



Ohio Board of Speech-Language Pathology and Audiology

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Common Mistakes During the PEY

1. Required documents not submitted on prescribed forms;
2. Plan not submitted within thirty calendar days of starting employment;
3. Plan submitted with SPE Report and Contacts Log;
4. SPE Report and Contacts Log not submitted on time;
5. Amended plan not submitted within thirty calendar days of the change;
6. New plan not submitted for change in employment and supervisor;
7. Not notifying Board in writing of any change of address or name;
8. Documents are not signed or dated;
9. Documents are faxed without originals mailed;
10. Documents not received – lost in the mail;
11. Plan, SPE Report, and Contacts Log are incomplete;
12. PEY experience did not account for breaks, vacations, or other absences;
13. 18 onsite conferences and monthly evaluations not clearly documented; (use precise verbiage on Log, i.e., “on-site conference” and “monthly evaluation” Print all detailed information in log and specify other activities that were supervised;
14. ASHA guidelines for CCCs confused with Board requirements; they are completely separate from Ohio’s licensure requirements;
15. Conditional licensee continued practice after license expired.