

Prior to Graduation

- When your Clinic and Academic requirements are complete; and when we have received passing grades for 605 and 632 sections; then:
 - Inform the department as to where a letter needs to be mailed or faxed. This letter indicates you have completed all academic and clinic requirements.
 - You may begin your Clinical Fellow (CF) the day **after** you have completed all academic (including thesis/ direct study research) and clinical requirements.
 - Students with deficiencies (you know who you are) receive a letter from the Chair (and several times during the two year program receive contact from the Chair) must complete all deficiencies prior to beginning the CF.

- When you begin your CF- follow the ASHA guidelines for submitting the appropriate ASHA paperwork and NY State licensure paperwork after consulting with your CF supervisor.

ASHA Certification APPLICATION CHECKLIST

STOP! Individuals may apply for certification once all academic course work and clinical practicum have been completed. You do **not** have to have completed your SLP Clinical Fellowship or have taken the Praxis exam to apply for certification. You need to successfully complete the Praxis exam and your CF to receive ASHA certification.

NOTE:

After you return the department form (#1.2) to our department, indicating your Clinical Fellowship supervisor's name, address and type of place of employment (i.e., school, clinic, hospital, etc.), then you will be mailed the ASHA certification application signed by Dr. Tillery, Chair of the department. This is the process to ensure we receive your Clinical Fellowship Year (CFY) supervisor information so we can mail an employer survey. ASHA mandates that programs have a system for routine survey and assessment measures.

If you are ready to submit your **application for ASHA certification**, have you:

- Signed the application form?

- Obtained the signature of your program director to verify that you have met the knowledge and skills necessary for SLP certification? (The above form that the Chair will send when you have sent us form # 1.2).

- Made a photocopy of the completed application to keep for your records? (originals must be sent to ASHA)

- Enclosed the appropriate fees?
- Requested an official graduate transcript verifying your graduate degree?
- Enclosed the completed Journal Selection Form or mailed it separately?

If you have not confirmed completion of each of the steps listed above, do not submit your application. You may submit your application once all of these items have been completed. Only complete application packets will be reviewed, all others will be returned! A complete application will ensure timelier processing of your materials and final certification decision.

If you are beginning your **Clinical Fellowship (CF)**, have you:

- Verified that your mentor's certification status is current? Your mentor must maintain certification throughout the period for which they are serving as your mentor.
- Determined what your state licensing agency requires of persons fulfilling a clinical fellowship? (i.e., register with the agency, obtain a provisional or temporary license, file a clinical fellowship plan, etc.)
- Reviewed the "Clinical Fellowship Skills Inventory" with your mentor to identify the clinical skills on which you will be evaluated?
- Reviewed the "SLP Clinical Fellowship Report and Rating Form" to identify what records you will need to keep during the fellowship?

If you have taken the **Praxis examination** in speech-language pathology, have you:

- Requested that ETS send confirmation of your passing score to ASHA and the department? 609-771-7395

NY STATE LICENSURE Process:

www.op.nysed.gov **to download all forms needed after you obtain your CFY**
518-474-3817

- **Complete requirements** as listed on pages 6-7 of the Office of Professions (OP) NY State Education Department (see attached).

