



State Board of Examiners for Speech-Language Pathology and Audiology

Board Rules
Title 22
Texas Administrative Code,
Chapter 741

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TABLE OF CONTENTS

Subchapter / Section

Page Number

Subchapter A. Definitions.....	3
741.1 Definitions.....	3
Subchapter B. The Board.....	3
741.11 Officers.....	3
741.12 Committees.....	3
741.13 Transaction of Official Business.....	4
741.14 Petition for Adoption of a Rule.....	4
741.15 Impartiality and Nondiscrimination.....	4
Subchapter C. Screening Procedures.....	4
741.31 Communication Screening.....	4
741.32 Hearing Screening.....	4
741.33 Newborn Hearing Screening.....	5
Subchapter D. Code of Ethics; Duties and Responsibilities of License Holders.....	5
741.41 Professional Responsibilities of License Holders.....	5
741.42 Advertising.....	6
741.43 Recordkeeping and Billing.....	6
741.44 Requirements, Duties, and Responsibilities of Supervisors.....	7
741.45 Consumer Information and Display of License.....	7
Subchapter E. Requirements for Licensure of Speech-Language Pathologists.....	7
741.61 Requirements for a Speech-Language Pathology License.....	7
741.62 Requirements for an Intern in Speech-Language Pathology License.....	8
741.63 Waiver of Clinical and Examination Requirements for Speech-Language Pathologists.....	10
741.64 Requirements for an Assistant in Speech-Language Pathology License.....	10
741.65 Requirements for a Temporary Certificate of Registration in Speech-Language Pathology.....	14
Subchapter F. Requirements for Licensure of Audiologists.....	14
741.81 Requirements for an Audiology License.....	14
741.82 Requirements for an Intern in Audiology License.....	14
741.83 Waiver of Clinical and Examination Requirements for Audiologists.....	15
741.84 Requirements for an Assistant in Audiology License.....	15
741.85 Requirements for a Temporary Certificate of Registration in Audiology.....	18
Subchapter G. Requirements For Dual Licensure as a Speech-Language Pathologist and an Audiologist.....	18
741.91 Requirements for Dual Licenses in Speech-Language Pathology and Audiology.....	18
Subchapter H. Fitting and Dispensing of Hearing Instruments.....	18
741.101 Registration of Audiologists and Interns in Audiology to Fit and Dispense Hearing Instruments.....	18
741.102 General Practice Requirements of Audiologists and Interns in Audiology who Fit and Dispense Hearing Instruments.....	18
741.103 Requirements of Audiologists and Interns in Audiology Conducting Audiometric Testing for the Purpose of Fitting and Dispensing Hearing Instruments.....	19
Subchapter I. Application Procedures.....	19
741.111 Application Submission.....	19
741.112 Required Application Materials.....	19
Subchapter J. Licensure Examinations.....	21
741.121 Examination Administration.....	21
741.122 Jurisprudence Examination.....	21
Subchapter K. Issuance of License.....	21
741.141 Issuance of License.....	21
Subchapter L. License Renewal and Continuing Education.....	22
741.161 Renewal Procedures.....	22
741.162 Requirements for Continuing Professional Education.....	23
741.164 Renewal of a License.....	24
741.165 Renewal of Licensee on Active Military Duty.....	25
Subchapter M. Fees and Processing Procedures.....	25
741.181 Schedule of Fees.....	25
741.182 Time Periods for Processing Applications, Registrations, and Renewals.....	26
Subchapter N. Complaints, Violations, and Disciplinary Actions.....	26
741.191 Complaint Procedures.....	26
741.192 Disciplinary Action: Notices.....	27
741.193 Revocation, Suspension, Emergency Suspension, or Denial.....	27
741.194 Informal Disposition.....	28
741.195 Formal Hearings; Surrender of License.....	29
741.196 Default Orders.....	29
741.197 Monitoring of Licensees.....	29
741.198 Administrative Penalties.....	29
741.199 Schedule of Sanctions.....	30
741.200 Licensing of Persons with Criminal Convictions.....	31
741.201 Suspension of License Relating to Child Support and Child Custody.....	31
741.202 Request for Criminal History Evaluation Letter.....	32
Subchapter O. Telehealth.....	32
741.211 Definitions.....	32
741.212 Service Delivery Models.....	32
741.213 Guidelines for the Use of Telehealth.....	32
741.214 Limitations of Telehealth Services.....	33
741.215 Requirements of Personnel Providing Telehealth Services.....	33

Subchapter A – Definitions

§741.1 – Definitions

Unless the context clearly indicates otherwise, the words and terms below shall have the following meanings. Refer to Texas Occupations Code, §401.001, for definitions of additional words and terms.

- (1) ABA--The American Board of Audiology.
- (2) Act--Texas Occupations Code, Chapter 401, relating to speech-language pathologists and audiologists.
- (3) ASHA--The American Speech-Language-Hearing Association.
- (4) Ear specialist--A licensed physician who specializes in diseases of the ear and is medically trained to identify the symptoms of deafness in the context of the total health of the client, and is qualified by special training to diagnose and treat hearing loss. Such physicians are also known as otolaryngologists, otologists, neurologists, otorhinolaryngologists, and ear, nose, and throat specialists.
- (5) Extended absence--More than two consecutive working days for any single continuing education experience.
- (6) Extended recheck--Starting at 40 dB and going down by 10 dB until no response is obtained or until 20 dB is reached and then up by 5 dB until a response is obtained. The frequencies to be evaluated are 1,000, 2,000, and 4,000 hertz (Hz).
- (7) Fitting and dispensing hearing instruments--The measurement of human hearing using professionally accepted practices to select, adapt, or sell a hearing instrument.
- (8) Health care professional--An individual required to be licensed under Texas Occupations Code, Chapter 401, or any person licensed, certified, or registered by the state in a health-related profession.
- (9) Hearing instrument--A device designed for, offered for the purpose of, or represented as aiding persons with or compensating for, impaired hearing.
- (10) Hearing screening--A test administered with pass/fail results for the purpose of rapidly identifying those persons with possible hearing impairment which has the potential of interfering with communication.
- (11) Licensed Assistant in Speech-Language Pathology--An individual who provides speech language pathology support services under supervision of a licensed speech-language pathologist.
- (12) Licensed Assistant in Audiology--An individual who provides audiological support to clinical programs under supervision of a licensed audiologist.
- (13) Sale or purchase--Includes the sale, lease or rental of a hearing instrument or augmentative communication device to a member of the consuming public who is a user or prospective user of a hearing instrument or augmentative communication device.
- (14) Telehealth--The use of telecommunications and information technologies for the exchange of information from one site to another for the provision of speech-language pathology or audiology services to an individual from a provider through hardwire or internet connection.
- (15) Telepractice--The practice of telehealth.

(16) Under the direction of--The licensed speech-language pathologist or audiologist directly oversees the services provided and accepts professional responsibility for the actions of the personnel he or she agrees to direct.

Source Note: The provisions of this §741.1 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter B – The Board

§741.11 – Officers

- (a) The presiding officer shall preside at all meetings at which he or she is in attendance, perform all duties prescribed by law, the Act or this chapter, and is authorized by the board to make day-to-day minor decisions regarding board activities in order to facilitate the responsiveness and effectiveness of the board.
- (b) The assistant presiding officer shall perform the duties of the presiding officer should the presiding officer be absent, become disabled, or vacate the office. In the event the office is vacated, the assistant presiding officer shall serve until a successor is named.
- (c) The secretary-treasurer shall sign the approved minutes of the board and other approved documents of the board in the absence of the presiding officer and assistant presiding officer.

Source Note: The provisions of this §741.11 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.12 – Committees

- (a) The presiding officer may appoint board members to committees to assist the board in its work. All committees shall consist of no more than four members and shall make regular reports to the board by interim written reports or at regular meetings. Standing committees shall include:
 - (1) complaints;
 - (2) rules;
 - (3) speech-language pathology scope of practice;
 - (4) audiology scope of practice; and
 - (5) legislative review.
- (b) Board members may also be appointed to individually assist the board office with specific issues. The board member shall report any decisions made to the full board at the next scheduled meeting for ratification. Items that shall be discussed include:
 - (1) fees/budget;
 - (2) applications/renewals;
 - (3) continuing education;
 - (4) exemptions to the Act;
 - (5) supervision of interns and assistants;
 - (6) public relations;
 - (7) health professions council; and
 - (8) fitting and dispensing of hearing instruments.
- (c) Members appointed to the complaints committee shall consist of one audiologist, one speech-language pathologist, one public member, and other members as appointed by the board chair. The committee chair shall call a meeting whenever necessary.

Source Note: The provisions of this §741.12 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.13 – Transaction of Official Business

(a) The board shall elect, by a simple majority vote of those members present, a presiding officer, an assistant presiding officer, and a secretary-treasurer at the meeting held nearest to January 1st. If a vacancy occurs in any of the offices at any other time, it shall be filled by a simple majority vote of those members present at any board meeting.

(b) The executive director shall prepare and submit an agenda to the board prior to each meeting. The agenda shall include:

- (1) items required by law;
- (2) items requested by members; and
- (3) other items of board business approved for discussion by the presiding officer.

(c) The board shall make all official decisions according to parliamentary procedure as set forth in Robert's Rules of Order Revised. If a question arises concerning interpretation of Robert's Rules of Order Revised, the presiding officer or assistant presiding officer shall make the decision.

(d) The board shall not be bound in any way by any statement or action on the part of any board member, committee, or staff member except when a statement or action is in pursuance of the specific instruction of the board.

Source Note: The provisions of this §741.13 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.14 – Petition for Adoption of a Rule

(a) A person shall submit a written petition to the board requesting adoption of a rule. The petition shall contain the following:

- (1) the petitioner's name, address, and telephone number;
- (2) a brief explanation of and justification for the proposed rule;

(3) the text of the proposed rule prepared in a manner to indicate the words to be added or deleted from the current text, if any;

(4) a statement of the statutory or other authority under which the rule is to be adopted;

(5) a statement of the public benefit anticipated as a result of adopting the rule or the anticipated injury or inequity which could result from the failure to adopt the proposed rule;

(b) The petition shall be submitted to the executive director.

(c) The executive director shall submit the completed petition to the board for its consideration.

(d) Within 60 days after receipt of the completed petition by the executive director, the board shall either:

- (1) deny the petition;
- (2) initiate rule-making procedures in accordance with the Administrative Procedure Act, Texas Government Code, Chapter 2001; or
- (3) deny parts of the petition and/or institute rule-making procedures on parts of the petition.

(e) If the board denies the petition, the executive director shall give the petitioner written notice of the board's denial, including the reason for the denial.

(f) If the board initiates rule-making procedures, the version of the rule which the board proposes may differ from the version proposed by the petitioner.

(g) All initial petitions for the adoption of a rule shall be presented to and decided by the board in accordance with the provisions of this section.

Source Note: The provisions of this §741.14 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.15 – Impartiality and Nondiscrimination

(a) Any board member who is unable to be impartial in the determination of an applicant's eligibility for licensure or in a disciplinary action against a licensee shall so declare this to the board and shall not participate in any board proceedings involving that applicant or licensee.

(b) The board shall make no decision in the discharge of its statutory authority with regard to any person's race, religion, color, gender, national origin, age, disability, sexual orientation, genetic information, or family health history.

(c) Applicant with disabilities.

(1) The board shall comply with the Americans with Disabilities Act.

(2) Applicants with disabilities shall inform the board 30 days in advance of any special accommodations needed.

Source Note: The provisions of this §741.15 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter C – Screening Procedures

§741.31 – Communication Screening

(a) Individuals licensed under the Act may participate in communication screening.

(b) Communication screening should include cursory assessments of language and speech to determine if further testing is indicated. Formal instruments and informal observations may be used for the assessment. If the screening is not passed, a detailed evaluation is indicated.

(1) The aspects of language to be screened may include phonology, morphology, syntax, semantics, and pragmatics.

(2) The aspects of speech to be screened may include articulation or speech sound production, voice (including phonation and resonance), and fluency.

(c) Language and speech screening should be conducted in the client's dominant language and primary mode of communication.

Source Note: The provisions of this §741.31 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.32 – Hearing Screening

(a) Individuals licensed under the Act may participate in hearing screening.

(b) Hearing screening shall be performed and interpreted as follows.

(1) Use a screening level of 25 dB HL (ANSI, 1996) for pre-kindergarten and kindergarten, and 20 dB HL (ANSI, 1996) for grades 1 through 12, at the frequencies of 1,000, 2,000, and 4,000 hertz (Hz) in both ears.

(2) The criterion for failure is no response at the screening level at any one frequency in either ear.

(3) Screening failures shall be followed with a second pure-tone air conduction screening utilizing the same protocol within four weeks.

(c) If the second pure-tone air conduction screening is failed, a recommendation shall be made for a professional evaluation by a licensed physician or a licensed audiologist. If the person screened was a minor, the recommendation shall be made to a parent or guardian.

Source Note: The provisions of this §741.32 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.33 – Newborn Hearing Screening

(a) Individuals licensed under the Act may participate in universal newborn hearing screening as defined by the Texas Health and Safety Code, Chapter 47.

(b) Individuals licensed under this Act are subject to 25 Texas Administrative Code Chapter 37, regarding reporting hearing screening or audiologic outcomes to the Department of State Health Services (DSHS) through the designated electronic tracking system and 40 Texas Administrative Code §108.9, regarding referral of children under the age of three years to Early Childhood Intervention (ECI) within two days of identification.

Source Note: The provisions of this §741.33 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter D – Code of Ethics; Duties and Responsibilities of License Holders

§741.41 – Professional Responsibilities of License Holders

(a) A licensee shall:

(1) engage in only those aspects of the profession that are within the scope of the licensee's competence considering level of education, training, and experience;

(2) insure a safe therapy environment;

(3) provide services as specified in the treatment plan, Individual Education Plan (IEP), or Individualized Family Service Plans (IFSP);

(4) seek appropriate medical consultation whenever indicated;

(5) seek to identify competent, dependable referral sources for clients;

(6) maintain objectivity in all matters concerning the welfare of the client;

(7) ensure that all equipment used is in proper working order and is properly calibrated;

(8) terminate a professional relationship when it is reasonably clear that the client is not benefiting from the services being provided;

(9) provide accurate information to clients and the public about the nature and management of communication disorders and about the profession and the services rendered;

(10) notify the board in writing of changes of name, highest academic degree granted, address, and telephone number. The board is not responsible for lost, misdirected, or undelivered mail;

(11) notify the board of changes in name or preferred mailing address within 30 days of such change(s). Notification must include the name, mailing address, and zip code, and be mailed, telephoned, faxed, or sent by electronic mail to the executive director;

(12) inform the board of violations of the Act, this code of ethics, or of any other provision of this chapter;

(13) comply with any order relating to the licensee which is issued by the board;

(14) report in accordance with the Family Code, §261.101(b), if there is cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person;

(15) cooperate with the board by promptly furnishing required documents and by promptly responding to a request for information from, or a subpoena issued by, the board or the board's designee;

(16) be subject to disciplinary action by the board if the licensee or registrant is issued a written reprimand, is assessed a civil penalty by a court, or has an administrative penalty imposed by the attorney general's office under the Texas Code of Criminal Procedure, Article 56.31 (relating to the Crime Victims Compensation Act);

(17) comply with the Health and Safety Code, Chapter 85, Subchapter I, concerning the prevention of the transmission of HIV or Hepatitis B virus by infected health care workers; and

(18) fully inform clients of the:

(A) results of an evaluation within 60 days, upon request;

(B) nature and possible effects of the services rendered;

and

(C) nature, possible effects, and consequences of activities if the client is participating in research or teaching activities.

(b) A licensee shall not:

(1) engage in the medical treatment of speech-language and hearing disorders;

(2) jeopardize a client's safety by any inattentive behavior;

(3) guarantee, directly or by implication, the results of any therapeutic procedures except as follows:

(A) a reasonable statement of prognosis may be made;

and

(B) caution must be exercised not to mislead clients to expect results that cannot be predicted from reliable evidence;

(4) delegate any service requiring professional competence of a licensee or registrant to anyone not licensed or registered for the performance of that service;

(5) provide services if the services cannot be provided with reasonable skill or safety to the client;

(6) provide any services which create an unreasonable risk that the client may be mentally or physically harmed;

(7) engage in sexual contact, including intercourse, kissing, or fondling, with a client or an assistant, intern, or student supervised by the licensee;

(8) use alcohol or drugs when the use adversely affects or could adversely affect the licensee's provision of professional services;

(9) reveal, without authorization, any professional or personal information about the person served professionally, unless required by law to do so, or unless doing so is necessary to protect the welfare of the person or of the community;

(10) participate in activities that constitute a conflict of professional interest which may include the following:

(A) exclusive recommendation of a product that the licensee owns or has produced;

(B) lack of accuracy in the performance description of a product a licensee or registrant has developed; or

(C) restriction of freedom of choice for sources of services or products;

(11) use his or her professional relationship with a client, intern, assistant, or student to promote for personal gain or profit any item, procedure, or service unless the licensee or registrant has disclosed to the client, intern, assistant, or student the nature of the licensee's or registrant's personal gain or profit;

(12) misrepresent his or her training or competence;

(13) falsify records;

(14) aid or abet the practice of an unlicensed person when that person is required to have a license under the Act;

(15) interfere with a board investigation or disciplinary proceeding by willful misrepresentation or omission of facts to the board or the board's designee or by the use of threats or harassment against any person; or

(16) intentionally or knowingly offer to pay or agree to accept any remuneration directly or indirectly, overtly or covertly, in cash or in kind, to or from any person, firm, association of persons, partnership, or corporation for securing or soliciting clients or patronage for or from any health care professional. The provisions of the Texas Health and Safety Code, §161.091, concerning the prohibition of illegal remuneration apply to licensees.

