active Licensees

Required professional development for renewal of an active license is:

(1) Speech-Language Pathology and Audiology: [Forty (40)] **Thirty (30)** clock hours of documented and approved professional development;

(2) Dual licenses: [Forty (40)] **Thirty (30)** clock hours of documented and approved professional development in audiology and [forty (40)] **thirty (30)** clock hours of documented and approved professional development in speech-language pathology. A maximum of [twenty (20)] **fifteen (15)** hours may be applied to both licenses if the topic is applicable to both types of licenses. A CPR or universal health precaution class may be only counted once;

(Continued on page 7)

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- (3) Speech-Language Pathology Assistants: [Twenty (20)] **Fifteen (15)** clock hours of documented and approved professional development;
- (4) Licensees shall complete the required professional development hours within the two year period prior to license renewal, that is, 24 months prior to Jan. 30 of each even numbered year.

### 335-070-0060

#### New Licensees

**New licensees are those individuals who have never been licensed by this board or who have held a conditional license issued by this Board. Prior to licensure, new licensees must submit evidence of current professional development. To satisfy this requirement, applicants must:**

- A. Submit proof of completion of 100% of the professional development hours currently required for an active license of their type within the twenty-four (24) month period immediately preceding the date on which the application is submitted; or**
- B. Agree to submit proof of completion of one-third of the professional development hours required for an active license of their type within 12 months of the date they are issued the active license. These hours may be counted towards the professional development hours required at first license renewal; or**
- C. Have completed their required clinical training within the last 12 months.**

**(2) Professional development for new licensees will be required at their first license renewal, according to the following scale [on the following scale]:**

**[(1)]a. Licensed prior to July of even-numbered years -- report 100% [the full number of required hours] of the professional development hours required for an active license of their type.**

**[(2)]b. Licensed from August 1st of even-numbered years through July of odd-numbered years -- report 50% [half of required number of hours] of the professional development hours required for an active license of their type.**

**[(3)]c. Licensed after July 31st of odd-numbered years -- if licensed under 335-070-0060(1)(a) or 335-070-0060(1)(c), no report is required; if licensed under 335-070-0060(1)(b), one-third of the professional development hours required for an active license of their type is required.**

### 335-070-0075

#### Speech-Language Pathology Assistants

[Effective January 31, 2004, e] Each applicant for renewal of a certificate shall complete [twenty (20)] **fifteen (15)** clock hours of documented and approved professional development to be reported at renewal on January 30[, 2006 and at each renewal thereafter] **of each even-numbered year.** Approved professional development hours completed in excess of the requirement shall not be carried over to the subsequent renewal period.

### 335-070-0080

#### Inactive Status License

Professional development requirements may be waived for a licensee on inactive status during the period they remain inactive. However, if at any time the inactive licensee applies to the board to return to active status, the licensee must submit proof of completion of [forty (40)] **thirty (30)** professional development hours **(15 hours for speech-language pathology assistants)** within the twenty-four (24) month period immediately preceding the date on which the application is submitted.

### 335-070-0085

#### Expired Status

Professional development requirements do not affect those licenses with

expired status. However, if at any time [within four years] after the expiration date, the person whose license is in the expired status wishes to activate their license [the applicant must submit proof of completion of forty (40) professional development hours within the twenty-four (24) month period immediately preceding the date on which the application is submitted.] **the person must:**

**Submit proof of completion of 100% of the professional development hours currently required for an active license of their type within the twenty-four (24) month period immediately preceding the date on which the application is submitted; or**

**Agree to submit proof of completion of one-third of the professional development hours required for an active license of their type within 12 months of the date they are issued the active license. These hours may be counted towards the professional development hours required at next license renewal.**

