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# **Illinois credentialing for SLPs: Sorting through the ISBE, IDFP & ASHA Paperwork (for graduate students)**

# Contents

- Overview of credentials: requirements, application procedures, renewal/CE requirements
- Credentialing scenarios for new grads

# Credentials Available

- American Speech-Language-Hearing Association (ASHA) CCC-SLP
- Illinois Department of Financial and Professional Regulation (IDFPR) License
- Illinois State Board of Education (ISBE) Illinois Professional Educator License with an Endorsement as a Speech-language Pathologist (Non-teaching)

# ASHA CCC-SLP

- Requirements
  - 400 clock hours of clinical practicum
  - Master's degree in SLP from accredited institution (which must include a statistics course, as of 2014 standards)
  - Pass PRAXIS
  - Clinical fellowship 36 weeks full time, or equivalency part-time, with mentoring SLP
  - Clinical fellows have 48 months from the date of initiation of the CF in which to accumulate 1,260 hours of experience

# ASHA CCC-SLP

- Application Procedures
  - The three-page application form
  - An official graduate transcript
  - Application fee (discounts for NSSLHA members)
  - May apply when graduate academic course work and clinical practicum completed; program verification of meeting standards
  - Applicants have five (5) years in which to complete the process.

# ASHA CCC-SLP

- Continuing Education
  - Must earn 3 continuing education units (30 contact hours) every 3 years
  - Maintenance cycle determined by date of initial certification
- Renewal
  - Annual renewal required
  - Fee paid each year by all certificate holders, whether ASHA members or nonmembers

# Application Timeline for CCC

- Throughout graduate program, review academic prerequisite coursework with advisor
- Before graduating, take and pass the PRAXIS
  - Send results to ASHA and IDFPR as well as graduate program (ASHA will hold them and start a file)

# Application Timeline for CCC

- As you graduate
  - Find a CF position with an ASHA certified SLP to mentor
  - Collect program verification form from program (hold onto it until later)



# Application Timeline for CCC

- Once CF position is secured, apply for CF status with ASHA
- As soon as 1260 CF hours are completed, remaining paperwork for CCC may be submitted (program verification by program director; CF verification form)

# Illinois License

- Issued by the Illinois Department of Financial and Professional Regulation (IDFPR)
- Two types: Temporary and Regular – you will apply for both simultaneously
- **MUST HAVE** to practice in Illinois as specified in the Illinois Speech-Language Pathology and Audiology Practice Act

# Illinois Licenses

## Requirements for License

- Must be 21
- Meet educational standards:
  - Master's or doctoral degree from approved program
  - Pass PRAXIS
  - 9 months of supervised clinical experience (CF)

# Illinois Licenses

- Requirements for Temporary License
  - Must meet all requirements for a license EXCEPT
    - Need not have completed Clinical Fellowship
- Temporary License process
  - Allows CFs to bill Medicaid/Medicare as licensed health care professionals
  - Has provision that allows new grads to work for 120 days without a temporary license in hand while paperwork is being processed

# Illinois Licenses

- Apply for BOTH as you graduate, then...
  - Regular/Full License: Have 3 years from date of application to complete the application process

# Illinois Licenses

- Temporary License: May hold for up to two years
  - Apply for as you graduate BEFORE your transcripts are done
    - Do NOT send in the ED form
    - you will get a letter indicating a case # and deficiencies, which employers may use to check your status
  - 120 grace period to work without transcript evidence (conferral of degree)
  - Is good for one year, but you may apply for extension for one year if you are not going to make the 1260 hours of CF in the first year
  - After two years, there will be NO extensions, and as a result you will have to apply for the regular license under some other provision... but basically you can't work in Illinois if this temporary license expires before you receive the regular license. There are no other grace periods after the initial 120 days.