Source Note: The provisions of this §741.41 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

§741.42 – Advertising

A licensee shall not present false, misleading, deceptive, or non-verifiable information relating to the services of the licensee or any person supervised or employed by the licensee which includes, but is not limited to:

(1) advertising audiological services when an audiologist is not readily available to assist clients;

(2) using professional or commercial affiliations in any way that would mislead clients or the public;

(3) presenting false, misleading, or deceptive information relating to the following:

(A) any advertisement, announcement, or presentation;

(B) any announcement of services;

(C) letterhead or business cards;

(D) commercial products;

(E) billing statements or charges for services;

(F) facsimile broadcast; or

(G) website;

(4) presenting false, misleading, or deceptive advertising that is not readily subject to verification including any manner of communication referenced in paragraph (3) of this section and advertising that:

(A) makes a material misrepresentation of fact or omits a fact necessary to make the statement as a whole not materially misleading;

(B) makes a representation likely to create an unjustified expectation about the results of a health care service or procedure;

(C) compares a health care professional's services with another health care professional's services unless the comparison can be factually substantiated;

(D) causes confusion or misunderstanding as to the credentials, education, or licensure of a health care professional;

(E) advertises or represents that health care insurance deductibles or co-payments may be waived or are not applicable to health care services to be provided if the deductibles or co-payments are required;

(F) advertises or represents that the benefits of a health benefit plan will be accepted as full payment when deductibles or co-payments are required;

(G) makes a representation that is designed to take advantage of the fears or emotions of a particularly susceptible type of client; and

(H) advertises or uses a professional name, a title, or professional identification that is expressly or commonly reserved for or used by another profession or professional.

Source Note: The provisions of this §741.42 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.43 – Recordkeeping and Billing

(a) A licensee shall maintain accurate records of professional services rendered.

(b) Records must be maintained for a minimum of five consecutive years or longer as warranted.

(c) Records are the responsibility and property of the entity or individual who owns the practice or the practice setting.

(d) Records created as a result of treatment in a school setting shall be maintained as part of the student's permanent school record.

(e) A licensee shall bill a client or a third party only for the services actually rendered in the manner agreed to by the licensee and the client or the client's authorized representative.

(f) A licensee shall provide, in clear language, a written explanation of the charges for speech-language pathology and/or audiology services previously made on a bill or statement for the client upon the written request of a client, a client's guardian, or a client's parent, if the client is a minor.

(g) A licensee shall comply with the Health and Safety Code, §311.0025, which prohibits improper, unreasonable, or medically unnecessary billing by hospitals or health care professionals.

(h) A licensee shall use current and appropriate diagnostic and procedure codes.

Source Note: The provisions of this §741.43 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.44 – Requirements; Duties, and Responsibilities of Supervisors

(a) A licensee must have three years of professional experience in providing direct client services in the area of licensure in order to supervise an intern or assistant. The licensee's internship year shall be counted toward the three years of experience. If the licensed speech-language pathologist does not have the required experience, he or she may submit a written request outlining his or her qualifications and the reason for the request. The board's designee shall evaluate the request and approve or disapprove it within 15 working days of receipt by the board.

(b) A supervisor of an intern or assistant shall:

(1) ensure that all services provided are in compliance with this chapter and the Act, such as verifying:

(A) the intern or assistant holds a current license;

(B) the supervisor has been approved by the board office;

(C) the scope of practice is appropriate; and

(D) the intern or assistant is qualified to perform the procedure;

(2) be responsible for all client services performed by the intern or assistant;

(3) provide appropriate supervision after the board office approves the supervisory agreement; and

(4) supervise no more than a total of four interns and/or assistants. An exception may be made allowing supervision of more than four individuals if the supervisor submits documentation demonstrating their ability to manage the entire caseload. The board's designee will determine if an exception is granted.

(c) In addition to the provisions listed in subsection (b) of this section, a supervisor of an assistant shall:

(1) be responsible for evaluations, interpretation, and case management; and

(2) not designate anyone other than a licensed speech-language pathologist or intern in speech-language pathology to represent speech-language pathology to an Admission, Review, and Dismissal (ARD) meetings, except as provided by §741.64 of this title (relating to Requirements for an Assistant in Speech-Language Pathology License).

(d) A licensed intern or assistant shall abide by the decisions made by the supervisor relating to the intern's or assistant's scope of practice. In the event the supervisor requests that the intern or assistant violate this chapter, the Act, or any other law, the intern or assistant shall refuse to do so and immediately notify the board office and any other appropriate authority.

(e) A supervising speech-language pathologist must attend an ARD meeting if the purpose of the meeting is to develop a student's initial individual educational plan or if the meeting is to consider the student's dismissal, unless the supervising speech-language pathologist has submitted their recommendation in writing on or before the date of the meeting.

(f) A licensed assistant shall not use "SLP-A" or "STA" as indicators for their credentials. Licensees shall use "Assistant SLP" or "SLP Assistant" to shorten their professional title.

(g) A licensed intern shall not use "SLP-CFY" or "SLP-CF" as indicators for their credentials. Licensees shall use "Intern SLP" or "SLP Intern" to shorten their professional title.

Source Note: The provisions of this §741.44 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective December 14, 2008, 33 TexReg 10032; amended to be effective April 25, 2010, 35 TexReg 3033; amended to be effective January 16, 2011, 36 TexReg 43

§741.45 – Consumer Information and Display of License

(a) A licensee shall make a reasonable attempt to notify each client of the name, mailing address, and telephone number of the board for the purpose of directing complaints to the board. A licensee shall display notification on a sign prominently displayed in the primary place of business of each licensee; and on a written document such as a written contract, a bill for service, or office information brochure provided by the licensee to a client or third party.

(b) A licensee shall display the certificate with a current license card as issued by the board in the primary location of practice.

(c) A holder of a temporary certificate of registration shall display the certificate as issued by the board in the primary location of practice.

(d) A licensee shall not display a license card or certificate issued by the board which has been photographically or otherwise reproduced.

(e) A licensee shall not make any alteration on official documents issued by the board.

Source Note: The provisions of this §741.45 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter E – Requirements for Licensure of Speech-Language Pathologists

§741.61 – Requirements for a Speech-Language Pathology License

(a) An applicant for the speech-language pathology license shall meet the requirements set out in the Act and this section.

(b) The graduate degree shall be completed at a college or university which has a program accredited by the American Speech-Language Hearing Association Council on Academic Accreditation and holds accreditation or candidacy status from a recognized regional accrediting agency.

(1) Original or certified copies of the transcripts showing the conferred degree shall verify the applicant completed the following:

(A) at least 36 semester credit hours shall be in professional course work acceptable toward a graduate degree;

(B) at least 24 semester credit hours acceptable toward a graduate degree shall be earned in the area of speech-language pathology including normal development and use of speech, language, and hearing; prevention evaluation, habilitation, and rehabilitation of speech, language, and hearing disorders; and related fields that augment the work of clinical practitioners of speech-language pathology; and

(C) six semester credit hours shall be earned in the area of hearing disorders, hearing evaluation, and habilitative or rehabilitative procedures with individuals who have hearing impairment.

(2) A maximum of six academic semester credit hours associated with clinical experience and a maximum of six academic semester credit hours associated with a thesis or dissertation may be counted toward the 36 hours but not in lieu of the requirements of paragraphs (1)(B) and (1)(C) of this subsection.

(3) A quarter hour of academic credit shall be considered as two-thirds of a semester credit hour.

(4) An applicant who possesses a master's degree with a major in audiology and is pursuing a license in speech-language pathology may apply if the board has an original transcript showing completion of a master's degree with a major in audiology on file and a letter from the program director or designee of the college or university stating that the individual completed enough hours to establish a graduate level major in speech-language pathology and would meet the academic and clinical experience requirements for a license as a speech-language pathologist.

(5) An applicant who graduated from a college or university not accredited by the American Speech-Language Hearing Association Council on Academic Accreditation shall submit an original signed letter from the American Speech-Language-Hearing Association (ASHA) stating the Council for Clinical Certification accepted the course work and clinical experience. The applicant shall bear all expenses incurred during the procedure.

(c) An applicant shall complete at least 25 clock hours of supervised observation before completing the minimum of the following hours of supervised clinical direct client contact, which may be referred to as clinical practicum, with individuals who present a variety of communication disorders within an educational institution or in one of its cooperating programs:

(1) 275 clock hours if the master's degree was earned prior to November 10, 1993; or

(2) 350 clock hours if the master's degree was earned between November 10, 1993 and December 31, 2004; or

(3) 400 clock hours if the master's degree was earned on or after January 1, 2005.

(d) An applicant shall have completed a minimum of 36 weeks of full-time, or its part-time equivalent, of supervised professional experience in which clinical work has been accomplished in speech-language pathology as set out in §741.62 of this title (relating to Requirements for an Intern in Speech-Language Pathology License).

(1) An individual shall be licensed under §741.62 of this title prior to the beginning of the supervised professional experience.

(2) The supervisor of an individual who completed an internship in another state and met the requirements set out in §741.62 of this title shall:

(A) be licensed in that other state, rather than Texas; or

(B) hold the American Speech-Language-Hearing Association certificate of clinical competence in speech-language pathology if the other state did not require licensing.

(e) An applicant shall pass the examination as referenced by §741.121 of this title (relating to Examination Administration) within:

(1) the past 10 years; and

(2) two years of the completion date of the internship referenced in subsection (d) of this section.

(f) In the event the applicant passed the examination referenced in subsection (e) of this section more than two years after the completion date of the internship, the applicant shall repeat the 36 weeks supervised internship before applying for the speech-language pathology license. The applicant shall obtain the intern license as required by §741.62 of this title prior to repeating the internship. The applicant may appeal to the board's designee for waiver of the requirement to repeat the internship.

(g) An applicant who previously held the American Speech-Language-Hearing Association Certificate of Clinical Competence may have the certificate reinstated and apply for licensure under §741.63 of this title (relating to Waiver of Clinical and Examination Requirements for Speech-Language Pathologists).

Source Note: The provisions of this §741.61 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.62 – Requirements for an Intern in Speech-Language Pathology License

(a) An applicant for the intern in speech-language pathology license shall meet the requirements set out in the Act and §741.61(a) - (c) of this title (relating to Requirements for a Speech-Language Pathology License) for the intern license.

(b) In the event the course work and clinical experience set out in subsection (a) of this section were earned more than 10 years before the date of application for the intern license, the applicant shall submit proof of current knowledge of the practice of speech-language pathology. Within 15 working days of receipt of the request, the board's designee shall evaluate the documentation and shall approve the application, request additional documentation, or require that additional course work or continuing professional education be earned. If necessary, the applicant may reapply for the license when the requirements of this section are met.

(c) An original or certified copy of the transcript showing the conferred degree is required and shall be evaluated under §741.61(b) of this title.

(d) Masters students. An applicant who successfully completed all academic and clinical requirements of §741.61(a) - (c) of this title but who has not had the degree officially conferred may be licensed as an intern in order to

begin the supervised professional experience but shall submit verification from the program director or designee verifying the applicant has met all academic course work, clinical experience requirements, and completed a thesis or passed a comprehensive examination, if required, and is awaiting the date of next graduation for the degree to be conferred. This letter is in addition to the original or certified copy of the transcripts required in subsection (c) of this section.

(e) Doctoral students. An applicant who has successfully completed all academic and clinical requirements of §741.61(a) - (c) of this title but who has not had the degree officially conferred may be licensed as an intern in order to begin the supervised professional experience. The applicant shall submit an original or certified copy of a letter from the program director or designee verifying the applicant is enrolled in a professionally recognized accredited doctoral program as approved by the board and has met all academic course work, clinical experience requirements, and completed a thesis or passed a comprehensive examination, if required, but has not had the degree officially conferred. This letter is in addition to the original or certified copy of the transcripts required in subsection (c) of this section.

(f) An applicant whose master's degree is received at a college or university accredited by the American Speech-Language-Hearing Association Council on Academic Accreditation will receive automatic approval of the course work and clinical experience if the program director or designee verifies that all requirements as outlined in §741.61(a) - (c) of this title have been met and review of the transcript shows that the applicant has successfully completed at least 24 semester credit hours acceptable toward a graduate degree in the area of speech-language pathology.

(g) An intern plan and agreement of supervision form shall be completed and signed by both the applicant and the licensed speech-language pathologist who agrees to assume responsibility for all services provided by the intern. The supervisor shall hold a valid Texas license in speech-language pathology and possess at least a master's degree with a major in one of the areas of communicative sciences and disorders. The supervisor shall have practiced for at least three years and shall submit a signed statement verifying that the supervisor has met this requirement. The licensee's practice when completing the 36-week full time internship may be counted toward the three years of experience. If the supervisor does not have the required experience the supervisor shall submit a written request outlining the supervisor's qualifications and justifications for the request for an exception. The board's designee shall evaluate the request and approve or disapprove it within 15 working days of receipt by the board.

(1) Approval from the board office shall be required prior to practice by the intern. The intern plan and agreement of supervision form shall be submitted upon:

- (A) application for a license;
- (B) license renewal;
- (C) changes in supervision; and
- (D) the addition of other supervisors.

(2) In the event more than one licensed speech-language pathologist agrees to supervise the intern, each supervisor shall be identified and the Intern Plan and Agreement of Supervision form must be signed by each supervisor.

(3) In the event the supervisor ceases supervision of the intern, the intern shall stop practicing immediately. The board shall hold the supervisor responsible for the practice of the intern until the supervisor notifies the board, in writing, of the change in supervision.

(4) Should the intern practice without approval from the board office, disciplinary action may be initiated against the intern. If the supervisor had knowledge of this violation, disciplinary action against the supervisor may also be initiated.

(h) The internship shall:

(1) begin within four years after the academic and clinical experience requirements as required by subsection (a) of this section have been met;

(2) be completed within a maximum period of 48 months once initiated;

(3) be successfully completed after no more than two attempts;

(4) consist of a minimum of 36 weeks of full-time, or its part-time equivalent, of supervised professional experience in which clinical work has been accomplished in speech-language pathology. Full-time employment is defined as a minimum of 35 hours per week in direct client clinical work. Part-time equivalent is defined as follows:

(A) 0 - 14 hours per week--no credit will be given;

(B) 15 - 21 hours per week for over 72 weeks;

(C) 22 - 28 hours per week for over 60 weeks; or

(D) 29 - 34 hours per week for over 48 weeks;

(5) involve primarily clinical activities such as assessment, diagnosis, evaluation, screening, treatment, report writing, family/client consultation, and/or counseling related to the management process of individuals who exhibit communication disabilities;

(6) be divided into three segments with no fewer than 36 clock hours of supervisory activities to include:

(A) six hours of in person observations per segment by the board approved supervisor(s) of the intern's direct client contact at the worksite in which the intern provides screening, evaluation, assessment, habilitation, and rehabilitation; and

(B) six hours of other monitoring activities per segment with the board approved supervisor(s) which may include correspondence, review of videotapes, evaluation of written reports, phone conferences with the intern, evaluations by professional colleagues; or

(C) an alternative plan as approved by the board's designee.

(i) An applicant who does not meet the time frames defined in subsection (h)(1) and (2) of this section shall request an extension, in writing, explaining the reason for the request. The request must be signed by both the intern and the supervisor. Evaluation of the intern's progress of performance from all supervisors must accompany the request. Intern plans and supervisory evaluations for any completed segments must be submitted. Within 15 working days of

receipt of the request, the board's designee shall determine if the internship:

(1) should be revised or extended; and

(2) whether additional course work, continuing professional education hours, or passing the examination referenced in §741.121 of this title (relating to Examination Administration) is required.

(j) An intern who is employed full-time as defined by subsection (h)(3) of this section and wishes to practice at an additional site, shall submit the Intern Plan and Agreement of Supervision Form for that site.

