



January 21, 2016

Dear Employer:

Ohio Law requires each organization that employs a licensed individual in the direct practice of speech-language pathology and audiology to submit a business filing form. The form will be mailed to employers in our database or may be downloaded from our website in PDF or Microsoft Word format at <http://www.slpaud.ohio.gov/bus.stm>. Pursuant to Ohio Administrative Code section 4753-1-03(A), Business Filings are due at the Board office **by March 1, 2016**. In an effort to reduce paper and support the “Go Green” campaign, the Board accepts electronic copies of this completed form. **Electronic copies of this form, including any attachments, are preferred and may be submitted to the Board via e-mail at board@slpaud.ohio.gov. Names may be listed directly on the form or in Excel format, along with your completed and notarized statement. You may also submit your completed form and any additional documents via fax at (614) 485-1029. The original statement does not need to be mailed to the board office and may be retained for your records.**

Section 4753.12 (A) of the Ohio Revised Code states:

4753.12 Lawful practice.

Nothing in this chapter shall be construed to:

(A) Prohibit a person other than an individual from engaging in the business of speech-language pathology or audiology without licensure if it employs a licensed individual in the direct practice of speech-language pathology and audiology. Such entity shall file a statement with the board, on a form approved by the board for this purpose, swearing that it submits itself to the rules of the board and the provisions of this chapter which the board determines applicable.

Rule 4753-1-03 (A) of the Ohio Administrative Code states in relevant part:

4753-1-03 Business filing.

Pursuant to division (A) of section 4753.12 of the Revised Code, an entity may provide speech-language pathology or audiology services without licensure if it employs or contracts individuals in the direct practice of speech-language pathology or audiology, in accordance with Chapter 4753 of the Revised Code and Administrative Code. Such entity, through its designated agent, no later than March first of each even numbered year, at the discretion of the board, shall submit a business filing with the board containing the following information: a statement swearing that it submits itself to the rules of the board and the provisions of Chapter 4753 of the Revised Code and the Administrative Code, a list of all names and addresses under which the entity provides speech-language pathology and audiology services, and the names and license numbers of all individuals engaging in the direct practice of speech-language pathology and audiology as officers, agents or employees of the entity during the previous calendar year.

In addition, the Ohio Board of Speech-Language Pathology and Audiology would like to take this opportunity to provide the following information to further assist employers in providing speech-language pathology and audiology services to consumers. We understand that not all circumstances listed below will apply to all employers.

Employers of Speech-Language Pathologists, Audiologists, Conditional Speech-Language Pathologists, Student Permit Holders, Speech-Language Pathology Aides, and Audiology Aides: It is recommended that employers verify that a prospective licensee holds a valid and active license with the Board prior to providing professional services. Licenses may be verified on-line at: <http://www.slpaud.ohio.gov/lv.stm>. On-line license verification should be considered as fulfilling the primary source requirement for verification of licensure.

Biennial Renewal: Employers should additionally verify active licensure following the biennial renewal deadline. The biennial renewal deadline is December 31st of every even year. Anyone who does not renew their speech-language pathology, audiology, or aide license by midnight on December 31, 2016, will have an expired license and must immediately cease practice until their license is renewed. A licensee has up to one year from the renewal deadline to submit the application for late renewal.

Unauthorized Practice: Practicing without a valid license is considered unauthorized practice pursuant to Ohio Revised Code 4753.02 and is subject to disciplinary and/or criminal action. Third party insurance providers such as Medicare and Medicaid will not reimburse for services provided by an unlicensed individual or someone under an expired license.

An employer may report to the Board any form of disciplinary action taken against a licensee. Notification should be submitted in writing to the Board office within one year from the date of incident.

Employers of Conditional Licensees: Conditional licensees must submit a Supervised Professional Experience (SPE) Plan within 30 calendar days of the start date of employment. A late Plan may result in disciplinary action. A conditional licensee's credential status is reflected as '**Active Pending Receipt of SPE Plan**' until their completed Plan is received. Upon receipt of the Plan their status is changed to '**Active SPE Plan Under Review.**' Once the Plan is approved, their status is changed to '**Active.**' Professional services provided by a conditional speech-language pathologist are eligible for reimbursement under Medicaid/Medicare without a sign-off on documentation by the speech-language pathologist serving as the mentor for the professional experience. The supervising mentor must maintain a copy of the Board's approved professional experience year plan on file.

Aides: Speech-language pathology aides and audiology aides must be working under a Board approved supervisor and plan. **Any change in the approved aide application, including the termination of employment of the aide or the supervisor, must be reported to the Board in writing within 30 days of the change.**

Join Our Mailing List for Board News, Updates and Alerts: If you are interested in receiving our eNewsletter and other updates from the Board, please join our listserv at <http://slpaud.ohio.gov/subscribe.stm>. You may also "Like" our Facebook page at: <https://www.facebook.com/OhioBoardOfSpeechLanguagePathologyAndAudiology>.

If you have any questions regarding the Business Filing, please contact the Board office at (614) 728-2214.

BY THE OHIO BOARD OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

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