

CONNECTICUT STATE LICENSURE AND ASHA CERTIFICATION APPLICATION PROCEDURES

State Licensure

Individuals who practice speech-language pathology in Connecticut must be licensed or be in the process of being licensed by the Department of Public Health (DPH). This **license** is **required** for all SLPs working in **any setting** in the State of Connecticut.

Teacher Certification

The Initial Educator Teacher Certification (Special Endorsement in Speech-Language Pathology) application **must be in progress** in order to work in Connecticut public and certified private schools. Please note: a teaching certificate is not a license. A license is necessary in order to practice at any employment location in Connecticut, including public and private schools.

ASHA Certification

The ASHA Certificate of Clinical Competence (CCC) is awarded following successful completion of a master's degree from an ASHA accredited program, the NESPA exam (Praxis II), and the SLP Clinical Fellowship (CF). The Certificate permits the holder to provide independent clinical speech-language and/or audiology services and to supervise clinical practice. Individuals who hold the CCC are required by signature to subscribe to the [ASHA Code of Ethics](#).

PROCEDURES

Prior to beginning the licensure application process

Take the [Praxis II exam](#) the semester prior to your final semester. Send scores to
CT State Department of Public Health (code R7051)
ASHA (code R5031)
SCSU Records (code R3662)
Give a paper copy of your score to Mrs. McMahon.

**** To avoid extra fees**, be sure to have all codes with you when you register for the exam.

Applying for State Licensure

1. You may begin the process of applying for State Licensure once your degree is posted on your transcript.
Spring graduates: degrees will be posted in May.
Summer graduates: degrees will be posted in August.
2. If you wish to apply for licensure before your degree is posted, you may begin the application process when you have completed your final practicum and all clock hours have been signed, submitted, and recorded.

Inform Mrs. McMahon that you wish to begin the licensing procedure. She will generate a letter to be signed by the Program Director indicating that you have met all the eligibility requirements for your Supervised Professional Experience and the date your degree will be awarded. The letter and a copy of your clock hours will be sent directly to the Department of Public Health.

3. Complete the State Licensure Application. The form and instructions can be found at:

<http://www.portal.ct.gov/DPH/Practitioner-Licensing--Investigations/SLP/Supervised-Professional-Experience-in-Connecticut>

Send the following to the Department of Public Health:

- Application & fee
- Praxis II scores
- Transcript

After the application is approved, you will receive a **Letter of Authorization** from the DPH to begin your *Supervised Professional Experience (SPE)*- a minimum of nine-months full-time (30 hours per week minimum) or eighteen-months part-time employment (15 hours per week minimum) under the supervision of a licensed speech-language pathologist.

***Your license will be issued after completion of your SPE and all required documents have been submitted.**

Applying for Teacher Certification

The Initial Educator Teacher Certification application must be in progress in order to work in Connecticut public and certified private schools.

Teacher certification (Special Endorsement in Speech-Language Pathology) from the Department of Education (DOE) is *required* for all SLPs working in public and certified private schools. It is strongly recommended that *all* graduating students apply for school certification, even if not planning to work in the schools.

1. Begin the process for DPH licensure prior to initiating your school certification application. The DPH **Letter of Authorization** is required for school certification approval.
2. Complete the Short Form Application for CT Initial Educator Certificate. The *Special Service Endorsement, Speech and Language Pathologist* code is 061.
3. <http://portal.ct.gov/SDE/Certification/General-Certification-Application-Information-and-Forms/How-To>
4. You can access the **ED 170A form** by selecting "First-Time Applicants from a Connecticut Educator Preparation Program
5. Send pages 1 and 2 to SCSU's Certification Officer, Mr. Bungert in the Teacher Certification Office, Davis 104, **not to the CMD department**.
6. Upon receipt, the application will be logged in as having been received by the Teacher Certification Office and the CMD Program Director will be sent an audit form to complete.
7. The CMD Program Director will check for the following and indicate on the audit form the requirements that have not been completed:
 - a. Required courses and clinical hours including special education course and 6 semester hours in professional education
 - b. Praxis I and II examination or waiver on student's transcript. Students should check their online Banner accounts to be sure the transcript indicates passing or waiving of Praxis I and passing Praxis II. If the information is not on the transcript, the student should make a copy of the results or waiver for Mr. Bungert in Davis 104, including the student ID number; check back after several weeks to be sure the results have been added to the transcript.
 - c. GPA of 3.0 or better
 - d. Completion of 6 credit hours and at least 100 clinical hours of student teaching
8. The audit is then returned to the Teacher Certification Office; a copy is placed in the student's CMD file and a copy is sent to the student.
9. **Once the degree has been posted on the transcript**, Mr. Bungert will sign the application and affix the university seal.
10. Mr. Bungert will return application to you with a **Letter of Eligibility for SPE**
11. Send your completed application & your transcript to the DOE WITH the **Letter of Eligibility for SPE** from Mr. Bungert AND the **Letter of Authorization** from the DPH
12. DOE will issue the CT Initial Educator Certificate, which is valid for a period of three years.