(k) During each segment of the internship, each supervisor shall conduct a formal evaluation of the intern's progress in the development of professional skills. Documentation of this evaluation shall be maintained by both parties for three years or until the speech-language pathology license is granted. A copy of this documentation shall be submitted to the board upon request.

(l) Prior to implementing changes in the internship, approval from the board office is required.

(1) If the intern changes his or her supervisor or adds additional supervisors, a current Intern Plan and Agreement of Supervision Form shall be submitted by the new proposed supervisor and approved by the board before the intern may resume practice. The Report of Completed Internship Form shall be completed by the past supervisor and intern and submitted to the board office upon completion of that portion of the internship. It is the decision of the supervisor to determine whether the internship is acceptable. The board office shall evaluate the form and inform the intern of the results.

(2) Each supervisor who ceases supervising an intern shall submit a Report of Completed Internship Form for the portion of the internship completed under the supervisor's supervision. This must be submitted within 30 days of the date the supervision ended.

(3) If the intern changes his or her employer but the supervisor and the number of hours employed per week remain the same, the supervisor shall submit a signed statement giving the name, address and phone number of the new location. This must be submitted within 30 days of the date the change occurred.

(4) If the number of hours worked per week changes but the supervisor and the location remain the same, the supervisor shall submit a signed statement giving the date the change occurred and the number of hours per week the intern is now working. A report of completed internship form shall be submitted for the past experience, clearly indicating the number of hours worked per week. This must be submitted within 30 days of the date the change occurred.

(m) In any professional context the licensee must indicate the licensee's status as a speech-language pathology intern.

(n) If the intern wishes to continue to practice, within 30 days of completion of the 36 weeks of full-time, or its part-time equivalent, of supervised professional experience as defined in subsection (h) of this section, the intern shall apply for either:

(1) a speech-language pathology license under §741.61 of this title if the intern passed the examination referenced in §741.121 of this title; or

(2) a temporary certificate of registration under §741.66 of this title (relating to Requirements for a Temporary Certificate of Registration in Speech-Language Pathology) if the intern has not passed the examination referenced in §741.121 of this title.

(o) The intern may continue to practice under supervision if he or she holds a valid intern license while awaiting the processing of the speech-language pathology license or the temporary certificate of registration in speech-language pathology as follows:

(1) The current supervisor shall agree to supervise the intern from the "Ending Date of Internship" as shown on the report of completed internship form until the intern receives either the speech-language pathology license or the temporary certificate of registration.

(2) If the intern changes supervisors, the new supervisor shall first submit the intern plan and agreement of supervision form and receive board approval before the intern may resume practice.

(3) Supervision required while awaiting approval of either the speech-language pathology license or the temporary certificate of registration shall be consistent with supervision requirements established in subsection (h) of this section.

Source Note: The provisions of this §741.62 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.63 – Waiver of Clinical and Examination Requirements for Speech-Language Pathologists

An applicant for a license issued by this board who currently holds the ASHA Certificate of Clinical Competence (CCC) may submit official documentation from ASHA of the CCC as evidence that the applicant meets the clinical experience and examination requirements as set out in the Act, and §741.61 of this title (relating to Requirements for a Speech-Language Pathology License).

Source Note: The provisions of this §741.63 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.64 – Requirements for an Assistant in Speech-Language Pathology License

(a) An applicant for an assistant in speech-language pathology license shall meet the requirements set out in the Act, and this section. The applicant for the assistant license must:

(1) possess a baccalaureate degree with an emphasis in communicative sciences and disorders;

(2) have acquired the following:

(A) at least 24 semester hours in speech-language pathology and/or audiology;

(B) and at least 18 semester hours of the 24 hours must be in speech-language pathology;

(C) at least three semester hours in language disorders;

(D) at least three semester hours in speech disorders;

and

(E) excludes clinical experience and course work such as special education, deaf education, or sign language; and

(3) have earned no fewer than 25 hours of clinical observation in the area of speech-language pathology and 25 hours of clinical assisting experience in the area of speech-language pathology obtained within an educational institution or in one of its cooperating programs or under the direct supervision at their place of employment.

(b) The baccalaureate degree shall be completed at a college or university which has a program accredited by the American Speech-Language-Hearing Association Council on Academic Accreditation or holds accreditation or candidacy status from a recognized regional accrediting agency.

(1) Original or certified copy of the transcripts showing the conferred degree shall be submitted and reviewed as follows:

(A) only course work earned within the past 10 years with a grade of "C" or above is acceptable;

(B) a quarter hour of academic credit shall be considered as two-thirds of a semester credit hour; and

(C) academic courses, the titles of which are not self-explanatory, shall be substantiated through course descriptions in official school catalogs or bulletins or by other official means.

(2) In the event the course work and clinical experience set out in subsection (a) of this section were earned more than 10 years before the date of application for the assistant license, the applicant shall submit proof of current knowledge of the practice of speech-language pathology to be evaluated by the board's designee. Within 15 working days of receipt, the board's designee shall evaluate the documentation and shall either approve the application, request additional documentation, or require that additional course work or continuing professional education be earned. If necessary, the applicant may reapply for the license when the requirements of this section are met.

(c) An applicant who possesses a baccalaureate degree with a major that is not in communicative sciences and disorders may qualify for the assistant license. The board's designee shall evaluate transcripts on a case-by-case basis to ensure equivalent academic preparation, and shall determine if the applicant satisfactorily completed 24 semester credit hours in communicative sciences or disorders, which may include some leveling hours. Within 15 working days of receipt, the board's designee shall approve the application, request additional documentation, or require that additional course work or continuing professional education be earned. If necessary, the applicant may reapply for the license when the requirements of this section are met.

(d) Degrees and/or course work received at foreign universities shall be acceptable only if such course work and clinical practicum hours may be verified as meeting the requirements of subsection (a) of this section. The applicant must bear all expenses incurred during the procedure. The board's designee shall evaluate the documentation within 15 working days of receipt of all documentation, which shall include an original transcript and an original report from a credential evaluation services agency acceptable to the board.

(e) An applicant who has not acquired the 25 hours of clinical observation and 25 hours of clinical experience referenced in subsection (a)(3) of this section shall not meet the minimum qualifications for the assistant license. These hours must be obtained through an accredited college or university, or through a Clinical Deficiency Plan. In order to acquire these hours, the applicant shall first obtain the assistant license by submitting the forms, fees, and documentation referenced in §741.112(d) of this title (relating to Required Application Materials) and include the prescribed Clinical Deficiency Plan to acquire the clinical observation and clinical assisting experience hours lacking.

(1) The licensed speech-language pathologist who will provide the applicant with the training to acquire these hours shall submit:

(A) the supervisory responsibility statement form; and

(B) the prescribed Clinical Deficiency Plan.

(2) The board office shall evaluate the documentation and fees submitted to determine if the assistant license shall be issued. Additional information or revisions may be required before approval is granted.

(3) The Clinical Deficiency Plan shall be completed within 60 days of the issue date of the assistant's license or the licensed assistant shall be considered to have voluntarily surrendered the license.

(4) Immediately upon completion of the Clinical Deficiency Plan, the licensed speech-language pathologist identified in the plan shall submit:

(A) a supervision log that verifies the specific times and dates in which the hours were acquired with a brief description of the training conducted during each session;

(B) a rating scale of the licensed assistant's performance; and

(C) a signed statement that the licensed assistant successfully completed the clinical observation and clinical assisting experience under his or her 100% direct, in person supervision. This statement shall specify the number of hours completed and verify completion of the training identified in the Clinical Deficiency Plan.

(5) Board staff shall evaluate the documentation required in paragraph (4) of this subsection and inform the licensed assistant and licensed speech-language pathologist who provided the training if acceptable.

(6) A licensed assistant may continue to practice under 100% in person supervision of the licensed speech-language pathologist who provided the licensed assistant with the training while the board office evaluates the documentation identified in paragraph (4) of this subsection.

(7) In the event another licensed speech-language pathologist shall supervise the licensed assistant after completion of the Clinical Deficiency Plan, a supervisory responsibility statement form shall be submitted to the board office seeking approval for the change in supervision. If the documentation required by paragraph (4) of this subsection has not been received and approved by the board office, approval for the change in supervision shall not be granted.

(f) A supervisory responsibility statement form shall be completed and signed by both the applicant and the licensed speech-language pathologist who agrees to assume

responsibility for all services provided by the licensed assistant. The licensed speech-language pathology supervisor shall have practiced for at least three years and shall submit a signed statement verifying he or she has met this requirement. If the supervisor does not have the required experience, the supervisor shall submit the board prescribed Exception Request to Supervise with less than Three Years Experience form. The board's designee shall evaluate the request and approve or not approve the request within 15 working days of receipt by the board.

(1) Approval from the board office shall be required prior to practice by the licensed assistant. The supervisor responsibility statement shall be submitted upon:

- (A) application for an assistant license;
- (B) license renewal when there is a change in supervisor;
- (C) other changes in supervision; and
- (D) the addition of other supervisors.

(2) In the event more than one licensed speech-language pathologist agrees to supervise the licensed assistant, each licensed speech-language pathology supervisor shall be identified on the supervisor responsibility statement, and meet the minimum requirement of supervision as referenced in subsection (g)(4) of this section. The licensed assistant shall only provide services for the supervising speech-language pathologist's caseload.

(3) A licensed assistant may renew the license if there is a change in supervision, but may not practice until a new supervisory responsibility statement form is approved.

(4) In the event the licensed speech-language pathology supervisor ceases supervision of the licensed assistant, the licensed speech-language pathology supervisor shall notify the board, in writing, and shall inform the licensed assistant to stop practicing immediately. The board shall hold the licensed speech-language pathology supervisor responsible for the practice of the licensed assistant until written notification has been received in the board office.

(5) Should the licensed assistant practice without approval from the board office, disciplinary action may be initiated against the licensed assistant. If the licensed speech-language pathology supervisor had knowledge of this violation, disciplinary action against the licensed speech-language pathology supervisor may also be initiated.

(g) A licensed speech-language pathology supervisor shall assign duties and provide appropriate supervision to the licensed assistant.

(1) Initial contacts directly with the client shall be conducted by the supervising speech-language pathologist.

(2) Following the initial contact, the supervising speech-language pathologist shall determine whether the licensed assistant has the competence to perform specific duties before delegating tasks

(3) Indirect methods of supervision may include audio and/or video tape recording, report review, telephone or electronic communication, or other means of reporting.

(4) The supervising speech-language pathologist shall provide a minimum of two hours per week of supervision, at least one hour of which is in person supervision where the

licensed assistant is providing the therapy. This applies whether the licensed assistant's practice is full or part-time.

(5) An exception to paragraph (3) of this subsection may be requested. The supervising speech-language pathologist shall submit the prescribed alternate supervision request plan form for review by the board's designee. Within 15 working days of receipt of the request, the board's designee shall approve or not approve the plan. The plan shall be for not more than one year's duration and shall include:

- (A) the name of the licensed assistant;
- (B) the name and signature of the supervising speech-language pathologist;
- (C) the proposed plan of supervision;
- (D) the exact time frame for the proposed plan;
- (E) the length of time the licensed assistant has been practicing under the requestor's supervision; and
- (F) the reason the request is necessary.

(6) If the exception referenced in paragraph (5) of this subsection is approved and the reason continues to exist, the licensed supervising speech-language pathologist shall annually resubmit a request to be evaluated by the board's designee. Within 15 working days of receipt of the request, the board's designee shall approve or not approve the plan.

(7) Supervisory records shall be maintained for a period of three years by the licensed speech-language pathologist that verify regularly scheduled monitoring, assessment, and evaluation of the licensed assistant's and client's performance. Such documentation may be requested by the board.

(A) A licensed assistant may not conduct an evaluation which includes diagnostic testing and observation, test interpretation, diagnosis, decision making, statement of severity or implication, case selection or case load decisions.

(B) A licensed assistant may conduct assessments which includes data collection, clinical observation and routine test administration if the licensed assistant has been appropriately trained and the assessments are conducted under the direction of the licensed speech-language pathology supervisor. A licensed assistant may not conduct a test if the test developer has specified that a graduate degreed examiner should conduct the test.

(h) Although the licensed supervising speech-language pathologist may delegate specific clinical tasks to a licensed assistant, the responsibility to the client for all services provided cannot be delegated. The licensed speech-language pathologist shall ensure that all services provided are in compliance with this chapter.

(1) The licensed supervising speech-language pathologist need not be present when the licensed assistant is completing the assigned tasks; however, the licensed speech-language pathologist shall document all services provided and the supervision of the licensed assistant.

(2) The licensed supervising speech-language pathologist shall keep job descriptions and performance records of the licensed assistant. Records shall be current and made available to the board within 30 days of the date of the board's request for such records.

(3) The licensed speech-language pathology supervisor of the licensed assistant shall:

(A) in writing, determine the skills and assigned tasks the licensed assistant is able to carry out within the licensed assistant's scope of practice. This document must be agreed upon by the licensed assistant and the supervising speech-language pathologist;

(B) notify the client or client's legal guardian(s) that services will be provided by a licensed assistant;

(C) develop the client's treatment program in all settings and review them with the licensed assistant who will provide the service; and

(D) maintain responsibility for the services provided by the licensed assistant.

(4) The licensed assistant may execute specific components of the clinical speech, language, and/or hearing program if the licensed speech-language pathology supervisor determines that the licensed assistant has received the training and has the skill to accomplish that task, and the licensed speech-language pathology supervisor provides sufficient supervision to ensure appropriate completion of the task assigned to the licensed assistant.

(5) Examples of duties which a licensed assistant may be assigned by the speech-language pathology supervisor who agreed to accept responsibility for the services provided by the licensed assistant, provided appropriate training has been received, are to:

(A) conduct or participate in speech, language, and/or hearing screening;

(B) implement the treatment program or the individual education plan (IEP) designed by the licensed speech-language pathology supervisor;

(C) provide carry-over activities which are the therapeutically designed transfer of a newly acquired communication ability to other contexts and situations;

(D) collect data;

(E) administer routine tests if the test developer does not specify a graduate degreed examiner and the supervisor has determined the licensed assistant is competent to perform the test;

(F) maintain clinical records;

(G) prepare clinical materials;

(H) participate with the licensed speech-language pathology supervisors' research projects, staff development, public relations programs, or similar activities as designated and supervised by the licensed speech-language pathologist;

(I) may write lesson plans based on the therapy program developed by the supervising speech-language pathologist. The lesson plans shall be reviewed and approved by the supervising speech-language pathologist; and

(J) must only work with assigned cases of the supervising speech-language pathologist's caseload.

(i) The licensed assistant shall not:

(1) conduct evaluations, even under supervision, since this is a diagnostic and decision making activity;

(2) interpret results of routine tests;

(3) interpret observations or data into diagnostic statements, clinical management strategies, or procedures;

(4) represent speech-language pathology at staff meetings or at an admission, review and dismissal (ARD), except as specified in this section;

(5) attend staffing meeting or ARD without the licensed assistant's supervising speech-language pathology supervisor being present except as specified in this section;

(6) design or alter a treatment program or individual education plan (IEP);

(7) determine case selection;

(8) present written or oral reports of client information, except as provided by this section;

(9) refer a client to other professionals or other agencies;

(10) use any title which connotes the competency of a licensed speech-language pathologist;

(11) practice as an assistant in speech-language pathology without a valid supervisory responsibility statement on file in the board office;

(12) perform invasive procedures;

(13) screen or diagnose clients for feeding and swallowing disorders;

(14) use a checklist or tabulated results of feeding or swallowing evaluations;

(15) demonstrate swallowing strategies or precautions to clients, family, or staff;

(16) provide client or family counseling; or

(17) write or sign any formal document relating to the reimbursement for or the provision of speech-language pathology services.

(j) The licensed, board approved supervisor of the licensed assistant, prior to the ARD, shall:

(1) notify the parents of students with speech impairments that services will be provided by a licensed assistant and that the licensed assistant will represent Speech Pathology at the ARD;

(2) develop the student's new IEP goals and objectives and review them with the licensed assistant; and

(3) maintain undiminished responsibility for the services provided and the actions of the licensed assistant.

(k) A licensed assistant may represent special education and speech pathology at the ARD meetings with the following stipulations.

(1) The licensed assistant shall have written documentation of approval from the licensed, board approved speech-language pathologist supervisor.

(2) The licensed assistant shall have three years experience as a licensed assistant in the school setting.

(3) The licensed assistant may attend, with written approval of the supervising speech-language pathologist, a student's annual review ARD meeting if the meeting involves a student for whom the licensed assistant provides services. If a licensed assistant attends a meeting as provided by this rule, the supervising speech-language pathologist is not required to attend the meeting. A supervising speech-language pathologist must attend an ARD meeting if the purpose of the meeting is to develop a student's initial IEP or if the meeting is to consider the student's dismissal, unless the supervising speech-language pathologist has submitted their recommendation in writing on or before the date of the meeting.