# Illinois Licenses

- Maintenance/renewal
  - Pay fee
  - Two-year licensing cycle; expires on 10/31 of each odd year
  - 20 clock hours of continuing education during the 2-year licensing cycle

# ISBE Professional Educator License Endorsed in Speech-Language Pathology (Non-teaching)

- Cannot be the sole teacher of a classroom under this certificate alone
- Educational Requirements:
  - Master's or Doctoral degree from Approved Program (which includes a program in candidacy for CAA accreditation)
  - As of June 1, 2013, applicants must have had courses in
    - Psychology of, identification of, and methods of instruction for the exceptional child, including the learning disabled
    - Reading methods
    - Reading in the content area (for us, language and literacy)
  - Practicum requirement: 150 clock hours (not contact hours) of supervised, school-based professional experience related to
    - Planning and intervention
    - The learning environment
    - Service delivery
    - Professional conduct and ethics
    - Facilitation and advocacy



# ISBE Professional Educator License Endorsed in Speech-Language Pathology (Non-teaching)

- Exams
  - TAP (Test of Academic Proficiency); ACT with Writing; or SAT with Writing Composite within ten years of beginning the school internship
  - Non-Teaching Speech-Language Pathology Subject Area Test #154 must be passed before applying for the PEL
- Fee

# ACT Detail

(posted to ISBE website January 26, 2016)

- Prior to 9/1/15
  - Composite score of 22 or higher and a minimum score of 19 on the Combined English/Writing portion
- 09/1/15 and later
  - Composite score of 22 or higher and a minimum score of 16 on the Writing portion

# SAT Detail

(posted to ISBE website January 26, 2016)

- Composite score of 1030 (critical reading + mathematics = 1030 or higher) and a minimum score of 450 on writing
- All scores must be from one test administration taken on the same date.

# ISBE Certificates

- Application Procedures
  - Check with your program advisor for school-specific entitlement procedures
  - Forms available online
  - Take and pass test #154 Non-teaching Speech-Language Pathologist
  - Take and pass TAP (has to be done before full-time school internship)

# ISBE Certificates

- Provide original transcripts from every college or university attended – which must show the required coursework in reading, etc.
- Apply for PEL using electronic process (ELIS)
- Entitlements processed through Certification Officer at each university

# ISBE Certificates

- Continuing Education
  - PEL with an Endorsement in Speech Language Pathology (Non-Teaching) plus the IDFPR License
    - Adhere to licensure/ ASHA requirements which average out to 10 hours of approved continuing education per year.

# New Graduates

## *When Can I work?*

- Non-school settings.....
  - You can work in a non-school setting for up to 120 days without a temporary license in your hand, as long as you are in the process of applying and have completed all requirements other than degree verification (the ED form)
  - You MUST apply to IDFPR BEFORE beginning to work
  - Employers may want a letter from the Department verifying receipt of your paperwork

# New Graduates

## *When Can I work?*

- School settings.....
  - You need a certificate to work in the schools
  - Obtain a Provisional Educator License if you will begin work before your PEL SLP paperwork is processed



# New Graduates from Illinois Programs

- Finish requirements for academic and clinical experiences in CAA accredited program
- If you intend to work immediately after graduation, take PRAXIS midway through your last semester
- Approximately 3 weeks before graduation, apply for Temporary and Regular License, minus the “ED” form (you must do both at the same time)

# New Graduates.....

- Upon graduation, have Registrar of your university complete the “ED” form certifying your degree and send to IDFPR
- You have 120 days from the time IDFPR received your original paperwork to complete your file with the “ED” form
- You may legally practice during this time (Public Act 94-1082)

# New Graduates .....

- Complete and send *Application for the Certificate of Clinical Competence in Speech-Language Pathology* (ASHA CCC)
- Must have original signatures from applicant and Program Director of your graduate program
- Allow 4 – 6 weeks for processing

# New Graduates .....

- Certification Officer at your university approves your Professional Educator License Application (must have passed a test of basic skills and #154 Non-Teaching SLP Test, completed a school practicum, and have taken an Educational Psychology and a Survey of the Exceptional Child and Reading coursework)
- Apply for PEL via Illinois State Board of Education website
- If completing program and an approved Illinois program, choose “entitlement” option.
- Do this immediately after graduation

# Don't Let Your Credentials Lapse!

- Reinstatement of, or reapplication for, lapsed credentials can be difficult, expensive, and time-consuming, and may involve duplication of previously met requirements.
- Apply for all of the credentials for which you are eligible as a new professional.
- Maintain all professional credentials for life!
- It will never be as easy to obtain credentials as it is when you begin practice – make the most of your work and give yourself the flexibility to change practice settings in the future.

# Useful Websites for Credentials

- ASHA

- <http://www.asha.org/certification/>

- ISBE

- <http://www.isbe.net/certification/>

- IDFPR

- <http://www.idfpr.com/dpr/WHO/spch.asp>