It is possible to renew the certificate up to six times, for a total of 18 years *even if the applicant has not worked as an SLP in the educational system*. Therefore, students

who initially plan to work in a setting other than the educational system, but may at some point want to work in schools, may want to obtain the Educator Certificate and keep it current. This will insure that the opportunity will be available with no further requirements that may have been implemented in the interim. There is a cost to renew the Certificate each time, however keeping the Certificate current and preserving this option is a valuable benefit.

The CT Initial

****Those who plan to teach in a state other than CT, must obtain and complete that state's application and send it to Mr. Bungert in the Teacher Certification Office, Davis 104, not to the CMD department.**

Interviewing for a job

Employers will have different requirements for hiring. Most will want you to have at least started the applications for licensure and school certification. Some will want you to have completed the procedure and already have authorization to begin your SPE. If you begin looking for a job prior to completion of your final practicum, you must let your employer know you cannot start the process for licensure until your practicum has been completed.

If applying for a job in the schools at the end of your final practicum PRIOR TO having your degree posted, let your employer know you have initiated the procedure for state licensure and have received (or will soon receive) your **Letter of Authorization** from the DPH to begin your SPE; however, you must wait for your degree to be posted in order for your application for school certification to be approved. You will receive your **Letter of Eligibility for SPE** from the DOE at that time.

If applying for a job in a medical setting PRIOR TO having your degree posted on your transcript, let your employer know you have initiated the procedure for state licensure and have received (or will soon receive) your **Letter of Authorization** to begin your SPE.

<http://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/SLP/Supervised-Professional-Experience-in-Connecticut>

Starting your new job

When you are hired, you will be assigned a supervisor to mentor you through the State of Connecticut Supervised Professional Experience (SPE) and the ASHA Clinical Fellowship Year (CFY), which are completed concurrently. Your supervisor must be ASHA certified and licensed by the State of Connecticut. It is your responsibility to verify your supervisor's status (get a copy of CT license and ASHA certification card)

SPE: The supervisor must complete the SPE paperwork and submit it to the DPH within 6 weeks of hire. The SPE approval form can be found at:

<http://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/SLP/Supervised-Professional-Experience-in-Connecticut>

CFY: You do not need to file a CFY plan when you begin working.

ASHA certification

You can apply for ASHA certification and membership before, during, or at the completion of your Clinical Fellowship Year (CFY). If you have been a NSSLHA member for 2 consecutive years at the time of graduation, you are eligible for the [NSSLHA conversion](#) rate, which gives you 20-months of membership for the price of 12. If you apply upon graduation, send ASHA:

- Application for certification
- Transcript
- Praxis II scores
- Application fee

- Details regarding applying for ASHA certification can be found at: <https://www.asha.org/certification/SLPCertification.htm>

Upon completion of your SPE/CFY

State Licensure: Complete your file for the DPH.

- Send your final transcript with your degree posted
- Your SPE supervisor must submit your SPE report. The SPE completion form can be found at the following link.

<http://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/SLP/Supervised-Professional-Experience-in-Connecticut>

- Licensure application is not complete until SPE has concluded and final paperwork has been submitted
- Department of Public Health license will be awarded after file is complete

ASHA Certification

Your SPE/CFY supervisor must submit the Speech-Language Pathology Clinical Fellowship Report and Rating Form, available at:

<https://www.asha.org/uploadedFiles/SLP-CF-Report-Rating-Form.pdf>

The ASHA application for certification can be found at:

<http://www.asha.org/uploadedFiles/2014-SLP-CCC-Application-Standards.pdf>

- Complete pages 1-3 of the application.
- Send the completed form to the Program Director (entire form, not just sign-off page)
- Program Director will sign and return to you via snail mail (ASHA requires an original signature)

To complete your application, submit your signed application and fees along with:

- Your official transcript with your degree posted
- Your completed CF Report and Rating form