(4) The licensed assistant shall present IEP goals and objectives that have been developed by the supervising

speech-language pathologist and reviewed with the parent by the supervising speech-language pathologist.

(5) The licensed assistant shall discontinue participation in the ARD meeting, and contact the supervising speech-language pathologist, when questions or changes arise regarding the IEP document.

(l) In any professional context the licensee must indicate the licensee status as a licensed speech-language pathology assistant.

(m) The board may audit a random sampling of licensed assistants for compliance with this section and §741.44 of this title (relating to Requirements, Duties, and Responsibilities of Supervisors).

(1) The board shall notify a licensed assistant and licensed speech-language pathology supervisor by mail that the licensee has been selected for an audit.

(2) Upon receipt of an audit notification, the licensed assistant and the licensed speech-language pathology supervisor who agreed to accept responsibility for the services provided by the licensed assistant shall mail the requested proof of compliance to the board.

(3) The licensed assistant and the supervising speech-language pathologist shall comply with the board's request for documentation and information concerning compliance with the audit.

Source Note: The provisions of this §741.64 adopted to be effective April 25, 2010, 35 TexReg 3033; amended to be effective January 16, 2011, 36 TexReg 43

§741.65 – Requirements for a Temporary Certificate of Registration in Speech-Language Pathology

(a) An applicant for a temporary certificate of registration in speech-language pathology shall meet the requirements of the Act and §741.61(a) - (d) of this title (relating to Requirements for a Speech-Language Pathology License).

(b) If issued, this certificate entitles an applicant approved for examination as required by §741.121 of this title (relating to Examination Administration) to practice speech-language pathology under supervision of an approved speech-language pathologist for a period of time ending eight weeks after the next scheduled examination. During each eight week time period, no fewer than four hours of direct in person supervision and four hours of indirect supervising activities shall be completed.

(c) A temporary certificate of registration shall not be renewed.

(d) The supervisor and applicant shall complete the Temporary Supervisory Form and submit it to the board office. The applicant shall not practice until the application is approved by the board.

Source Note: The provisions of this §741.65 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter F – Requirements for Licensure of Audiologists

§741.81 – Requirements for an Audiology License

(a) An applicant for the audiology license shall meet the requirements set out in the Act and this section.

(b) The master's degree (awarded prior to 2007) or the doctoral degree shall be completed at a college or university that has a program accredited by the American Speech-Language Hearing Association Council on Academic Accreditation and holds accreditation or candidacy status from a recognized regional accrediting agency.

(c) An applicant who graduated from a college or university not accredited by the American Speech-Language Hearing Association Council on Academic Accreditation shall have the American Speech-Language-Hearing Association Clinical Certification Board evaluate the course work and clinical experience earned to determine if acceptable. The applicant shall bear all expenses incurred during the procedure.

(d) An applicant shall pass the examination as referenced by §741.121 of this title (relating to Examination Administration) within the past 10 years from the date of the application.

(e) In the event the applicant passed the examination referenced in subsection (d) of this section more than two years after the completion date of the internship, the applicant shall repeat the 36 weeks supervised internship before applying for the audiology license. The applicant shall obtain the intern license as required by §741.82 of this title (relating to Requirements for an Intern in Audiology License) prior to repeating the internship. The applicant may appeal to the board for waiver of the requirement to repeat the internship.

(f) An applicant who previously held the American Speech-Language-Hearing Association Certificate of Clinical Competence may have the certificate reinstated and apply for licensure under §741.83 of this title (relating to Waiver of Clinical and Examination Requirements for Audiologists).

Source Note: The provisions of this §741.81 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

§741.82 – Requirements for an Intern in Audiology License

(a) An applicant for the intern in audiology license shall meet the requirements set out in the Act and §741.81(a) - (c) of this title (relating to Requirements for an Audiology License).

(b) In the event the course work and clinical experience set out in subsection (a) of this section were earned more than 10 years before the date of application for the intern license, the applicant shall submit proof of current knowledge of the practice of audiology to be evaluated by the board's designee. The applicant may reapply for the license when the requirements of this section are met.

(c) An original or certified copy of the transcript showing the conferred degree is required and shall be evaluated under §741.81(b) of this title.

(d) An applicant who has successfully completed all academic requirements but who has not had the degree officially conferred may be licensed as an intern in order to begin the supervised internship. The applicant shall submit the board prescribed form signed by the university program director or designee verifying the applicant is enrolled in a professionally recognized accredited doctoral program as approved by the

board. This board prescribed form is in addition to the transcripts required in subsection (c) of this section.

(e) An intern plan and agreement of supervision form shall be completed and signed by both the applicant and the licensed audiologist who agrees to assume responsibility for all services provided by the intern. The supervisor shall hold a valid Texas license in audiology and possess a master's degree or higher with a major in one of the areas of communicative sciences and disorders. The supervisor shall have practiced for at least three years and shall submit a signed statement verifying he or she has met this requirement. If the supervisor does not have the required experience he or she shall submit a written request outlining his or her qualifications and justification for the request for an exception. The board's designee shall evaluate the request and approve or disapprove it within 15 working days of receipt by the board.

(1) Written approval from the board office shall be required prior to practice by the intern. The intern plan and agreement of supervision shall be submitted upon:

- (A) application for a license;
- (B) license renewal;
- (C) changes in supervision; and/or
- (D) addition of other supervisors.

(2) In the event more than one licensed audiologist agrees to supervise the intern, the primary supervisor shall be identified and separate forms submitted by each supervisor.

(3) In the event the supervisor ceases supervision of the intern, the intern shall stop practicing immediately until a new supervisor is approved by the board office.

(4) Should the intern practice without approval from the board office, disciplinary action shall be initiated against the intern. If the supervisor had knowledge of this violation, disciplinary action against the supervisor shall also be initiated.

(f) The internship shall:

(1) consist of 1,600 hours of supervised clinical work as defined in paragraph (2) of this subsection. The internship shall begin after completion of all academic course work; and

(2) involve primarily clinical activities such as assessment, diagnosis, evaluation, screening, treatment, report writing, family/client consultation, and/or counseling related to the management process of individuals.

(g) Prior to implementing changes in the internship, written approval from the board office is required.

(1) If the intern changes his or her supervisor or adds additional supervisors, a current intern plan and agreement of supervision form shall be submitted by the new supervisor and approved by the board before the intern may resume practice. A report of completed internship form shall be completed by the previous supervisor and the intern and submitted to the board office upon completion of that portion of the internship. It is the decision of the supervisor to determine whether the internship meets the board's requirements. The board office shall evaluate the form and inform the intern of the results.

(2) A primary supervisor who ceases supervising an intern shall submit a report of completed internship form for the portion of the internship completed under his or her

supervision. This must be submitted within 30 days of the date the supervision ended.

(3) A secondary supervisor who ceases supervising an intern shall submit written documentation of the intern's performance under their supervision. This must be submitted within 30 days of the date the supervision ended.

(4) If the intern changes his or her employer but the supervisor and the number of hours employed per week remain the same, the supervisor shall submit a signed statement giving the name, address and phone number of the new location. This must be submitted within 30 days of the date the change occurred.

(5) In any professional context the licensee must indicate the licensee's status as an audiology intern.

(h) The intern may continue to practice under supervision if he or she holds a valid intern license while awaiting the processing of the audiology license. If the intern changes supervisors, the new supervisor shall first submit the intern plan and agreement of supervision form and receive board approval before the intern may resume practice.

Source Note: The provisions of this §741.82 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective December 14, 2008, 33 TexReg 10032; amended to be effective January 16, 2011, 36 TexReg 43

§741.83 – Wavier of Clinical and Examination Requirements for Audiologists

An applicant for a license from this board who currently holds either the ASHA Certificate of Clinical Competence (CCC) or the American Board of Audiology (ABA) certification may submit official documentation from ASHA or ABA as evidence that the applicant meets the clinical experience and examination requirements as referenced in §741.81 of this title (relating to Requirements for an Audiology License).

Source Note: The provisions of this §741.83 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.84 – Requirements for an Assistant in Audiology License

(a) An applicant for an assistant in audiology license shall meet the requirements set out in the Act and this section.

(b) An assistant is an individual who provides audiology support services to clinical programs under supervision of a licensed audiologist and meets the following requirements:

(1) possesses a baccalaureate degree with an emphasis in communicative sciences and disorders;

(2) acquired no fewer than 24 semester hours in speech-language pathology and/or audiology, at least 18 of which must be in audiology core curriculum and excludes clinical experience and course work such as special education, deaf education, or sign language; and

(3) earned no fewer than 25 hours of clinical observation in the area of audiology and 25 hours of clinical assisting experience in the area of audiology obtained within an educational institution or in one of its cooperating programs.

(c) The baccalaureate degree shall be completed at a college or university that holds accreditation or candidacy status from a recognized regional accrediting agency.

(1) Original or certified copy of the transcripts showing the conferred degree shall be submitted and reviewed as follows:

(A) only course work earned within the past 10 years with a grade of "C" or above is acceptable;

(B) a quarter hour of academic credit shall be considered as two-thirds of a semester credit hour; and

(C) academic courses, the titles of which are not self-explanatory, shall be substantiated through course descriptions in official school catalogs or bulletins or by other official means.

(2) In the event the course work and clinical experience set out in subsection (b) of this section were earned more than 10 years before the date of application for the assistant license, the applicant shall submit proof of current knowledge of the practice of audiology to be evaluated by the board's designee. If an applicant is required to earn additional course work or continuing professional education hours, §741.193 of this title (relating to Revocation, Suspension, Emergency Suspension, or Denial) shall not apply. The applicant may reapply for the license when the requirements of this section are met.

(d) An applicant who possesses a baccalaureate degree with a major that is not in communicative sciences and disorders may qualify for the assistant license. The board's designee shall evaluate transcripts on a case-by-case basis to ensure equivalent academic preparation and shall determine if the applicant satisfactorily completed 24 graduate hours in communicative sciences or disorders which may include some leveling hours.

(e) Degrees and/or course work received at foreign universities shall be acceptable only if such course work and clinical practicum hours may be verified as meeting the requirements of subsection (a) of this section. The applicant must bear all expenses incurred during the procedure. The board's designee shall evaluate the documentation within 15 working days of receipt of all documentation which shall include an original transcript and an original report from a credential evaluation services agency acceptable to the board.

(f) An applicant who has not acquired the hours referenced in subsection (b)(3) of this section shall not meet the minimum qualifications for the assistant license. Other than acquiring the 25 hours of clinical observation and the 25 hours of clinical assisting experience through an accredited college or university, there are no other exemptions in the Act for an applicant to acquire the hours. The applicant shall first obtain the assistant license by submitting the forms, fees, and documentation referenced in §741.112(e) of this title (relating to Required Application Materials) and include a clinical deficiency plan to acquire the clinical observation and clinical assisting experience hours lacking.

(1) The licensed audiologist who will provide the assistant with the training to acquire these hours shall submit:

(A) the supervisory responsibility statement form; and

(B) a clinical deficiency plan that shall include the following:

(i) name and signature of the assistant;

(ii) name, qualifications, and signature of the licensed audiologist who will provide the licensed assistant with the training;

(iii) number of hours of observation and/or assisting experience lacking;

(iv) statement that the training shall be conducted under 100% direct, in person supervision of the assistant; and

(v) list of training, consistent with subsection (h) of this section, that shall be completed.

(2) The board office shall evaluate the documentation and fees submitted to determine if the assistant license shall be issued. Additional information or revisions may be required before approval is granted.

(3) The clinical deficiency plan shall be completed within 60 days of the issue date of the license or the assistant shall be considered to have voluntarily surrendered the license.

(4) Immediately upon completion of the clinical deficiency plan, the licensed audiologist who is providing the licensed assistant with the training identified in the plan shall submit:

(A) a supervision log that verifies the specific times and dates in which the hours were acquired with a brief description of the training conducted during each session;

(B) a rating scale of the assistant's performance; and

(C) a signed statement that the assistant successfully completed the clinical observation and clinical assisting experience under his or her 100% direct, in person supervision of the assistant. This statement shall specify the number of hours completed and verify completions of the training identified in the clinical deficiency plan.

(5) In addition to paragraph (4) of this subsection, the assistant shall submit an original signed statement listing the duties that an assistant may and may not perform and acknowledge understanding that the supervisory responsibility statement form shall be received and approved by board staff in order for the assistant to practice.

(6) Board staff shall evaluate the documentation in paragraphs (4) and (5) of this subsection and inform the assistant and trainer if acceptable.

(7) A licensed assistant may continue to practice under the supervision of the licensed audiologist who is providing the licensed assistant with the training while the board office evaluates the documentation identified in paragraphs (4) and (5) of this subsection.

(8) In the event, another licensed audiologist shall supervise the assistant after completion of the clinical deficiency plan, a supervisory responsibility statement form shall be submitted to the board office seeking approval for the change in supervision. If the documentation required by paragraphs (4) and (5) of this subsection has not been received and approved by the board office, approval for the change shall not be granted.

(g) A supervisory responsibility statement shall be completed and signed by both the applicant and the licensed audiologist who agrees to assume responsibility for all services provided by the assistant. The supervisor shall have practiced for at least three years and shall submit a signed statement verifying he or she has met this requirement. If the supervisor does not have the required experience he or she shall submit a written request outlining his or her qualifications and justification for the request for an exception. The board's designee shall evaluate the request and approve or disapprove it within 15 working days of receipt by the board.

(1) Approval from the board office shall be required prior to practice by the assistant. The supervisory responsibility statement shall be submitted upon:

- (A) application for a license;
- (B) license renewal;
- (C) changes in supervision; and
- (D) addition of other supervisors.

(2) In the event more than one licensed audiologist agrees to supervise the assistant, the primary supervisor shall be identified and separate supervisor responsibility statements submitted by each supervisor.

(3) An assistant may renew the license but may not practice until a new supervisor responsibility statement is approved.

(4) In the event the supervisor ceases supervision of the assistant, the assistant shall stop practicing immediately.

(5) Should the assistant practice without approval from the board office, disciplinary action shall be initiated against the assistant. If the supervisor had knowledge of this violation, disciplinary action against the supervisor shall also be initiated.

(h) A licensed audiologist shall assign duties and provide appropriate supervision to the assistant.

(1) Initial diagnostic contacts shall be conducted by the supervising licensed audiologist.

(2) Following the initial diagnostic contact, the supervising audiologist shall determine whether the assistant has the competence to perform specific duties before delegating tasks.

(3) The supervising audiologist(s) shall provide the minimum of two hours per week, at least one hour of which is in person supervision, at the location where the assistant is employed. This applies whether the assistant's practice is full or part-time.

(4) Indirect methods of supervision may include audio and/or video tape recording, telephone communication, numerical data, or other means of reporting.

(5) An exception to paragraph (3) of this subsection may be requested. The supervising audiologist shall submit a proposed plan of supervision for review by the board's designee. The plan shall be for not more than one year's duration and shall include:

- (A) the name of the assistant;
- (B) the name and signature of the supervising audiologist;
- (C) the proposed plan of supervision;
- (D) the exact time frame for the proposed plan;
- (E) the length of time the assistant has been practicing under the requestor's supervision; and
- (F) the reason the request is necessary.

(6) If the exception referenced in paragraph (5) of this subsection is approved and the reason continues to exist, the licensed supervising audiologist shall annually resubmit a request to be evaluated by the board's designee.

(7) Supervisory records shall be maintained by the licensed audiologist for a period of three years which verify regularly scheduled monitoring, assessment, and evaluation of the assistant's and client's performance. Such documentation may be requested by the board.

(A) An assistant may conduct assessments which includes data collection, clinical observation and routine test administration if the assistant has been appropriately trained and the assessments are conducted under the direction of the supervisor.

(B) An assistant may not conduct an evaluation which includes diagnostic testing, test and observation interpretation, diagnosis, decision making, statement of severity or implication, case selection or case load decisions. (i) Although the licensed supervising audiologist may delegate specific clinical tasks to an assistant, the responsibility to the client for all services provided cannot be delegated. The licensed audiologist shall ensure that all services provided are in compliance with this chapter.

(1) The licensed audiologist need not be present when the assistant is completing the assigned tasks; however, the licensed audiologist shall document all services provided and the supervision of the assistant.

(2) The licensed audiologist shall keep job descriptions and performance records. Records shall be current and be made available to the board within 30 days of the date of the board's request for such records.

(3) The assistant may execute specific components of the clinical speech, language, and/or hearing program if the licensed audiologist determines that the assistant has received the training and has the skill to accomplish that task, and the licensed audiologist provides sufficient supervision to ensure appropriate completion of the task assigned to the assistant.

