

ASSISTANT LICENSE - APPLICATION PROCESS

Individuals who possess a baccalaureate degree with emphasis in communicative sciences or disorders may be licensed as an Assistant in the state of Texas. **An individual, who does not meet this requirement, shall not be licensed as an assistant.**

It is a **criminal offense** to practice speech-language pathology or audiology without a valid license punishable by law if convicted. Section 401.503, Occupations Code, relates to a Criminal Offense.

Assistants must meet requirements defined at 22 T.A.C., Chapter 741. Refer to §741.64, relating to Requirements for an Assistant in Speech-Language Pathology License or §741.84, relating to Requirements for an Assistant in Audiology License. The assistant may not begin the supervised practicing until the Board office has issued the assistant a license.

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION / FORMS / FEES TO OBTAIN THE ASSISTANT LICENSE: (The assistant license is issued for a two-year period.)

- (1) Application / initial license fee of \$163.00;
- (2) **Original** completed, and signed Application Form;
- (3) **Original** or certified copy of transcript(s) showing baccalaureate degree(s) conferred.
- (4) **Original** Supervisory Responsibility Statement Form completed by applicant and each supervisor; and
- (5) **Original** Clinical Observation and Experience Form completed by the program director or designee of the university/college you attended.
 - a. Clinical Deficiency Plan (If the applicant does not have the required observation and/or experience, a deficiency plan must be submitted with the Supervisory Responsibility Statement Form)

FEES ARE NONREFUNDABLE. The application/initial license fee must be mailed with the application. **DO NOT SEND CASH.** APPLICATION MATERIALS RECEIVED WITHOUT THE APPLICATION FEE WILL NOT BE PROCESSED. Make check payable to DSHS/Speech-Audiology Licensing Program. Mail your forms, documentation and fee to the Comptroller of Public Accounts-Treasury Operation at the following address:

STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PO BOX 12197
CAPITOL STATION
AUSTIN, TEXAS 78711-2197

The processing of an application takes approximately 2 - 4 weeks. If you need to expedite your application, you may call the Board office for an appointment (if available) to bring your application in for review and approval or for procedures to send by hand delivery such as Federal Express, UPS, Airborne, Express Mail, etc.