### 335-095-0010

#### Definitions

- (1) Approved Training Program: A post secondary training program that has approval by the Oregon Board of Examiners for Speech-Language Pathology & Audiology to offer specific coursework and practica leading to licensure as a speech-language pathology assistant.
- (2) Assessment: A qualitative and quantitative process, conducted by a licensed SLP, that measures the degree of communication impairment conducted by a licensed SLP including, but not limited to, screening, norm and criterion referenced testing, behavioral observations, and clinical interview.
- (3) Clinical Interaction: Interaction where the speech-language pathology assistant (SLPA) or practicum student is actively involved by participating in or leading a therapy session.
- (4) Direct Supervision: On-site, **within sight and/or sound, or live videoconference** [in-view] observation and guidance by a speech-language pathologist while a speech-language pathology assistant performs a clinical interaction.
- (5) Indirect Supervision: Those activities other than direct observation and guidance conducted by a speech-language pathologist that may include consultation, record review, **lesson planning, and** review and evaluation of audio-or videotaped sessions. **Indirect supervision may be done in person or via telephone or electronic communication modes.**
- (6) Speech-Language Pathology Assistant: A person who provides speech-language pathology services under the direction and supervision of a speech-language pathologist licensed under ORS 681.250.

### 335-095-0030

#### Certification of Speech-Language Pathology Assistants

Applicants must submit all of the following to be eligible for certification.

- (1) Official transcripts showing 45 quarter hours or 30 semester hours of speech-language pathology technical course work; and
- (2) Official transcripts showing 45 quarter hours or 30 semester hours of general education credit, and
- (3) Written evidence of 100 clock contact hours of clinical interaction.
- (a) Clinical interaction must be face to face interaction with clients and supervised 100% of the time. Activities may include speech and hearing screenings and individual or small group and classroom sessions over a recommended 8-12-week period.
- (b) Tasks such as clerical tasks, passive observations, materials preparation and meetings with the supervisor may not be included in the 100 hours.
- (c) Clinical interaction documentation must show the date, clinical activity, amount of time and the supervisor's initials and signature. [A supervisor] **While the practicum student is in training, the supervisor** for the clinical interaction must be licensed or have a permit to supervise assistants from this Board **if the clinical interaction takes place in Oregon,** or hold the ASHA Certificate of Clinical Competency **if the**

(Continued on page 8)

(Continued from page 7)

**clinical interaction takes place outside of Oregon.**

(d) The supervising speech-language pathologist and the applicant will complete the Board's Competency Checklist upon completion of 100 hours. If there is more than one clinical interaction supervisor, each supervisor must complete and sign a Board Competency Checklist.

(e) Applicants presenting transcripts showing practicum course(s) with the required number of clock contact hours of clinical interaction are not required to submit the completed Board Competency Checklist.

**335-095-0050**

**Requirements for Supervising Licensed Speech-Language Pathology Assistants**

(1) The amount and type of supervision required will be based on the skills and experience of the speech-language pathology assistant.

(a) For the first 90 **calendar** days of licensed employment, **with a given employer**, a minimum of 30% of all the time an assistant is **providing clinical interaction** [on the job] must be supervised. A minimum of 20% of hours spent in clinical interaction must be **directly** supervised.

(b) Subsequent to the **first** 90 **calendar** days of licensed employment **with a given employer**, a minimum of 20% of all the time an assistant is **providing clinical interaction** [on the job] must be supervised. A minimum of 10% of hours spent in clinical interaction must be **directly** supervised.

(c) The supervising speech-language pathologist must be able to be reached throughout the work day. A temporary supervisor *may* be designated as necessary.

(d) If the supervising [SLP] **speech-language pathologist** is on extended leave, an interim supervising [SLP] **speech-language pathologist** who meets the requirements stated in 335-095-0040 must be assigned.

(e) The caseload of the supervising [clinician] **speech-language pathology** assistant supervision, evaluation of [students] **clients** and meeting times. [(All students assigned to an assistant are considered part of the caseload of the supervising clinician.)] **Speech-language pathology assistants may not have a caseload; therefore, all clients are considered part of the supervising speech-language pathologist's caseload. The supervising speech-language pathologist is responsible to make all diagnostic and treatment related decisions for all clients on the caseload.**

(f) **Supervision requirements must be met for all clients on the caseload who receive treatment from the speech-language pathology assistant**

(2) The supervising speech-language pathologist may not supervise more than the equivalent of two full-time speech-language pathology assistants.

(3) The supervising [SLP] **speech-language pathologist** must co-sign each page of records.

(4) Supervision of speech-language pathology assistants must be documented.

(a) Documentation must include the following elements: date, activity, time spent, and direct or indirect supervision level. **Each entry should be initialed by the supervising speech-language pathologist. Each page of documentation should include the supervising speech-language pathologist's signature and license number issued by this Board. Supervision documentation** [and] must be retained by the [SLPA] **speech-language pathology assistant** for four (4) years.