(4) Examples of duties which an assistant may be assigned by the audiologist who agreed to accept responsibility for the services provided by the assistant, provided appropriate training has been received, are to:

- (A) conduct or participate in speech, language, and/or hearing screening;
- (B) conduct aural habilitation or rehabilitation;
- (C) provide carry-over activities which are the therapeutically designed transfer of a newly acquired communication ability to other contexts and situations;
- (D) collect data;
- (E) administer routine tests as defined by the board;
- (F) maintain clinical records;
- (G) prepare clinical materials; and
- (H) participate with the licensed audiologist in research projects, staff development, public relations programs, or similar activities as designated and supervised by the licensed audiologist.

(5) The assistant shall not:

- (A) conduct evaluations even under supervision since this is a diagnostic and decision making activity;
- (B) interpret results of routine tests;
- (C) interpret observations or data into diagnostic statements, clinical management strategies, or procedures;
- (D) represent audiology at staff meetings or on an admission, review and dismissal (ARD);
- (E) attend staffing meeting or ARD without the supervisor being present;
- (F) design a treatment program;
- (G) determine case selection;

(H) present written or oral reports of client information;
(I) refer a client to other professionals or other agencies;
(J) use any title which connotes the competency of a licensed audiologist; or

(K) practice as an assistant in audiology without a valid supervisory responsibility statement on file in the board office.

(j) In any professional context the licensee must indicate the licensee's status as an audiology assistant.

(k) An assistant may not engage in the fitting, dispensing or sale of a hearing instrument; however, an assistant who is licensed under the Texas Occupations Code, Chapter 402 may engage in activities as allowed by that law and is not considered to be functioning under his or her assistant license when performing those activities.

(l) The board may audit a random sampling of licensed assistants for compliance with this section and §741.44 of this title (relating to Requirements, Duties, and Responsibilities of Supervisors).

(1) The board shall notify an assistant by mail that he or she has been selected for an audit.

(2) Upon receipt of an audit notification, the assistant and the licensed audiologist who agreed to accept responsibility for the services provided by the assistant shall mail the requested proof of compliance to the board.

(3) A licensee and supervisor shall comply with the board's request for documentation and information concerning compliance with the audit.

Source Note: The provisions of this §741.84 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.85 – Requirements for a Temporary Certificate of Registration in Audiology

(a) An applicant for a temporary certificate of registration in audiology must meet the requirements of the Act and §741.81(a) - (d) of this title (relating to Requirements for an Audiology License).

(b) If issued, this certificate entitles an applicant approved for examination as required by §741.121 of this title (relating to Examination Administration) to practice audiology under an approved supervisor for a period of time ending eight weeks after the next scheduled examination.

(c) A temporary certificate of registration shall not be renewed.

Source Note: The provisions of this §741.85 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter G – Requirements for Dual Licensure as a Speech-Language Pathologist and an Audiologist

§741.91 – Requirement for Dual Licensure as a Speech-Language Pathologist and an Audiologist

An applicant for dual licenses in speech-language pathology and in audiology as referenced in the Act shall meet the requirements set out in:

(1) Section 741.63 of this title (relating to Waiver of Clinical and Examination Requirements for Speech-Language Pathologists).

(2) Section 741.61 of this title (relating to Requirements for a Speech-Language Pathology License) and §741.81 of this title (relating to Requirements for an Audiology License).

Source Note: The provisions of this §741.91 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter H – Fitting and Dispensing of Hearing Instruments

§741.101 – Registration of Audiologists and Interns in Audiology to Fit and Dispense Hearing Instruments

(a) The audiology license constitutes registration to fit and dispense hearing instruments.

(b) The audiology intern license and the temporary audiology certificate constitute registration to fit and dispense hearing instruments under the supervision of a licensed audiologist approved by the board office to supervise the internship.

Source Note: The provisions of this §741.101 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.102 – General Practice Requirements of Audiologists and Interns in Audiology Who Fit and Dispense Hearing Instruments

In accordance with the Act, a licensed audiologist or licensed intern in audiology registered to fit and dispense hearing instruments shall:

(1) adhere to the federal Food and Drug Administration regulations in accordance with 21 Code of Federal Regulations, §801.420 and §801.421;

(2) insure that all equipment used by the licensee within his or her scope of practice shall be calibrated to insure compliance with the American National Standards Institute (ANSI), S3.6, 1989, Specification for Audiometers, or S3.6, 1996, Specification for Audiometers.

(3) receive a written statement before selling a hearing instrument that is signed by a licensed physician preferably one who specializes in diseases of the ear and states that the client's hearing loss has been medically evaluated during the preceding six-month period and that the client may be a candidate for a hearing instrument. If the client is age 18 or over, the registered audiologist or intern in audiology may inform the client that the medical evaluation requirement may be waived as long as the registered audiologist or intern in audiology:

(A) informs the client that the exercise of the waiver is not in the client's best health interest;

(B) does not encourage the client to waive the medical evaluation; and

(C) gives the client an opportunity to sign this statement: "I have been advised by (the name of the individual dispensing the hearing instrument) that the Food and Drug Administration has determined that my best health interest would be served if I had a medical evaluation by a licensed physician (preferably a physician who specializes in diseases of the ear) before purchasing a hearing instrument. I do not wish medical evaluation before purchasing a hearing instrument;" and

(4) inform the consumer of a hearing instrument by written contract of a trial period of 30 consecutive days. The contract shall include a specific date by which the client must return the instrument to qualify for a refund. If the date falls on a holiday, weekend, or a day the business is not open, the effective date shall be the first day the business reopens.

(A) The written contract shall include:

- (i) all charges and fees associated with such trial period;
- (ii) the licensee's printed name and license number; and
- (iii) the name, address, and telephone number of the State Board of Examiners for Speech-Language Pathology and Audiology.

(B) The purchaser shall receive a copy of this contract.

(C) Any purchaser of a hearing instrument shall be entitled to a refund of the purchase price advanced by purchaser for the hearing instrument, less the agreed-upon amount associated with the trial period, upon return of the instrument to the licensee in good working order within the trial period. Should the order be canceled by purchaser prior to the delivery of the instrument, the licensee may retain the agreed-upon charges and fees as specified in the written contract. The purchaser shall receive the refund due no later than the 30th day after the date on which the purchaser cancels the order or returns the hearing instrument to the licensee.

(5) Verify appropriate fit of the hearing instrument(s), which may include real ear measures, functional gain measures, or other professionally accepted measures.

Source Note: The provisions of this §741.102 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective December 14, 2008, 33 TexReg 10032; amended to be effective January 16, 2011, 36 TexReg 43

§741.103 – Requirements of Audiologists and Interns in Audiology Conducting Audiometric Testing for the Purpose of Fitting and Dispensing Hearing Instruments

In accordance with the Act, a licensed audiologist or licensed intern in audiology who fits and dispenses hearing instruments, shall comply with this section when testing hearing for the purpose of determining the need for amplification and the verification of the appropriate fit of hearing instrument(s).

(1) Licensees must adhere to the most current American National Standards Institute (ANSI) octave band criteria for permissible ambient noise levels during audiometric testing.

(2) This requirement is best met when a stationary acoustical enclosure is utilized.

(3) A stationary acoustical enclosure is any fixed enclosed space in which an individual is located for the purpose of testing hearing to threshold. A stationary acoustical enclosure may also be known as an audiometric or hearing test booth, room, suite, area, or space.

(4) Procedures referenced in the Act, §401.401, should be followed when testing outside of a stationary acoustical enclosure.

(A) Hearing testing that occurs in an area that does not meet the standard of a stationary acoustical enclosure for the

purpose of determining the need for amplification is not considered a diagnostic or threshold measurement.

(B) In the event amplification is fit and verification measures cannot be completed in a stationary acoustical enclosure, instrumentation that is minimally affected by ambient noise including but not limited to, real ear measures, shall be utilized to assure the appropriate fit of the amplification.

Source Note: The provisions of this §741.103 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter I – Application Procedures

§741.111 – Application Process

(a) An applicant shall submit required information and documentation of credentials on official board forms.

(b) The application shall not be considered as officially submitted without receipt of all forms and documentation required by §741.112 of this title (relating to Required Application Materials) and the application and license fee as referenced in the Act and defined in §741.181(a)(1) of this title (relating to Schedule of Fees).

(c) The board office shall notify the applicant within the time periods established in §741.182 of this title (relating to Time Periods For Processing Applications and Renewals) whether or not:

- (1) the request for the license is approved; or
- (2) additional documentation is required.

(d) If additional documentation is required, the request for the license shall remain open no longer than 90 days following the date the board office received the request for the license.

(e) If the documentation requested is not received before the 90 days referenced in subsection (d) of this section, the request for the license shall be deleted and the fee forfeited.

Source Note: The provisions of this §741.111 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.112 – Required Application Materials

(a) An applicant applying for a speech-language pathology or audiology license under §741.61 of this title (relating to Requirements for a Speech-Language Pathology License) or §741.81 of this title (relating to Requirements for an Audiology License) shall submit the following:

(1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days;

(2) the application and initial license fee;

(3) an original or certified copy of the transcript(s) showing the conferred degree of all relevant course work which also verifies that the applicant possesses a minimum of a master's degree with a major in one of the areas of communicative sciences or disorders; however, an applicant who graduated from a college or university with a program not accredited by the American Speech-Language-Hearing Association Council on Academic Accreditation, shall submit an original signed letter from the American Speech-Language-Hearing

Association stating the Clinical Certification Board accepted the course work and clinical experience;

(4) if not previously submitted when applying for an intern's license, a Course Work and Clinical Experience Form completed by the program director or designee of the college or university attended which verifies the applicant has met the requirements established in §741.61(b) - (c) or §741.81(b) - (c) of this title;

(5) a Report of Completed Internship Form completed by the applicant's supervisor and signed by both the applicant and the supervisor; however, if the internship was completed out-of-state, the supervisor shall also submit a copy of his or her diploma or transcript showing the master's degree in one of the areas of communicative sciences and disorders had been conferred and a copy of a valid license to practice in that state. If that state did not require licensure, the supervisor shall submit an original letter from the American Speech-Language-Hearing Association stating the certificate of clinical competence was held when the applicant completed the internship in addition to proof of a master's degree in communicative sciences and disorders; and

(6) a Praxis Exam Score Report showing the applicant passed the examination described in §741.121 of this title (relating to Examination Administration) within the time period established in §741.61(e) or §741.81(e) of this title.

(b) An applicant applying for an intern in speech-language pathology license under §741.62 of this title (relating to Requirements for an Intern in Speech-Language Pathology License) or an intern in audiology license under §741.82 of this title (relating to Requirements for an Intern in Audiology License) shall submit the following:

(1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days;

(2) the application and initial license fee;

(3) an original or certified copy of the transcript(s) showing the conferred degree of all relevant course work which also verifies that the applicant possesses a minimum of a master's degree with a major in one of the areas of communicative sciences or disorders; however, an applicant who graduated from a college or university with a program not accredited by the American Speech-Language-Hearing Association Council on Academic Accreditation, shall submit an original signed letter from the American Speech-Language-Hearing Association stating the Clinical Certification Board accepted the course work and clinical experience;

(4) if the graduate degree has not been officially conferred, an original or certified copy of transcript(s) and verification from the university attended verifying the applicant successfully completed all requirements for the graduate degree, and is only awaiting the date of next graduation for the degree to be conferred;

(5) a Course Work and Clinical Experience Form completed by the university program director or designee of the college or university attended which verifies the applicant has met the requirements established in §741.61(b) - (c) or §741.81(b) - (c) of this title; and

(6) an Intern Plan and Agreement of Supervision Form completed by the proposed supervisor and signed by both the applicant and the proposed supervisor.

(c) An applicant who holds the American Speech-Language-Hearing Association certificate of clinical competence applying for licensure under §741.63 of this title (relating to Waiver of Clinical and Examination Requirements for Speech-Language Pathologists) or §741.83 of this title (relating to Waiver of Clinical and Examination Requirements for Audiologists) shall submit the following:

(1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days;

(2) the application and initial license fee;

(3) an original or certified copy of a signed letter from the American Speech-Language-Hearing Association (ASHA) or the American Board of Audiology (ABA) which verifies the applicant currently holds the certificate of clinical competence or board certification in the area in which the applicant has applied for license; and

(4) an original or certified copy of the transcript(s) showing the conferred degree of all relevant course work which also verifies that the applicant possesses a minimum of a master's degree with a major in one of the areas of communicative sciences or disorders; however, an applicant whose transcript is in a language other than English shall submit an original evaluation form from an approved credentialing agency.

(d) An applicant applying for an assistant in speech-language pathology license under §741.64 of this title (relating to Requirements for an Assistant in Speech-Language Pathology License) or an assistant in audiology license under §741.84 of this title (relating to Requirements for an Assistant in Audiology License) shall submit the following:

(1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days;

(2) the application and initial license fee;

(3) a Supervisory Responsibility Statement Form completed by the licensed supervisor who agrees to accept responsibility for the services provided by the assistant and signed by both the applicant and the proposed supervisor;

(4) an original or certified copy of the transcript(s) showing the conferred degree of relevant course work which also verifies that the applicant possesses a baccalaureate degree with an emphasis in speech-language pathology and/or audiology;

(5) if not previously submitted, a Clinical Observation and Clinical Experience Form completed by the university program director or designee of the college or university training program verifying the applicant completed the requirements set out in §741.64(a)(3) or §741.84(b)(3) of this title; and

(6) for an applicant who did not obtain the hours referenced in paragraph (5) of this subsection, a Clinical Deficiency Plan Form to obtain the hours lacking.

(e) An applicant applying for a speech-language pathology temporary certificate of registration under §741.65 of this title (relating to Requirements for a Temporary Certificate of Registration in Speech-Language Pathology) or an audiology

temporary certificate of registration under §741.85 of this title (relating to Requirements for a Temporary Certificate of Registration in Audiology) shall submit the following:

- (1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days;
 - (2) the temporary certificate of registration fee;
 - (3) an original or certified copy of the transcript(s) showing the conferred degree of all relevant course work which also verifies that the applicant possesses a minimum of a master's degree with a major in one of the areas of communicative sciences or disorders; however, an applicant who graduated from a college or university with a program not accredited by the American Speech-Language-Hearing Association Council on Academic Accreditation, shall submit an original signed letter from the American Speech-Language-Hearing Association stating the Clinical Certification Board accepted the course work and clinical experience;
 - (4) a Course Work and Clinical Experience Form completed by the university program director or designee of the college or university attended which verifies the applicant has met the requirements established in §741.61(b) - (c) or §741.81(b) - (c) of this title;
 - (5) a Report of Completed Internship Form completed by the applicant's supervisor and signed by both the applicant and the supervisor; however, if the internship was completed out-of-state, the supervisor shall also submit a copy of his or her diploma or transcript showing the master's degree in one of the areas of communicative sciences and disorders had been conferred and a copy of a valid license to practice in that state. If that state did not require licensure, the supervisor shall submit an original letter from the American Speech-Language-Hearing Association stating the certificate of clinical competence was held when the applicant completed the internship in addition to proof of a master's degree in communicative sciences and disorders;
 - (6) a Temporary Supervisory Form completed by the applicant's proposed supervisor and signed by both the applicant and the supervisor; and
 - (7) an applicant who completed the internship in another state and graduated from a college or university with a program not accredited by the American Speech-Language-Hearing Association, shall submit an original, signed letter from the American Speech-Language-Hearing Association stating the Clinical Certification Board accepted the course work, clinical practicum and the clinical fellowship year.
- (f) An applicant for dual licenses in speech-language pathology and audiology under §741.91 of this title (relating to Requirements for Dual Licenses in Speech-Language Pathology and Audiology) shall submit separate documentation and fees as follows:
- (1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days requesting both licenses;
 - (2) two separate application and initial license fees; and
 - (3) documentation listed in subsection (a)(3) - (6) or (c)(3) - (4) of this section.
- (g) An applicant who currently holds one license and wishes to obtain dual licenses shall submit the following:

(1) an original board application form including disclosure of the applicant's social security number completed, signed and dated within the past 60 days requesting the other license;

- (2) the application and initial license fee; and
 - (3) documentation listed in subsection (a)(3) - (6) or (c)(3) - (4) of this section.
- (h) After December 31, 2009, all applicants for licensure shall submit proof of successful completion of the jurisprudence examination at the time of application. The jurisprudence examination must be completed no more than six months prior to the date of licensure application.

Source Note: The provisions of this §741.112 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter J – Licensure Examinations

§741.121 – Examination Administration

- (a) The examination required by the Act shall be the examination administered by the Educational Testing Service.
- (b) An applicant shall have passed the examination if the score is 600 or above.

