



Ohio Board of Speech-Language Pathology and Audiology

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Supervised Professional Experience Guidelines

- Chapter 4753-3-07 of the Ohio Administrative Code pertains to the professional experience requirements and can be accessed at the following link: <http://codes.ohio.gov/oac/4753-3-07>. The Board strongly encourages conditional licensees, supervisors, and employers to review the information contained therein. Any questions about the Supervised Professional Experience (SPE) should be directed to the Board at board@slpauld.ohio.gov or (614) 466-3145.
- The Board does not base completion of the Supervised Professional Experience (SPE) on a set number of clinical hours; rather, the professional experience requires 18 on-site conferences and 9 monthly evaluations between the supervisor and the conditional licensee working under an approved supervised professional experience plan.
- The Plan for Supervised Professional Experience form is available for download at the following link: <http://slpauld.ohio.gov/planform.pdf> and must be completed and submitted to the Board **within 30 calendar days of initial employment. When there is a change in both employment and supervisor at any time during the course of the SPE, a new Plan should be submitted within 30 calendar days of said change. Conditional licensees are permitted to practice during the time their Plan is under review by the Board.**
- The Amended Plan for Supervised Professional Experience form is available for download at the following link: <http://slpauld.ohio.gov/apps/Plan%20Amendment.pdf> and must be completed and submitted to the Board **within 30 calendar days of any change in employment OR supervisor OR Plan start/end dates. The SPE approved end date is listed on the Plan approval letter and may be changed with an Amended Plan.**
- Failure to practice according to the Plan or submit a Plan, Amended Plan, and/or Report and Contacts Log as delineated above is considered to be practice without a license and may result in denial of approval of the experience, extension of the experience, and/or grounds for disciplinary action. 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.
- **Employers of conditional licensees, please note:** Conditional licensees are legal to practice once their license is issued. Approved licenses are issued on the first and fifteenth of each month. Licensure status may be verified from the board website at: <https://license.ohio.gov/lookup/default.asp?division=84> and is considered primary source verification. The Conditional licensee will receive their wall certificate and pocket card within 30 calendar days of issuance for display.
- The SPE must be documented on the board prescribed SPE Report and Contacts Log, which may be downloaded from our website at <http://slpauld.ohio.gov/application2.stm#cond>. The SPE Report and Contacts Log is due within **30 calendar days upon completion of the professional experience year OR when there is a change in the professional experience year plan.**
- **If there is a discontinuance of pursuit of the SPE, Conditional licensees are required to notify the Board in writing within 30 calendar days.**
- **The Board strongly recommends that you mail your SPE Plan, Amended Plan, or SPE Report and Contacts Log with a tracking option, such as Certified Mail Return Receipt Requested.**
- If your license was based upon a letter from your university you must ensure your final transcripts are sent directly from your university to the Board within 90 days after licensure, or your licensure status will be changed to abandoned, requiring you to cease practice immediately and submit a new application and fee.