(b) Documentation must be available for audit requests from the Board.

**(5) In remote geographic areas of the state or in other situations with severe shortages of licensed personnel, where Direct Supervision requirements cannot be met by an on-site Speech-Language Pathologist, educational facilities may apply for a one year exemption from certain requirements for supervision of certified Speech-Language Pathology Assistants.**

**(a) This exemption allows educational facilities to use the review and evaluation of audio- or video-taped records or live audio- or video-conferencing of clinical interactions, or a combination thereof, to provide a portion of the required**

**Direct Supervision hours, up to a maximum of 75% of the required Direct Supervision hours.**

**(b) During the exemption period, a licensed Speech-Language Pathologist may supervise up to four full-time equivalent certified Speech-Language Pathology Assistants.**

**(c) This exemption will expire on July 31<sup>st</sup> of the year in which it is granted. An exemption shall only be granted for a maximum of two years out of each consecutive five year period.**

**335-095-0060**

**Scope of Duties for the Speech-Language Pathology Assistant**

(1) A speech-language pathology assistant may conduct the following tasks under supervision of the licensed Speech-Language Pathologist:

(a) Conduct speech and language screenings without interpretation, utilizing screening protocols specified by the supervising speech-language pathologist.

(b) Provide direct treatment assistance, excluding dysphasia (as opposed to feeding for nutritional purposes), to patients/clients identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP.

(c) Document patient/client progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and report this information to the supervising speech-language pathologist.

(d) Assist the speech-language pathologist in collecting and tallying of data for assessment purposes, without interpretation.

(e) Act as second-language interpreters during assessments.

(f) Assist the speech-language pathologist with informal documentation during an intervention session (collecting and tallying data as directed by the speech-language pathologist), prepare materials, and assist with other clerical duties as specified by the supervising speech-language pathologist.

(g) Schedule activities and prepare charts, records, graphs, or other displays of data.

(h) Perform checks and maintenance of equipment.

(i) Participate with the speech-language pathologist in research projects, in-service training, and public relations programs.

(j) Initial each clinical entry and sign each page of records.

(2) The speech-language pathology assistant **may not** perform the following tasks:

(a) May not conduct swallowing screening, assessment, and intervention protocols, including modified barium swallow studies.

(b) May not administer standardized or non-standardized diagnostic tests, formal or informal evaluations, or interpret test results.

(c) May not participate in parent conferences, case conferences, **Individualized Education Plan (IEP) meetings, Individualized Family Services Plan (IFSP) meetings** or any interdisciplinary team without the presence of the supervising speech-language pathologist.

(d) May not write, develop, or modify a patient/client's treatment plan in any way.

(e) May not provide intervention for patients/clients without following the treatment plan prepared by the supervising speech-language pathologist.

(f) May not sign any formal documents (e.g. treatment plans, reimbursement forms, **individualized education plans (IEPs), individualized family services plans (IFSPs), determination of eligibility statements** or reports.)

(g) May not select patients/clients for services.

(h) May not discharge patients/clients from services.

(i) May not disclose clinical or confidential information either orally or in writing to anyone not designated by the speech-language pathologist.

(j) May not make referral for additional service.

(k) May not communicate with the patient/client, family, or others regarding any aspect of the patient/client status or service without the specific consent of the supervising speech-language pathologist.

(l) May not represent him/herself as a speech-language pathologist.

(m) May not write a formal screening, diagnostic, or discharge report.



# The Board's Disciplinary Process

Jeff Dover, JD  
Assistant Attorney General  
OR Dept. of Justice

Licensees frequently have questions about the Board's disciplinary process. The Oregon State Board of Examiners for Speech-Language Pathology and Audiology is the agency charged with regulating Speech Language Pathology and Audiology in the State of Oregon. The Board was created by the legislature and operates under authority granted by statute.

Oregon Revised Statute (ORS) 681.490 allows the Board to investigate any alleged violation of ORS 681 and the rules in OAR 335 promulgated in accordance with ORS 681. Further, ORS 681.490(1)(b) states "The agency shall, upon the complaint of any resident of this state, investigate any alleged violation of this chapter" Thus the statute *requires* the Board to investigate a complaint made by an Oregon resident involving an alleged violation of ORS 681.