Source Note: The provisions of this §741.121 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.122 – Jurisprudence Examination

- (a) The department shall develop and administer a jurisprudence examination to determine an applicant's knowledge of the Act, this chapter, and any other applicable laws of this state affecting the practice of speech-language pathology or audiology.
- (b) The examination shall be administered in a web-based format through an examination contract, which specifies that applicants for examination must be able to:
 - (1) pay the examination fee online by credit card; and
 - (2) receive their results electronically immediately upon completion of the examination.
- (c) The department shall revise the jurisprudence examination as needed.
- (d) After December 31, 2009, all applicants for licensure shall submit proof of successful completion of the jurisprudence examination at the time of application. The jurisprudence examination must be completed no more than six months prior to the date of licensure application.
- (e) For all licensees renewing after December 31, 2009, the jurisprudence examination shall be completed in order to renew the license. Licensees shall be required to complete the jurisprudence examination for only one renewal period. The jurisprudence examination shall be completed no more than six months prior to the date of licensure renewal.

Source Note: The provisions of this §741.122 adopted to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter K – Issuance of License

§741.141 – Issuance of License

(a) Except as provided by subsections (b) and (c) of this section, the board shall issue an initial license to an applicant for a license after the fee, forms, and other documentation have been received and approved by the board or board staff. A license will be issued for a two-year pro-rated term, as determined by the board, expiring in the licensee's birth month. The expiration date shall be determined as follows.

(1) An applicant approved for license within three months of the applicant's birth month shall be issued a license to expire on the last day of the birth month that is two years past the applicant's next birth month.

(2) An applicant approved for less than 12 months from the applicant's next birthday, but more than three months from the applicant's next birthday, shall be issued a license to expire upon the last day of the applicant's next birth month of the following year.

(b) The board shall issue an initial license to an applicant for an intern in speech-language pathology or an intern in audiology license after the fee, forms, and other documentation have been received and approved by the board or board staff. The license shall expire one year past the effective date.

(c) The board shall issue a temporary certificate of registration in speech-language pathology or a temporary certificate of registration in audiology to an applicant after the fee, forms, and other documentation have been received and approved by the board or board staff. The registration shall expire eight weeks after the next scheduled examination as required by §741.121 of this title (relating to Examination Administration). This certificate is non-renewable and there is no allowed grace period after expiration of the certificate.

(d) Licenses issued under subsections (a) - (b) of this section may be renewed as required by §741.161 of this title (relating to Renewal Procedures).

(e) A license or certificate issued by the board remains the property of the board.

(f) The board shall issue a duplicate license or certificate, upon written request and payment of the duplicate fee.

(g) The board is not responsible for lost, misdirected, or undelivered correspondence, including forms and fees, if sent to the address last reported to the board.

Source Note: The provisions of this §741.141 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter L – License Renewal and Continuing Education

§741.161 – Renewal Procedures

(a) The Act provides for the renewal of a license. A license issued under §741.141(a) - (b) of this title (relating to Issuance of License) is subject to renewal upon expiration if a licensee wishes to practice under the Act and this chapter.

(1) A licensee may renew by mailing to the board office the renewal form, fee, and all required documents.

(2) A licensee may choose to renew online. The license is not considered renewed until all required documents have been received in the board office.

(b) A license or registration issued under §741.141(c) of this title cannot be renewed.

(c) The board office shall mail notice of expiration to each licensee approximately 45 days prior to the expiration date of the license. The board is not responsible for lost, misdirected, or undelivered notices of expiration if sent to the address last reported to the board.

(d) A licensee shall have acquired approved continuing education hours as defined in §741.162 of this title (relating to Requirements for Continuing Professional Education) in order to renew a license. Any continuing education hours earned before the original effective date of the license being renewed are not acceptable.

(e) A licensee or registrant is responsible for submitting the required fee, forms, and other documentation prior to the expiration date of the license.

(f) A licensee is required to provide current address, telephone number, and employment information. Corrections may be made on the renewal form or by submitting the current information in writing. A request to change the name currently on record must be submitted in writing with a copy of a divorce decree, marriage certificate, legal name change document, or social security card showing the new name.

(g) The board office shall not consider a license to be renewed until the following has been received and found acceptable:

(1) completed, dated, and signed renewal form, including acknowledgment of having earned the required continuing professional education hours;

(2) license renewal fee; and

(3) continuing education audit documentation, if selected for continuing education audit.

(4) If the licensee chooses to use the online renewal process, the renewal form and renewal fee, as detailed in paragraphs (1) and (2) of this subsection, will be accepted automatically. The license will be considered renewed when the online renewal is processed in the board office and board staff determine that all documentation has been provided. If additional documentation is required, such as documentation for an audit as defined in subsection (o) of this section, that documentation must be mailed to the board office. Although the license may complete the renewal process online, the board office shall not consider the license renewed until the additional documentation has been received and accepted by the board office.

(h) An intern shall submit the following for license renewal:

(1) the items listed in subsection (g) of this section;

(2) evaluation of the intern's progress or performance from all supervisors must accompany the request. Intern plans and supervisory evaluations for completed segments must be submitted; and

(3) an Intern Plan and Agreement of Supervision Form for the intern's upcoming experience unless the intern is currently not practicing. In that event, the intern shall submit a signed statement explaining the reason for not practicing.

(i) An assistant shall submit the following for license renewal:

(1) the items listed in subsection (g) of this section; and

(2) A Supervisory Responsibility Statement Form from each supervisor providing the supervision unless the

assistant is currently not practicing or the supervisor(s) has not changed.

(j) An individual who meets the requirements set out in the Act and wishes to renew the expired license shall submit his or her request, in writing, with the following:

(1) an original letter from the licensing board where he or she currently holds a valid license verifying:

(A) the professional area in which the license was issued;

(B) the date of issue;

(C) the expiration date of the license; and

(D) whether disciplinary action has been taken;

(2) a reinstatement fee as determined by the board.

(k) A licensee may renew the license under the provisions of the Act after expiration of the 60-day grace period without a late renewal penalty fee being assessed due to a medical hardship whether or not the licensee met the requirements of §741.162 of this title. If the following is submitted and found acceptable by the board office, the license shall be renewed:

(1) a signed statement requesting renewal due to medical hardship;

(2) an original letter signed by the licensee's physician stating the licensee was unable to practice for at least six months during the renewal period because of a physical or mental disability;

(3) the completed, dated, and signed renewal form;

(4) any approved continuing education hours earned during the renewal period; and

(5) the license renewal fee.

(l) A licensee may petition the board if the licensee does not meet the requirements of subsection (m) of this section but believes he or she has a valid medical reason for the late renewal. The petition shall be reviewed by the board's designee within 15 working days of receipt of the request.

(m) The board shall monitor a licensee's compliance with the continuing education requirements by the use of a random audit. In the event the licensee has been selected for an audit to verify compliance with the continuing education requirement as described in §741.162 of this title, the license shall not be renewed until the licensee submits acceptable proof of having earned the required continuing education hours. If this documentation is not received or found unacceptable, the licensee shall be notified by the board office of the deficiency.

(n) Failure to timely furnish required documentation or providing false information during the audit or renewal process is grounds for disciplinary action against the licensee.

(o) The board shall deny renewals pursuant to the Texas Education Code, §57.491, concerning defaults on guaranteed student loans.

(p) The board shall deny renewals when a license holder is subject to the suspension of license provisions relating to child support and child custody in the Family Code, Chapter 232.

(q) If all conditions required for renewal are met prior to expiration of the 60-day grace period, the board shall issue a renewed license.

(r) If the licensee has not completed the renewal process upon expiration of the 60-day grace period, he or she shall

cease practicing. The licensee shall then renew his or her license in accordance with §741.164 of this title (relating to Late Renewal of a License) if he or she wishes to practice.

(s) A suspended license is subject to expiration and may be renewed as provided in this subchapter; however, the renewal does not entitle the licensee to engage in the licensed activity or in any other activity or conduct in violation of the order or judgment by which the license was suspended, until such time as the license is fully reinstated.

(t) A license revoked on disciplinary grounds shall not be renewed; however, the license may be reinstated under the Act, §401.457. The former licensee, as a condition of reinstatement, shall pay a reinstatement fee in an amount equal to the renewal fee in effect, plus the late renewal penalty fee, if any, accrued since the time of the license revocation.

(u) For all licenses renewing after December 31, 2009, the jurisprudence examination shall be completed in order to renew the license. Licensees shall be required to complete the jurisprudence examination for only one renewal period.

(v) Proof of successfully completing the jurisprudence examination must be submitted to the board at the time of renewal.

Source Note: The provisions of this §741.161 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43

§741.162 – Requirements for Continuing Professional Education

(a) Continuing professional education in speech-language pathology and audiology as required by the Act consists of a series of planned individual learning experiences beyond the basic educational program which has led to a degree or qualifies one for licensure.

(b) A continuing education unit (CEU) is the basic unit of measurement used to credit individuals with continuing education activities for licensure. One CEU is defined as 10 contact hours of participation in an approved continuing education experience.

(c) A minimum of twenty clock hours (two CEUs) shall be required to renew a license issued for a two-year term. The holder of dual licenses, meaning both a speech-language pathology license and an audiology license, shall be required to earn 30 clock hours (three CEUs) to renew a license issued for a two-year term. Effective April 30, 2009, a license holder must complete a minimum of 2.0 clock hours (0.2 CEUs) in ethics as part of the continuing education requirement.

(d) When renewing an initial license, the licensee shall submit 10 continuing education hours if the initial license was issued for less than 12 months and 20 continuing education hours if the initial license was issued for more than 12 months. Continuing education hours earned before the original effective date of a license are not acceptable.

(e) Continuing professional education shall be earned in one of the following areas:

(1) basic communication processes;

(2) speech-language pathology;

- (3) audiology; or
- (4) an area of study related to the areas listed in paragraphs (1) - (3) of this subsection.
- (f) Any continuing education activity shall be provided by an approved sponsor with the exception of activities referenced in subsections (g) - (i) of this section. A list of approved sponsors designated by the board shall be made available to all licensees and updated as necessary.
- (g) University or college course work completed with a grade of at least a "C" or for credit from an accredited college or university in the areas listed in subsection (e)(1) - (3) of this section shall be approved for 10 continuing education clock hours per semester hour.
- (h) University or college course work in a related area or events approved by the American Medical Association (Category I) in a related area as referenced in subsection (e)(4) of this section may be approved if the activity furthers the licensee's knowledge of speech-language pathology or audiology or enhances the licensee's service delivery. A licensee shall complete the board's approved form for prior approval of such events. Partial credit may be awarded.
- (i) Earned continuing education hours exceeding the minimum requirement in a previous renewal period shall first be applied to the continuing education requirement for the current renewal period.
 - (1) A maximum of 10 additional clock hours may be accrued during a license period to be applied to the next consecutive renewal period.
 - (2) A maximum of 15 additional clock hours may be accrued by dual speech-language pathology and audiology licensees during a license period to be applied to the next consecutive renewal period.
- (j) The licensee shall be responsible for maintaining a record of his or her continuing education experiences for a period of at least three years.
- (k) Proof of completion of a valid continuing education experience shall include the name of the licensee, the sponsor of the event, the title and date of the event, and the number of continuing education hours earned. Acceptable verification shall be:
 - (1) a letter or form bearing a valid signature or verification as designated by the approved sponsor;
 - (2) in the event verification referenced in paragraph (1) of this subsection cannot be obtained, the board may accept verification from the presenter of an approved event if the presenter can also provide proof that the event was acceptable to an approved sponsor;
 - (3) an original or certified copy of the transcript if earned under subsections (g) - (h) of this section;
 - (4) a letter or form from the American Medical Association if earned under subsection (h) of this section stating the event was approved for Category I; and
 - (5) if the continuing education event was earned under subsection (h) of this section, a letter or form from the board office granting prior board approval of the event in addition to documentation listed in paragraphs (3) and (4) of this subsection. If this approval was not obtained, the licensee shall not include the event on the documentation. The licensee shall comply with the requirements set out in

- subsection (h) of this section and, if approval is granted, add the event to the documentation.
 - (l) The documentation, certificates, diplomas, or other documentation verifying earning of continuing education hours shall not be forwarded to the board at the time of renewal unless the board selected the licensee for audit.
 - (m) The audit process shall be as follows.
 - (1) The board shall select for audit a random sample of licensees for each renewal month. The renewal form shall indicate whether the licensee has been selected for audit.
 - (2) A licensee selected for audit shall submit documentation defined in subsections (l) and (m) of this section at the time the renewal form and fee are submitted to the board.
 - (3) Failure to furnish this information in a timely manner or providing false information during the audit or renewal process are grounds for disciplinary action against the licensee.
 - (4) A licensee who is selected for continuing education audit may renew through the online renewal process. However, the license will not be considered renewed until required continuing education documents are received, accepted and approved by the board office.
 - (n) Completion of the jurisprudence examination shall count as one hour of the continuing education requirement for professional ethics, as referenced in subsection (c) of this section per renewal period.
- Source Note:** The provisions of this §741.162 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective August 27, 2009, 34 TexReg 5691; amended to be effective January 16, 2011, 36 TexReg 43
- §741.164 – Late Renewal of a License**
- (a) Licensees who fails to renew their license before the end of the 60-day grace period shall be assessed a late renewal penalty as required by the Act, unless the license had been placed on inactive status.
 - (b) The Act prohibits an individual from practicing after expiration of the 60-day grace period. Penalties for doing so are defined in the Act.
 - (c) The following shall be submitted to renew a license after expiration of the grace period:
 - (1) the board late renewal of a license form which requires a written, signed statement from the licensee and his or her employer(s) documenting the licensee's practice activities since expiration of the 60-day grace period under the Act and this chapter;
 - (2) the late renewal penalty fee as set out in §741.181 of this title (relating to Schedule of Fees);
 - (3) Continuing Education documentation as required by §741.162(i) of this title (relating to Requirements for Continuing Professional Education); and
 - (4) verification of continuing education hours earned as required by §741.162(k) of this title.
 - (d) The following number of continuing education hours shall be required:
 - (1) if renewing an initial license before the end of the first year of the penalty status, the number of continuing education

hours that shall be earned are listed under §741.162(d) of this title;

(2) if renewing before the end of the first year of penalty status, ten continuing education hours or 15 hours for holders of dual speech-language pathology and audiology licenses;

(3) if renewing at the end of the first year of penalty status but before the end of the second year, 20 continuing education hours or 30 hours for holders of dual speech-language pathology and audiology licenses; or

(4) if renewing at the end of the second and final year of penalty status, 30 continuing education hours or 45 hours for holders of dual speech-language pathology and audiology licenses.

(e) Continuing education hours accrued under §741.162(i) of this title may be used if the hours are available for use when the request for renewal is received by the board.

(f) The random audit for compliance with the continuing education requirements referenced in §741.161(m) of this title (relating to Renewal Procedures) does not apply to late renewal of a license.

(g) If additional documentation is required, the request to renew the license shall remain open no longer than 90 days following the date the board office received the initial request to renew the license. If the documentation requested is not received before the 90 days referenced, the request for late renewal of a license shall be denied and the fee forfeited.

(h) Failure to timely furnish information or providing false information during the late renewal process are grounds for disciplinary action.

(i) If the board office approves the request for late renewal of a license, active status shall begin on the date of approval. The licensee shall earn continuing education hours as required by §741.162 of this title in order to renew the license upon expiration.

Source Note: The provisions of this §741.164 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.165 – Renewal of Licensee on Active Military Duty

If a licensee fails to timely renew his or her license because the licensee is or was on active duty with the armed forces of the United States of America serving outside the State of Texas, the licensee may renew the license as follows.

(1) Renewal of the license shall be requested by the licensee, the licensee's spouse, or an individual having power of attorney from the licensee. The renewal form shall include a current address and telephone number for the individual requesting the renewal.

(2) A copy of the official orders or other official military documentation showing that the licensee is or was on active duty serving outside the State of Texas, shall be filed with the board along with the renewal form.

(3) A licensee renewing under this section shall pay the applicable renewal fee, but not a late renewal penalty fee.

(4) A licensee renewing under this section shall submit proof of any clock hours of continuing education earned prior to being called to active duty serving outside the State of Texas, and no further continuing education hours shall be required for that renewal.

Source Note: The provisions of this §741.165 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter M – Fees and Processing Procedures

§741.181 – Schedule of Fees

(a) All fees paid to the board are non-refundable. For all applications and renewal applications, the board is authorized to collect subscription and convenience fees, in amounts determined by tex.gov, to recover costs associated with application and renewal application processing through tex.gov. For all applications and renewal applications, the board is authorized to collect fees to fund the Office of Patient Protection within the Health Professions Council, as required by Occupations Code, §101.307 (relating to Health Professions Council Funding of Office.) The schedule of fees is as follows:

(1) application and initial license fee:

(A) \$150 for a two year license; or

(B) an intern license--\$75.

