

INTERN LICENSE – APPLICATION CHECKLIST – MUST USE CURRENT FORMS

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION / FORMS / FEES TO OBTAIN THE INTERN LICENSE: (The intern license is issued for a two-year period; however, the intern has 30-day after completing the internship to apply for full licensure.)

- ___ Application and fee
- ___ Proof of successfully completing the jurisprudence examination
- ___ **Original transcript** showing your masters or doctoral degree has been **conferred** and required course work, per §§741.62/741.82 (**cannot be faxed**) or
- ___ **Current, original transcript:** A current, original transcript from the institution that you are graduating from must be submitted with your application (even if the degree does not show that the masters or doctoral degree was conferred). Once the degree has been conferred, the original transcript showing that the masters or doctoral degree has been conferred must be sent before or when you upgrade to a full license after completing the Internship (**cannot be faxed**)
- ___ **Course Work and Clinical Experience For Speech-Language Pathology Intern Form**, completed and signed by university program director
- ___ **Speech-Language Pathology Intern Plan and Agreement of Supervision Form** from each supervisor

Individuals who possess a minimum of a masters degree with a major in communicative sciences or disorders from a program accredited by the American Speech-Language-Hearing Association must be licensed by the State Board of Examiners for Speech-Language Pathology and Audiology in order to pursue the supervised professional experience or internship in Texas. If the masters degree has not been officially conferred, the applicant must submit transcripts showing course work completed and an original letter signed by the program director stating the applicant met all requirements for the masters degree, including dissertation, thesis or comprehensive examination, and give the date the degree will be officially conferred.

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

Interns must meet requirements defined at 22 T.A.C., Chapter 741. Refer to §741.62, relating to Requirements for an Intern in Speech-Language Pathology License or §741.82, relating to Requirements for an Intern in Audiology License. The intern may not begin the internship until the Board office has issued the applicant a license. If the intern and/or supervisor do not follow the internship procedures, he or she shall be subject to disciplinary action. In addition, the intern shall be required to repeat the internship.

Effective March 1, 2012, all new applicants are required to submit fingerprints to the Texas Department of Public Safety (DPS). Go to <http://www.dshs.state.tx.us/speech/> and select the DPS/FBI Fingerprinting tab.

The intern in audiology may fit and dispense hearing instruments but only under supervision.

The intern may pursue the American Speech-Language-Hearing Association Clinical Fellowship Year (ASHA CFY) simultaneously; **HOWEVER, APPROVAL FROM ASHA TO BEGIN THE CFY IS NOT A LICENSE TO PRACTICE IN TEXAS.** The board may deny a license; impose probationary conditions or other actions as deemed appropriate to an individual who begins the ASHA CFY prior to receiving an intern license.

Once the 36 weeks of full-time professional supervised experience has been completed, the intern has **30-days to submit a new application, application fee, and required documentation** to upgrade to a full license in Texas under § 741.61 or §741.81. If the intern has not passed the Praxis examination, the intern may meet the requirements of §741.65 or §741.85. During this process, the intern must remain under supervision. Please understand that holding the ASHA CCC is NOT a license to practice in Texas.

FEES ARE NONREFUNDABLE. The application/initial license fee must be mailed with the application. **DO NOT SEND CASH.** APPLICATION MATERIALS RECEIVED WITHOUT THE APPLICATION FEE WILL NOT BE PROCESSED.

Make check payable to DSHS/Speech-Audiology Licensing Program. Mail your forms, documentation and fee to the following address:

To expedite the application processing, use the U.S. Post Office Express Mail and mail to:

Texas Department of State Health Services
Speech-Language Pathology and Audiology Program
Mail Code: MC2003
PO Box 149347
Austin, Texas 78714-9347

If you need to submit additional documentation after the application and fee have been submitted, please mail to:

Texas Department of State Health Services
Speech-Language Pathology and Audiology Program
Mail Code: MC1982
PO Box 149347
Austin, Texas 78714-9347

The processing of an application takes approximately 2 - 4 weeks.

All forms are located on the board's website: speech@dshs.state.tx.us