To investigate an alleged violation of ORS 681, the Board may:

- (a) Take evidence;
- (b) Take the depositions of witnesses, including the person charged, in the manner provided by law in civil cases;
- (c) Compel the appearance of witnesses,

- including the person charged, before the Board in person as in civil cases;
- (d) Require answers to interrogatories; and
- (e) Compel the production of books, papers, accounts, documents and testimony pertaining to the matter under investigation.

The above authority is granted by the legislature pursuant to ORS 681.490(2).

In most cases, after a complaint is received, the Board will contact the licensee named in the complaint. Depending upon the nature of the complaint, the Board will request records from the licensee or the licensee's employer depending on who has custody of the records. The Board will often interview the individuals involved. The subject of the complaint may choose to be represented by an attorney throughout the investigation process. The investigation is confidential and the Board is prohibited from informing either the licensee or the public of the identity of the complainant. The Board is also prohibited from informing the public that the licensee is under investigation.

As the investigation progresses, reports are made to the board. At the conclusion of the investigation the board may choose to:

1. Find no violation
2. Take no action
3. Issue a notice of discipline

If the board finds no violation, then the board has found that a violation of the law has not occurred. If the board decides to take no action, that does not necessarily mean that the Board found that a violation of the law did not occur.

If the board decides to issue a notice of discipline, the notice may take one of two forms:

First, ORS 183.430(2) allows that where the board finds a serious danger to the public health or safety and sets forth specific reasons for such findings, it may suspend or refuse to renew a license without a hearing. This action is referred to as an emergency suspension. The licensee must cease practicing immediately upon the issuance of an emergency suspension. The licensee may request a hearing within 90 days, however the emergency suspension is still in effect while the hearing is pending. If a hearing is not requested within 90 days, the emergency suspension stays in effect until lifted by the Board. The Board may lift the emergency

*(Continued on page 10)*

## Recent Board Actions



**Martin, Larry**  
Audiologist  
#20896

**Outcome:** Consent Order for Voluntary Limitation

**Violation:** OAR335-005-0015(2): Individuals shall provide all services competently.

**Clarification:** An Order of Emergency Suspension was entered on November 10, 2008, pursuant to ORS 183.430(2) and ORS681.350, specifically for a violation of OAR335-005-0015(2): Individuals shall provide all services competently. A Consent Order was approved by the Board on December 8, 2008, limiting licensee's practice of audiology to patients aged 6 and over. Licensee may apply to have the limitation lifted after 9/15/2009 if he meets certain conditions specified in the Consent Order.

**Hatfield, Christina**  
Speech-Language Pathology Assistant  
# A0121

**Outcome:** Order of Emergency Suspension  
**Violation:** OAR 335-005-0025(8) and (10)

**Clarification:**  
An Order of Emergency Suspension was

issued on March 25, 2009, pursuant to ORS 183.430(2) and ORS 681.360(6), specifically for a violation of OAR 335-005-0025(8): "Individuals shall not engage in ... any form of conduct that adversely reflects on the individual's fitness to serve persons professionally", and OAR 335-005-0025(10): "At any time the licensee is disciplined..., the licensee shall immediately report the incident to the Board".

The Board found that Hatfield's ability to continue providing services as an SLPA in a public education environment where she is interacting with minors, and specifically, Hatfield's inability to maintain appropriate boundaries while interacting with young males while carrying out her professional duties, are serious dangers to the public health and safety.



## Keep Us in the Know; it's the Law.

**Tim Anderson**  
Administrative Assistant



Remember, it's not only professional courtesy to make sure we have changes to your address, phone, and

email within 30 days of the change, it's the law. Oregon Administrative Rule 335-005-0020(8) states that "Licensees will provide current addresses and telephone numbers within thirty (30) days of the effective date of change."

Changes in supervision must also be reported on a timely basis, and our rule revisions clarify that the notification should also be within 30 days of the change.

On a practical note, failure to give us current contact information can result in your license lapsing if you don't get the materials to renew in a timely manner. Of particular importance this renewal period is your email address. Part of online renewals is clicking a link within an email that we send out. Ergo: no email or bad email, no online renewal (which saves a lot of time and postage).