(2) temporary certificate of registration fee--\$55;

(3) license renewal fee--\$100;

(4) dual license fees as a speech-language pathologist and audiologist--each license must be renewed separately and fees will be determined separately;

(5) duplicate license, certificate, or registration fee--\$10;

(6) inactive status fee--\$45;

(7) license verification fee--\$10;

(8) late renewal penalty fee--an amount equal to the renewal fee(s), with a maximum of three renewal fees, plus the examination fee;

(9) examination fee--the amount charged by the board's designee administering the examination; and

(10) criminal history evaluation letter fee--\$50.

(b) Any remittance submitted to the board in payment of a required fee shall be in the form of a personal check, certified check, or money order unless this section requires otherwise. Checks from foreign financial institutions are not acceptable. Payment may also be made through the online renewal process using an electronic check or credit card.

(c) An applicant whose check for the application and initial license fee is returned marked insufficient funds, account closed, or payment stopped shall be allowed to reinstate the application by remitting to the board a money order or check for guaranteed funds within 30 days of the date of the receipt of the board's notice. Otherwise, the application and the approval shall be invalid. A penalty fee of \$25, in addition to the amount of the check, must be included with the payment remitted to the board office.

(d) A licensee whose check for the renewal fee is returned marked insufficient funds, account closed, or payment stopped shall remit to the board a money order or check for guaranteed funds within 30 days of the date of receipt of the board's notice. Otherwise, the license shall not be renewed. If a renewal card has already been issued, it shall be invalid. If the guaranteed funds are received after expiration of the 60-day grace period, a late renewal penalty fee shall be assessed. A penalty fee of \$25, in addition to the amount of

the check, must be included with the payment remitted to the board office.

Source Note: The provisions of this §741.181 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.182 – Time Periods for Processing Applications and Renewals

(a) Within 15 working days of the board's receipt of a new application and supporting documentation, the board office shall:

(1) approve the application and send written notification to the applicant that he or she may begin practicing; or

(2) mail a letter of deficiency listing the documentation that must be submitted before the application shall be approved.

(b) The applicant shall be notified within 15 working days of the date the documentation referred to in subsection (a)(2) of this section is received and the application approved.

(c) Within 15 working days of the board's receipt of a request to renew a license and any applicable documentation, the board office shall:

(1) approve the request to renew the license; or

(2) mail a letter of deficiency listing the documentation that must be submitted before the request for renewal shall be approved.

(d) The licensee shall be notified within 15 working days of the date the documentation referred to in subsection (c)(2) of this section is received and the request to renew the license is approved.

(e) The board shall comply with the following procedures in reimbursement of fees.

(1) In the event a request for a license or registration is not processed in the time periods stated in subsections (a) - (d) of this section, the applicant, licensee, or registrant has the right to request reimbursement of all fees paid in that particular application process. The request shall be submitted in writing to the executive director of the board. If the executive director does not agree that the time period has been violated or finds that good cause existed for exceeding the time period, the request shall be denied.

(2) Good cause for exceeding the time period is considered to exist if:

(A) the number of requests for new licenses, registrations, and renewals exceeds by 15% or more the number of requests in the same calendar quarter of the preceding year;

(B) another public or private entity relied upon by the board in the licensing process caused the delay; or

(C) any other condition exists giving the board good cause for exceeding the time period.

(f) If a request for reimbursement under subsection (e) of this section is denied by the executive director, the applicant may appeal to the presiding officer of the board for a timely resolution of the dispute arising from a violation of the time period.

(1) The applicant, licensee, or registrant shall give written notice to the presiding officer that he or she requests full reimbursement of all fees paid because his or her request for

a license or registration was not processed within the applicable time period.

(2) The executive director shall submit a written report of the facts related to the processing of the application or renewal request and of any good cause for exceeding the applicable time period.

(3) The presiding officer shall provide written notice of his or her decision to the applicant, licensee, or registrant and the executive director.

(4) An appeal shall be decided in the applicant's or licensee's favor if the applicable time period was exceeded and good cause was not established. In which case, full reimbursement of all fees paid in that particular process shall be made to the applicant or licensee.

(g) Contested cases related to the denial of license or renewal shall be handled in accordance with the provision of the Texas Government Code, Chapter 2001.

Source Note: The provisions of this §741.182 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

Subchapter N – Complaints; Violations; Penalties; and Disciplinary Actions

§741.191 – Complaint Procedures

(a) A person wishing to report an alleged violation of the Act or the rules by a licensee or other person shall notify the executive director. The initial notification may be in writing, by telephone, or by personal visit to the board office.

(b) Upon receipt of a complaint, the executive director shall send an acknowledgment letter to the complainant along with an official form which the complainant must complete and return to the board before further action may be taken. The executive director may accept an anonymous complaint if there is sufficient information for the investigation.

(c) A complaints committee shall be appointed to work with the executive director to:

(1) review and determine whether each complaint fits within the category of a serious complaint affecting the health and safety of clients or other persons;

(2) ensure that complaints are not dismissed without appropriate consideration;

(3) ensure that a person who files a complaint has an opportunity to explain the allegations made in the complaint; and

(4) resolve the issues of the complaint which arise under the Act or this chapter.

(d) Prior to or during an investigation, the executive director or his or her designee shall request a response from the licensee or person against whom an alleged violation has been filed to gather information required by the complaints committee of the board. The licensee or person against whom an alleged violation has been filed must respond within 15 working days of the executive director's request.

(e) If it is determined that the matters alleged in the complaint are non-jurisdictional, or if the matters alleged in the complaint would not constitute a violation of the Act or this chapter, the executive director may dismiss the complaint and give written notice of dismissal to the licensee or person

against whom the complaint has been filed, the complainant, and the complaints committee.

(f) If it is determined that the matters in the complaint are jurisdictional, the complaint shall be investigated. The executive director or the committee may initiate the investigation.

(g) If the committee determines that there are insufficient grounds to support the complaint, the committee shall dismiss the complaint and give written notice of the dismissal to the licensee or person against whom the complaint has been filed and the complainant.

(h) If the board has the authority to resolve a written complaint, at least quarterly and until final disposition of the complaint, the board shall notify the parties to the complaint of the status of the complaint unless the notice would jeopardize an undercover investigation.

(i) After review of a complaint or allegation that is not resolved by the committee, the committee may:

- (1) dismiss the complaint;
- (2) revoke, or suspend, or deny the license; or
- (3) take other appropriate action as authorized by law be taken.

Source Note: The provisions of this §741.191 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.192 – Disciplinary Action; Notices

(a) The board may deny, revoke, temporarily suspend, or suspend a license, or may probate disciplinary action, or may issue a reprimand to a person who:

- (1) violates a provision of the Act;
- (2) violates a rule adopted by the board;
- (3) offers to pay or agrees to accept any remuneration, directly or indirectly, to or from any person or entity for securing or soliciting a client or patronage; or
- (4) is issued a public letter of reprimand, is assessed a civil penalty by a court, or has an administrative penalty imposed by the attorney general's office under the Code of Criminal Procedure, Chapter 56.

(b) Prior to institution of formal proceedings to discipline a licensee, the board shall give written notice to the licensee by certified mail, return receipt requested, of the facts or conduct alleged to warrant the disciplinary action. The notice shall inform the licensee or applicant of the opportunity to retain legal representation. The licensee or applicant shall be given the opportunity, as described in the notice, to show compliance with all requirements of the Act and this chapter.

(c) If denial, revocation, or suspension of a license is proposed, the committee shall give written notice by regular and certified mail, return receipt requested, to the licensee notifying the licensee of the committee's proposed action and the licensee's options for resolving the complaint. A resolution to a complaint include, but are not limited to, a licensee showing compliance with the law/rules; a licensee's surrender of his or her license, a licensee's compliance with the committee's proposed action; and a licensee's request for an informal conference and/or formal hearing. If the licensee requests a formal hearing it must be requested within 15 working days of the receipt of the notice.

(d) Receipt of a notice under subsection (b) or (c) of this section is presumed to occur on the tenth working day after the notice is mailed to the last address known to the board unless another date is reported by the United States Postal Service.

Source Note: The provisions of this §741.192 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.193 – Revocation; Suspension; Emergency Suspension; or Denial

(a) If the board suspends a license, the suspension shall remain in effect for the period of time stated in the order or until the board determines that the reason for the suspension no longer exists.

(b) If a suspension overlaps a license renewal date, the person suspended shall comply with the renewal procedures in this chapter; however, the suspension shall remain in effect pursuant to subsection (a) of this section.

(c) Upon the revocation, suspension or non-renewal of a license, a licensee shall return his or her license certificate and all existing renewal cards to the executive director.

(d) The board or the complaints committee of the board may suspend a license on an emergency basis.

(1) A license may be suspended without prior notice to the licensee and without a prior hearing.

(2) In order to suspend a license on an emergency basis, the board or complaints committee must determine that continued practice by a license holder would constitute a continuing and imminent threat to the public welfare.

(3) This determination shall be made from the evidence or information presented to the board or complaints committee.

(4) The board or complaints committee shall issue an order suspending the license. The order shall be effective on the date specified in the order.

(5) Proceedings for a formal hearing must be initiated prior to, or simultaneously on, the effective date of the emergency suspension.

(A) The Administrative Procedure Act, Government Code, Chapter 2001, shall apply to a hearing under this subsection.

(B) If there is a conflict between the requirement of the Administrative Procedure Act and the requirements of this Act, then the requirements of this Act shall govern.

(6) A preliminary hearing shall be held not later than the 14th day after the effective date of the emergency suspension to determine if probable cause exists to find that a continuing and imminent threat to the public welfare still exists. The State Office of Administrative Hearings is hereby authorized to determine if probable cause exists.

(7) A final hearing shall be held not later than the 61st day after the effective date of the emergency suspension.

(A) The purpose of the hearing shall be to determine whether continued practice of the licensee would constitute a continuing and imminent threat to the public welfare.

(B) In determining whether there is a continuing and imminent threat to the public welfare, the board shall consider whether a violation of state law or this chapter exists.

(C) If such a threat exists, the board shall enter an order suspending the license of the licensee.

(D) A suspension shall remain in effect in accordance with subsection (a) of this section.

(8) The time periods for holding a preliminary hearing or a final hearing shall be tolled during the period of time in which the licensee makes discovery requests. The time periods may also be waived by mutual agreement of the licensee and the authorized representative of the board. If a preliminary hearing or final hearing is not held in accordance with the time periods stated in this subsection (unless tolled or waived), the emergency suspension shall become null and void upon the date on which the hearing was required to be held under the Act.

Source Note: The provisions of this §741.193 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.194 – Informal Disposition

- (a) Informal disposition of any complaint or contested case involving a licensee or an applicant for licensure may be made through an informal conference held to determine whether the matters in controversy can be resolved without further proceedings.
- (b) The decision to hold a conference shall be within the discretion of the executive director or a member of the complaints committee.
- (c) An informal conference shall be voluntary and shall not be a prerequisite to a formal hearing.
- (d) The executive director shall establish the time, date and place of the informal conference, and provide written notice to the licensee or applicant. Notice shall be provided no less than 10 working days prior to the date of the informal conference by certified mail, return receipt requested to the last known address of the licensee or applicant. The licensee or applicant may waive the 10-day notice requirement.
- (e) The notice shall inform the licensee or applicant of the nature of the alleged violation or the reason for application denial; that the licensee may be represented by legal counsel; that the licensee or applicant may offer the testimony of witnesses and present other evidence as may be appropriate; that a complaints committee member shall be present; that the board's legal counsel shall be present; that the licensee's or applicant's attendance and participation is voluntary; that the complainant and any client involved in the alleged violations may be present; and that the informal conference shall be canceled if the licensee or applicant notifies the executive director that he or she or his or her legal counsel will not attend.
- (f) The complainant may be informed that he or she may appear and testify or may submit a written statement for consideration at the informal conference.
- (g) A member of the complaints committee shall be present at an informal conference.
- (h) The conference shall be informal and shall not follow the procedures established in this chapter for formal hearings.
- (i) The licensee, the licensee's attorney, the board's attorney, the executive director and the complaints committee member may question witnesses, make relevant statements, present

statements of persons not in attendance, and present such other evidence as may be appropriate.

(j) The board's legal counsel may attend each informal conference. The complaints committee member or executive director may call upon the attorney at any time for assistance in the informal conference.

(k) The licensee shall be afforded the opportunity to make statements that are material and relevant.

(l) The complaints committee member or the executive director may exclude from the informal conference all persons except witnesses during their testimony, the licensee, the licensee's attorney, and board staff.

(m) At the conclusion of the informal conference, the complaints committee member or the executive director may make recommendations for informal disposition of the complaint or contested case. The recommendations may include any disciplinary action authorized by the Act or this chapter. The complaints committee member may also conclude that the board lacks jurisdiction; conclude that a violation of the Act or this chapter has not been established; order that the investigation be closed; or refer the matter for further investigation.

(n) The licensee or applicant may either accept or reject the recommendations of the informal conference. If the recommendations are accepted, an agreed order shall be prepared by the board office or the board's legal counsel and forwarded to the licensee or applicant. The order may contain agreed findings of fact and conclusions of law. The licensee or applicant shall execute the order and return the signed order to the board office within 10 working days of his or her receipt of the order. If the licensee or applicant fails to return the signed order within the stated time period, the inaction shall constitute rejection of the recommendations.

(o) If the licensee or applicant signs and accepts the proposed recommendations, the agreed order shall be submitted to the complaints committee and the board for approval. Placement of the agreed order on the committee and board agendas shall constitute only a recommendation for approval by the board.

(p) The identity of the licensee or applicant shall not be made available to the board until after the board has reviewed and accepted the agreed order unless the licensee or applicant chooses to attend the board meeting. The licensee or applicant shall be notified of the date, time, and place of the board meeting at which the proposed agreed order will be considered. Attendance by the licensee or applicant is voluntary.

(q) Upon an affirmative majority vote, the board shall enter an agreed order approving the accepted recommendations. The board may not change the terms of a proposed order but may only approve or disapprove an agreed order unless the licensee or applicant is present at the board meeting and agrees to other terms proposed by the board.

(r) If the board does not approve a proposed agreed order, the licensee or applicant shall be so informed. The matter shall be referred to the executive director for other appropriate action.

(s) A proposed agreed order is not effective until the board has approved the agreed order and the order is signed by the board chair.

(t) A licensee's opportunity for an informal conference under this section shall satisfy the requirement of the Administrative Procedure Act, Texas Government Code, §2001.054(c).

Source Note: The provisions of this §741.194 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.195 – Formal Hearings; Surrender of License

(a) The State Office of Administrative Hearings shall conduct all formal hearings and contested cases in accordance with the Texas Government Code, Chapter 2001 et seq.

(b) All formal hearings unless otherwise determined by the administrative law judge or upon agreement of the parties shall be held in Austin, Texas.

(c) If the applicant or licensee fails to appear or be represented at the scheduled hearing, the person is deemed to be in agreement with the charges and proposed action and to have waived the right to a hearing.

(d) A witness or deponent shall be paid in accordance with the Texas Government Code, §2001.103.

(e) Following the hearing an administrative law judge shall submit the proposal for decision to the board for its approval.

(1) The board is not required to adopt the proposal for decision and may take action as it deems appropriate and lawful.

(2) All final orders or decisions shall be made by the board.

(f) If a right to a hearing is waived under §741.192(c) of this title (relating to Disciplinary Action; Notices), the board shall consider an order denying, suspending, probating, or revoking the license or registration as described in written notice to the licensee or applicant.

(1) The licensee or applicant and the complainant shall be notified of the date, time, and place of the board meeting at which the default order will be considered. Attendance by the licensee or applicant is voluntary.

(2) Upon an affirmative majority vote, the board shall enter an order imposing appropriate disciplinary action.

(g) A licensee may offer to surrender the license to the board. The board shall:

(1) notify the licensee that the request was received; and

(2) consider accepting the voluntary surrender of the license at its next regularly scheduled meeting.

(h) When a licensee has offered the surrender of the license after a complaint has been filed alleging violations of the Act or this chapter, and the board has accepted such a surrender, that surrender is deemed to be the result of a formal disciplinary action.

(i) A license which has been surrendered and accepted may not be reinstated; however, that person may apply for a new license in accordance with the Act and this chapter.

Source Note: The provisions of this §741.195 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.196 – Default Orders

(a) If a right to a hearing is waived under §741.192(c) of this title (relating to Disciplinary Action; Notices) or a licensee fails to appear at an informal conference as described in §741.194(u) (relating to Informal Disposition), the board may enter an order taking disciplinary action or an order of application denial as described in the written notice to the licensee or applicant.

(b) Upon an affirmative majority vote, the board shall enter an order imposing appropriate disciplinary action or an order of application denial.

Source Note: The provisions of this §741.196 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.197 – Monitoring of Licensees

(a) The department shall maintain a complaint tracking system.

