



Ohio Board of Speech-Language Pathology and Audiology

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FREQUENTLY ASKED QUESTIONS

Below are the most frequently asked questions regarding the Board's licensure process and how individuals can quickly and easily check on the status of their license application from our automated website at any time.

What is the status of my application?

You can find out the status of your application by accessing the On-Line License Verification link from the board home page: <https://license.ohio.gov/lookup/default.asp?division=84> and typing in your first and last name in the license search screen.

- An application in **PENDING** status is in process; applicants will receive a letter and email notification of any missing items required for licensure.
- Applications will remain in **PENDING** status until all documents are received.

How do I know if documents which must be sent directly to the Board have been received? (Praxis score, transcripts, university letter, ASHA/Out of State licensure verifications, etc.)

It is the applicant's responsibility to ensure that all documents required for licensure have been received in the board office. Applicants are encouraged to follow up to confirm any missing documentation has been received by contacting the Board's main line at (614) 466-3145 or sending an e-mail to Board@slpaud.ohio.gov.

How will I know when my application has been deemed complete and recommended for approval?

Applicants should access the On-Line License Verification link from the board home page. When your status is reflected as "**Approved**," your application has been deemed complete and will be recommended for licensure approval. If an application is incomplete after initial review, the applicant will be notified by both letter and email of any missing items required for licensure. Although the On-Line License Verification link is the most convenient and expedient way to determine whether an application has been deemed complete, please feel free to contact the board office at any time to verify receipt of an application, receipt of any missing documentation, and/or your application status.

When does the Board approve licensure?

Most licensure applications are approved on the **1st** and **15th** of the month. If that day falls on a weekend or holiday, approvals are completed on the next business day.

How do I know if my application was approved?

Go to the On-Line Licensure Verification page and type in your first and last name. Depending on the license application you applied for, your licensure status will now be listed as "**ACTIVE**" or "**ACTIVE-Pending Receipt of SPE Plan**" indicating licensure approval. New licensees will receive an approval letter, wall certificate, and renewal certificate/card with their assigned credential number within thirty (30) days.