Address changes can be done by a quick email to: [speechaud.board@state.or.us](mailto:speechaud.board@state.or.us) or by letter. Changes to SLPA supervision should be reported via the form at [www.oregon.gov/bspa/forms.shtml](http://www.oregon.gov/bspa/forms.shtml).

*("The Board's Disciplinary Process" Continued from page 9)*

suspension at any time if the serious danger to public health or safety is abated.

Second, in a case where the board does not make a specific finding of serious danger to the public health or safety, it may deny an application, suspend, or revoke a license; or reprimand and/or levy a civil penalty against a licensee for a violation. The civil penalty may be up to \$5,000. The licensee has 21 days to request a hearing. If a hearing is not requested within 21 days, a default order is issued and the sanction outlined in the notice goes into effect.

If a hearing is requested, the Board refers the case to the Office of Administrative Hearings (OAH). The OAH will assign an Administrative Law Judge (ALJ) to hear the case. The OAH and ALJ are not affiliated with the Board. The licensee may be represented by an attorney, may request discovery, call witnesses at the hearing, and cross examine the Board's witnesses as well. The Board must prove its case by a preponderance of the evidence, in other words more likely than not.

Within 45-60 days of the hearing, the ALJ will issue a proposed order. The Board will meet to either accept, modify, or reject the ALJ's findings. If

significant modifications are made, the Board must explain it reasons for doing so. The licensee may also file exceptions to the ALJ's proposed order before the Board takes final action. If the licensee disagrees with the Board's final order, a petition for judicial review may be filed with the Oregon Court of Appeals.

At any time, the licensee and Board may enter into an agreement to settle the case for agreed upon terms. These agreements are often titled "Consent Order" or "Stipulated Order". Once an agreement is entered into, the licensee may not request judicial review of the agreement.

The investigation, records and other documents are not public record and may not be disclosed to the public with the exception of: The Notice of Discipline, the Final Order, and the Consent Order or Stipulated Order.



## Welcome Back, Tim!

**Sandy Leybold**  
Executive Director

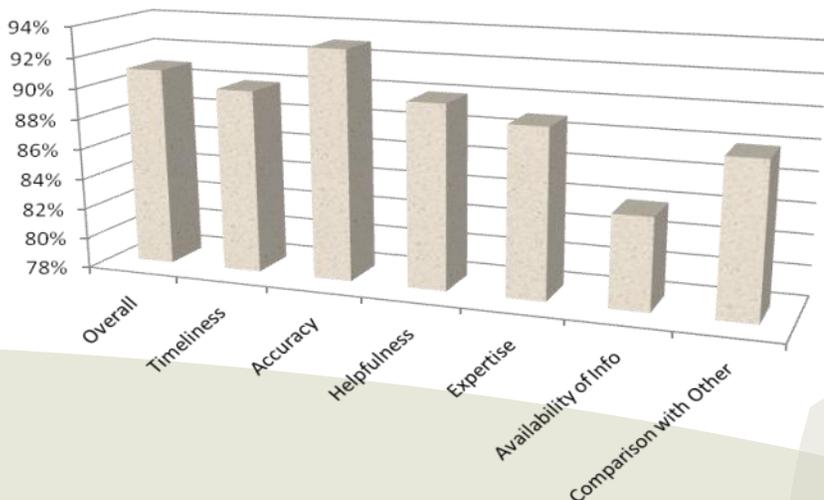
After a year-long stint in Colorado, Tim Anderson is back with BSPA as our Administrative Assistant, replacing Ben Boyd. Tim's can-do attitude and prior work experience with BSPA have helped the Board and Executive Director as we have taken on new projects and an expanded work load. He is an expert on professional development and licensing requirements, and has extensive computer skills, too.

Tim answers the main agency line, 971-673-0220, and can answer your questions or help you find information on our website.