(b) Each licensee who has had disciplinary action taken against his or her license shall be required to submit regularly scheduled reports to the executive director, if directed by the board. The reports shall be scheduled at intervals appropriate to each individual situation.

(c) The executive director shall review the reports and shall provide the reports to the complaints committee.

(d) The complaints committee may consider more severe disciplinary proceedings if the licensee fails to comply with the provisions of a disciplinary order.

Source Note: The provisions of this §741.197 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.198 – Administrative Penalties

(a) The assessment of an administrative penalty is governed by the Act.

(b) The amount of an administrative penalty shall be based on the following criteria.

(1) The seriousness of a violation shall be categorized by one of the following levels:

(A) Level I--violations that have or had an adverse impact on the health or safety of a client (or former client, where applicable);

(B) Level II--violations that have or had the potential to cause an adverse impact on the health or safety of a client (or former client, where applicable) but did not actually have an adverse impact; or

(C) Level III--violations that have no or minor health or safety significance.

(2) The range of administrative penalties by levels is as follows:

(A) Level I--not more than \$5,000 per day;

(B) Level II--not more than \$2,500 per day; or

(C) Level III--not more than \$1,250 per day.

(3) Subsequent violations at the same level for which an administrative penalty has previously been imposed may be categorized at the next higher level.

(4) Adjustments to the range of an administrative penalty may be made for:

(A) prompt reporting;

(B) corrective action;

- (C) compliance history; or
- (D) multiple violations.

Source Note: The provisions of this §741.198 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.199 – Schedule of Sanctions

- (a) When the board determines that sanctions are appropriate, proposals for imposition of sanctions and disciplinary actions shall be made in accordance with the Act.
- (b) This schedule of sanctions is intended to be utilized by the complaints committee as a guide in assessing sanctions for violations of the Act or this chapter. The schedule is also intended to serve as a guide to administrative law judges, and as a written statement of applicable rules or policies of the board pursuant to the Texas Government Code, §2001.058(c). The failure of an administrative law judge to follow the schedule may serve as a basis to vacate or modify an order pursuant to the Texas Government Code, §2001.058(e). This schedule is not intended as a substitute for thoughtful consideration of each individual disciplinary matter. Instead, it should be used as a tool in that effort.
- (c) Sanctions shall be determined by the following:
 - (1) the seriousness of the violation(s);
 - (2) previous compliance history;
 - (3) the severity level necessary to deter future violations;
 - (4) efforts to correct the violation; and
 - (5) any other extenuating circumstances.
- (d) Relevant Factors. When a licensee has violated the Act or this chapter, three general factors combine to determine the appropriate sanction, which include: the culpability of the licensee; the harm caused or posed; and the requisite deterrence. It is the responsibility of the licensee to bring exonerating factors to the attention of the complaints committee or the administrative law judge. Specific factors are to be considered as set forth as follows.
 - (1) Seriousness of Violation. The following factors are identified:
 - (A) the nature of the harm caused, or the risk posed, to the health, safety and welfare of the public, such as emotional, physical, or financial;
 - (B) the extent of the harm caused, or the risk posed, to the health, safety and welfare of the public, such as whether the harm is low, moderate or severe, and the number of persons harmed or exposed to risk; and
 - (C) the frequency and time-periods covered by the violations, such as whether there were multiple violations, or a single violation, and the period of time over which the violations occurred.
 - (2) Nature of the violation. The following factors are identified:
 - (A) the relationship between the licensee and the person harmed, or exposed to harm, such as a dependent relationship of a client-counselor, or stranger to the licensee;
 - (B) the vulnerability of the person harmed, or exposed to harm;
 - (C) the moral culpability of the licensee, such as whether the violation was:
 - (i) intentional or premeditated;

- (ii) due to blatant disregard or gross neglect; or
 - (iii) an omission, unintentional or inadvertence; and
- (D) the extent to which the violation evidences lack of character, such as lack integrity, trustworthiness, or honesty.
- (3) Personal Accountability. The following factors are identified:
 - (A) admission of wrong or error, and acceptance of responsibility;
 - (B) appropriate degree of remorse or concern;
 - (C) efforts to ameliorate the harm or make restitution;
 - (D) efforts to ensure future violations do not occur; and
 - (E) cooperation with any investigation or request for information.
- (4) Deterrence. The following factors are identified:
 - (A) the sanction required to deter future similar violations by the licensee;
 - (B) sanctions necessary to ensure compliance by the licensee of other provisions of the Act or this chapter; and
 - (C) sanctions necessary to deter other licensees from such violations.
- (5) Miscellaneous Factors. The following factors are identified:
 - (A) age and experience at time of violation;
 - (B) presence or absence of prior or subsequent violations;
 - (C) conduct and work activity prior to and following the violation;
 - (D) character references; and
 - (E) any other factors justice may require.
- (e) Severity levels may be categorized by one of the following severity levels:
 - (1) severity level I--violations that have, had, or may have an adverse impact on the health or safety of a client to include serious harm, permanent injury, or death to a client and may result in revocation of the license and/or assessment of administrative penalty;
 - (2) severity level II--violations that have, had, or may have an adverse impact on the health and safety of a client but less serious than level I and may result in suspension of the license and/or administrative penalty;
 - (3) severity level III--violations that have, had, or may have a minor health or safety significance or flagrant or repeated violations of the Act and/or board rules and may result in probated suspension of the license and/or assessment of administrative penalty;
 - (4) severity level IV--violations that have, had, or may have less than minor significance, but if left uncorrected, could lead to more serious circumstances and may result in a board issued reprimand and/or assessment of administrative penalty; and
 - (5) severity level V--violations that are minor infractions and may result in a warning or information letter.
- (f) Other Actions. The complaints committee or executive director, as appropriate, may also resolve pending complaints by issuance of formal advisory letters informing licensees of their duties under the Act or this chapter, and whether the conduct or omission complained of appears to violate such duties. Such advisory letters may be introduced as evidence in any subsequent disciplinary action involving acts or

omissions after receipt of the advisory letters. The complaints committee or executive director, as appropriate, may also issue informal reminders to licensees regarding compliance with minor licensing matters. The licensee is not entitled to a hearing on the matters set forth in formal advisory letters or informal reminders, but may submit a written response to be included with such letters in their licensing records.

Source Note: The provisions of this §741.199 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.200 – Licensing of Persons with Criminal Convictions

- (a) This section establishes guidelines and criteria for the eligibility of persons with criminal convictions to obtain and retain licenses issued by the board.
- (b) The executive director shall consider the criminal convictions of a licensee or applicant as possible grounds for disciplinary action or application denial and forward the matter to the complaints committee for review.
- (c) The board may suspend or revoke an existing license, disqualify a person from receiving a license, or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of a licensee. In considering whether a criminal conviction directly relates to the professions of speech-language pathology and audiology, the board shall consider:
- (1) the nature and seriousness of the crime;
 - (2) the relationship of the crime to the purposes for requiring a license to practice speech-language pathology and audiology;
 - (3) the extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved; and
 - (4) the relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of a license holder. In making this determination, the board will apply the criteria outlined in Texas Occupations Code, §53.023 (relating to Additional Factors.)
- (d) The following felonies and misdemeanors directly relate to the duties and responsibilities of a licensee:
- (1) the misdemeanor of knowingly or intentionally practicing speech-language pathology or audiology without a license;
 - (2) an offense involving moral turpitude;
 - (3) the misdemeanor of failing to report child abuse or neglect;
 - (4) a misdemeanor involving deceptive business practices;
 - (5) the offense of assault or sexual assault;
 - (6) the felony offense of insurance claim fraud;
 - (7) a misdemeanor and/or a felony offense under various titles of the Texas Penal Code:
 - (A) concerning Title 5 offenses against the person;
 - (B) concerning Title 7 offenses against property;
 - (C) concerning Title 8 offenses against public administration;
 - (D) concerning Title 9 offenses against public order and decency;

(E) concerning Title 10 offenses against public health, safety, and morals; and

(F) concerning Title 4 offenses of attempting or conspiring to commit any of the offenses in subparagraphs (A) - (E) of this paragraph; or

(8) any other misdemeanor or felony directly relating to the duties and responsibilities of a licensee.

(e) Procedures for disciplinary action or application denial against persons with criminal convictions.

(1) The board's executive director will give written notice to the person that the board intends to take disciplinary action or deny the application after a hearing in accordance with the provisions of the Administrative Procedure Act and the board's hearing procedures.

(2) If the board takes disciplinary action or denies an application under this section, the executive director will give the person written notice of the reasons for each board decision.

Source Note: The provisions of this §741.200 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective January 16, 2011, 36 TexReg 43

§741.201 – Suspension of License Relating to Child Support and Child Custody

(a) On receipt of a final court or attorney general's order suspending a license due to failure to pay child support or for failure to comply with the terms of a court order providing for the possession of or access to a child, the executive director shall immediately determine if the board has issued a license to the obligator named in the order, and, if a license has been issued:

(1) record the suspension of the license in the board's records;

(2) report the suspension as appropriate; and

(3) demand surrender of the suspended license.

(b) The board shall implement the terms of a final court or attorney general's order suspending a license without additional review or hearing. The board will provide notice as appropriate to the licensee and to others concerned with the license.

(c) The board may not modify, remand, reverse, vacate, or stay a court or attorney general's order suspending a license issued under the Family Code, Chapter 232, and may not review, vacate, or reconsider the terms of an order.

(d) A licensee who is the subject of a final court or attorney general's order suspending his or her license is not entitled to a refund for any fee paid to the board.

(e) If a suspension overlaps a license renewal period, an individual with a license suspended under this section shall comply with the normal renewal procedures in the Act and this chapter; however, the license will not be renewed until subsections (g) and (h) of this section are met.

(f) An individual who continues to engage in the practice of speech-language pathology or audiology or continues to hold himself out to the public as a license holder after the issuance of a court or attorney general's order suspending the license is liable for the same civil and criminal penalties provided for engaging in the prohibited activity without a license or while a license is suspended as any other license holder of the board.

- (g) On receipt of a court or attorney general's order vacating or staying an order suspending a license, the executive director shall promptly issue the suspended license to the individual if the individual is otherwise qualified for the license.
- (h) The individual shall pay a reinstatement fee in an amount equal to the renewal fee set out in §741.181(a)(4) of this title (relating to Schedule of Fees) prior to issuance of the license under subsection (g) of this section.

Source Note: The provisions of this §741.201 adopted to be effective March 22, 2006, 31 TexReg 2160; amended to be effective May 18, 2008, 33 TexReg 3742; amended to be effective January 16, 2011, 36 TexReg 43

§741.202 – Request for Criminal History Evaluation Letter

- (a) In accordance with Occupations Code, §53.102, a person may request the department to issue a criminal history evaluation letter regarding the person's eligibility for a license if the person:
- (1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license or is planning to take an examination for an initial license; and
 - (2) has reason to believe that the person is ineligible for the license due to a conviction or deferred adjudication for a felony or misdemeanor offense.
- (b) A person making a request for issuance of a criminal history evaluation letter shall submit the request on a form prescribed by the department, accompanied by the criminal history evaluation letter fee and the required supporting documentation, as described on the form. The request shall state the basis for the person's potential ineligibility.
- (c) The department has the same authority to investigate a request submitted under this subsection and the requestor's eligibility that the department has to investigate a person applying for a license.
- (d) If the department determines that a ground for ineligibility does not exist, the department shall notify the requestor in writing of the determination. The notice shall be issued not later than the 90th day after the date the department received the request form, the criminal history evaluation letter fee, and any supporting documentation as described in the request form.
- (e) If the department determines that the requestor is ineligible for a license, the department shall issue a letter setting out each basis for potential ineligibility and the department's determination as to eligibility. The letter shall be issued not later than the 90th day after the date the department received the request form, the criminal history evaluation letter fee, and any supporting documentation as described in the request form. In the absence of new evidence known to but not disclosed by the requestor or not reasonably available to the department at the time the letter is issued, the department's ruling on the request determines the requestor's eligibility with respect to the grounds for potential ineligibility set out in the letter.

Source Note: The provisions of this §741.202 adopted to be effective January 16, 2011, 36 TexReg 43

Subchapter O – Telehealth

§741.211 - Definitions

The following words and terms when used in this chapter shall have the indicated meanings unless the context clearly indicates otherwise.

- (1) Board--The Texas State Board of Examiners for Speech-Language Pathology and Audiology.
- (2) Client--A consumer of telehealth services.
- (3) Client/Patient Site--Location of the patient or client at the time the service is being furnished via telecommunications.
- (4) Consultant--Any professional who collaborates with a provider of telehealth services to provide services to clients.
- (5) Facilitator--Individual at the client site who facilitates the telehealth service delivery at the direction of the audiologist or speech language pathologist.
- (6) Provider--A speech-language pathologist or audiologist fully licensed by the board who provides telehealth services.
- (7) Provider Site--Site at which the speech-language pathologist or audiologist delivering the service is located at the time the service is provided via telecommunications.
- (8) Telehealth--The use of telecommunications and information technologies for the exchange of information from one site to another for the provision of speech-language pathology or audiology services to a client from a provider.
- (9) Telehealth Service--The application of telecommunication technology to deliver speech-language pathology and/or audiology services at a distance for assessment, intervention, and/or consultation.
- (10) Telepractice--The practice of telehealth.

Source Note: The provisions of this §741.211 adopted to be effective January 16, 2011, 36 TexReg 43

§741.212 – Service Delivery Models

- (a) Telehealth may be delivered in a variety of ways, including, but not limited to those set out in this section.
- (1) Store-and-forward model/electronic transmission is an asynchronous electronic transmission of stored clinical data from one location to another.
 - (2) Clinician interactive model is a synchronous, real time interaction between the provider and client or consultant that may occur via telecommunication links.
- (b) Self-monitoring/testing model refers to when the client or consultant receiving the services provides data to the provider without a facilitator present at the site of the client or consultant.
- (c) Live versus stored data refers to the actual data transmitted during the telepractice. Both live, real-time and stored clinical data may be included during the telepractice.

Source Note: The provisions of this §741.212 adopted to be effective January 16, 2011, 36 TexReg 43

§741.213 – Guidelines for the Use of Telehealth

- (a) A provider shall comply with the board's Code of Ethics and Scope of Practice requirements when providing telehealth services.
- (b) The scope, nature, and quality of services provided via telehealth are the same as that provided during in-person sessions by the provider.

- (c) The quality of electronic transmissions shall be equally appropriate for the provision of telehealth services as if those services were provided in person.
- (d) A provider shall only utilize technology which they are competent to use as part of their telehealth services.
- (e) Equipment used for telehealth services at the clinician site shall be maintained in appropriate operational status to provide appropriate quality of services.
- (f) Equipment used at the client/patient site at which the client or consultant is present shall be in appropriate working condition and deemed appropriate by the provider.
- (g) The initial contact between the provider and client shall be at the same physical location to assess the client's candidacy for telehealth, including behavioral, physical, and cognitive abilities to participate in services provided via telecommunications.
- (h) A provider shall be aware of the client or consultant level of comfort with the technology being used as part of the telehealth services and adjust their practice to maximize the client or consultant level of comfort.
- (i) When a provider collaborates with a consultant from another state in which the telepractice services are delivered, the consultant in the state in which the client receives services shall be the primary care provider for the client.
- (j) As pertaining to liability and malpractice issues, a provider shall be held to the same standards of practice as if the telehealth services were provided in person.
- (k) A provider shall be sensitive to cultural and linguistic variables that affect the identification, assessment, treatment, and management of the clients.
- (l) Upon request, a provider shall submit to the board data which evaluates effectiveness of services provided via telehealth including, but not limited to, outcome measures.
- (m) Telehealth providers shall comply with all laws, rules, and regulations governing the maintenance of client records, including client confidentiality requirements, regardless of the state where the records of any client within this state are maintained.
- (n) Notification of telehealth services should be provided to the client, the guardian, the caregiver, and the multi-disciplinary team, if appropriate. The notification shall include, but not be limited to: the right to refuse telehealth services, options for service delivery, and instructions on filing and resolving complaints.

Source Note: The provisions of this §741.213 adopted to be effective January 16, 2011, 36 TexReg 43

§741.214 – Limitations of Telehealth Services

Telehealth services may not be provided by correspondence only, e.g., mail, email, faxes, although they may be adjuncts to telepractice.

Source Note: The provisions of this §741.214 adopted to be effective January 16, 2011, 36 TexReg 43

§741.215 – Requirements of Personnel Providing Telehealth Services

- (a) A provider of telehealth services who practices in the State shall be licensed by the board.

- (b) A provider of telehealth services shall be competent in both the type of services provided and the methodology and equipment used to provide the service.

Source Note: The provisions of this §741.215 adopted to be effective January 16, 2011, 36 TexReg 43