## Customer Service Survey Results

From June 2007 to March 2009

350 responses total



# Educational Requirements for SLPA Certification

**Sandy Leybold, MPH**  
Executive Director

The Board recently took two actions to clarify educational requirements for SLPA certification for applicants:

(1) The Board developed a policy that clarifies the types of courses that meet the general education and technical coursework requirements for training as an SLPA. General education excludes vocational training, personal enrichment, and work study credits. Technical coursework includes courses in communications disorders, speech and hearing, audiology, and courses related to populations with disorders or disabilities. Educational courses focusing on disabilities, multicultural populations, child psychology and development, and linguistics are also accepted as meeting technical coursework requirements. In addition, the policy clarifies that any coursework that is to qualify as a practicum must involve direct interaction with clients, not passive observation. This information is summarized on our website at <http://www.oregon.gov/BSPA/slpareqexplain.shtml>

(2) The Board approved an application form and process for establishing a list of approved SLPA training programs. Educational institutions may apply for approval by BSPA, so that future graduates of these programs would be deemed to meet the educational qualifications for licensure without individual review of coursework. Currently, ASHA provides this program approval process for SLP and Audiology graduate programs, but there is no nationwide process for approving SLPA training programs. California and Washington have also established SLPA program approval processes at the state licensure level.

The Board has received a few recent requests from students and employers for a pre-application review of SLPA educational credentials. This is not a function that can be provided by the Board; we can only review individual applications and approve or deny them.

We hope that these policies will provide guidance to students and program directors so that program graduates will have no difficulty in qualifying for SLPA certification based on their educational preparation.



## When Does Your License Expire?

**Tim Anderson**

**Administrative Assistant**

An expired license means that it is illegal for you to work. You can avoid fines up to \$5,000, lost wages and possible disciplinary action by paying attention to the expiration date on your license.

While we send notices out a couple months before to inform licensees that their license will expire soon, sometimes these communications are lost in the mail, rejected by spam servers, etc. In the end, it is the licensee's responsibility to keep track of the status of your license.

If you have a:	It will expire:
SLP License	January 30, 2010 Renewals should be sent out in November 2009.
Audiologist License	January 30, 2010 Renewals should be sent out in November 2009.
SLP Assistant Certificate	January 30, 2010 Renewals should be sent out in November 2009.
Permit to Supervise SLPAs	July 31, 2009 An email reminder will be sent in June 2009
Conditional SLP or Aud. License	1 year after issue date. Make sure to look at the license so you are aware of the individual expiration date.

## Professional Development Answers

**Tim Anderson**  
Administrative Assistant

Here are a couple of frequently asked questions and their answers.

**Q: Is this activity okay for professional development?**

A: There are two ways an activity can be okay for PD.

1. It falls into one of the pre-approved categories in Oregon Administrative Rule (OAR) 335-070-0030 "Activities Acceptable without Special Board Approval". For the sake of brevity, I won't put the actual text here, but the gist is that there are 9 categories of PD listed in the rule that are fine to just report on your professional development form when the time comes. Make sure you look over

the rule carefully so that you have the appropriate supporting material handy if you are audited.

Note: Look to this document to see what documentation you'll need by what category you report the PD under: [http://www.oregon.gov/BSPA/pdfs/Documentation\\_req\\_for\\_PD\\_Activities.pdf](http://www.oregon.gov/BSPA/pdfs/Documentation_req_for_PD_Activities.pdf)

2. If the activity doesn't fall under those categories but you feel it is applicable to your practice as an SLP, Assistant or Audiologist, don't lose hope just yet. You may apply for special board approval for an activity that is not listed in 335-070-0030. If you apply more than 30 days after the activity, however, you'll have to pay a \$50 delinquent fee for the board to

review it, and they do not review any PD from November 1<sup>st</sup> through January 30<sup>th</sup> during renewal times.

Before you fill out the form and collect the supporting materials, you should double-check to make sure someone else hasn't already applied for the activity. You can look on the professional development page on our website to see the list of specially approved activities.

**Q: Can SLPAs report PD for activities approved for SLPs?**

A: Yes, absolutely. However, SLPs may not report activities approved only for SLPAs.

**Q: I'm reactivating my license. How many professional development hours do I need to report?**

A: You need to report 40 hours if you are an SLP or an Audiologist, and 20 hours if you are a SLPA. These hours cannot be older than 24 months preceding the month you are applying for reactivation in. For instance, if you are reactivating in June 2009, you may only report hours from activities, at the earliest, in June 2007 up to the date you are reactivating.

The good news is that if these hours also fall within the current licensing period (in the above case, from 1/31/08 to 1/30/2010), you can report them again at renewal.



