

# Getting Licensed & Registered and Practicing Speech-Language Pathology and Audiology in New York State

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## Introduction

This tutorial provides information on the laws, rules and regulations that govern the practice of speech-language pathologist or audiologist in New York State (NYS). You will also get useful information regarding the process to obtain your license and registration to practice.

This module consists of 14 sections.

For additional information, you should consult these key resources:

- *Speech-Language Pathology and Audiology Guide to Practice*
- *NYS License Application packet*
- *Information on Continuing Competency Requirements for SLPs and Audiologists in NYS*
- *Guidelines for Speech-Language Pathology and Audiology in NYS*
- "How to Reach Us"

The NYS Education Department Office of the Professions offers invaluable information at [www.op.nysed.gov](http://www.op.nysed.gov).

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## Section I: What is Licensure?

Your NYS license is what allows you to practice your profession in New York. It is an authorization without which you may not practice speech-language pathology or audiology, except under limited circumstances. In other words, it restricts who may practice your profession and limits it to only those people who have met a certain standard.

Licensure is not a right; it is a privilege. A license is issued to a professional who has met all the entry-level standards delineated in law and regulation. A license is not a guarantee of professionalism or of competency. Those are the qualities that you must bring with you to the job. A license is a document that says that you have met the education, experience and examination standard to begin your career in speech-language pathology or audiology.

Licensure carries responsibilities. You must practice within the law and regulations of New York. You must know the areas in which you are competent, the areas in which you are developing competency, and the areas in which you are not competent, and you must practice accordingly. Supervision and peer conferencing are important tools to developing competence and confidence. A commitment to professional learning throughout your career is essential to your practice.

## Section II: How to Obtain your NYS license

In order to practice audiology or speech-language pathology in New York, you need a NYS license and registration. Licensure is based on meeting an education, experience and examination requirement defined in law and regulation. Education Law permits a person who is obtaining the nine months of experience required for licensure to provide speech or audiology services, under supervision.

### To obtain your license, you must:

- obtain a license application packet; and
- complete Form 1 of the Application packet completely; answer all questions; make sure to include the city where your graduate school is located on page 2.
- mail Form 1 with the licensing fee to the address on the form
- have your graduate program complete and mail in Form 2 to the State Education Department (SED)
- Complete Form 4A with your supervisor and send it to SED
- Once your 9 months of experience are complete, have your supervisor complete and mail Form 4B to SED; It must be mailed in an official agency/institution/school envelope.
- have Educational Testing Service (ETS) send your PRAXIS score (600 is passing) to SED

### When should you send in your application?

Send in your Form 1 **six weeks** before you complete **all the degree requirements** of your program. Mail Form 4A as soon as you have located a position where you will fulfill your 9-month experience requirement. There is no need to wait until you have received your degree.

### How long does it take to get a license?

It generally takes about 8 weeks for a license to be processed once all needed information has been received.

It is YOUR responsibility to make sure that the State Education Department has received all your documentation. You can check on the status of your application by calling the [State Board](#) office at (518) 474-3817 x100. The secretary can look up your file and tell you which documents have been received and which have not. Wait at least three weeks after you mailed your application to call.

### Here's what is done with your application paperwork:

Sometimes it helps to understand what is going on behind the scenes to understand why things take as long as they do.

When you mail your application and fee, they are received in a large mailroom. Thousands of pieces of mail daily are sorted and sent to the right office. It may take a few days for your application to move from the mailroom to the Registration Unit.

In the [Registration Unit](#), a clerk creates a file for you on the SED database. The clerk types in all the information that you have entered. Your check is sent to the bank. At this moment (August 2004) SED licenses 44 different professions. All of the applications need to be processed by the same unit of ten people. If you are applying for a license in May or June, you will experience longer delays than if you are applying in March. Keep that in mind. Applications are processed in the order in which they are received. The Processing unit will not make an exception for you.

Your application will have to wait its turn. That is why it is so important that you mail it in 6 weeks before you complete your graduate program's graduation requirements.

Once your application has been processed, the actual papers are put in a file and sent to the [Speech Processing Unit](#). Now that you have a file, every time that SED receives a piece of information, it will be entered into the database and physically put into your file. It is then sent to the Speech Processing Unit, the unit that houses your file until action needs to be taken on it.

Once the Form 1, fee and Form 4A have been received, the Processing Unit sends your file to the Speech/Audiology Board office for approval of your nine months required experience. The Board office will issue Form 6 and return your file to the Processing Unit. Once the last piece of needed documentation is received, the Processing Unit again sends your file to the Speech/Audiology Board office for final approval. Once approved in the Board office, it is sent back to the Processing Unit where a license number is issued. You can check to see if you have been licensed by checking the SED website at: <http://www.op.nysed.gov/opsearches.htm> The site is updated every night.

### Section III – Nine Month Experience Requirement

Education Law requires that you complete nine full months of supervised experience before you can get your New York State license. There are certain rules that govern your experience requirement.

Your supervisor: Your supervisor must be licensed and hold current NYS registration. If a candidate for licensure works under the supervision of a person who is not eligible to supervise for the purpose of licensure, s/he must then repeat the nine months under an appropriately credentialed professional. Make sure that your supervisor qualifies. There are two circumstances in which your supervisor does not need to be NYS licensed and registered:

1. If you are employed in a school, your supervisor is not required to hold a NYS license. If this is the case, your supervisor must hold the ASHA CCC.
2. If you are completing your experience requirement outside of NYS, your supervisor must hold the ASHA CCC.

Counting the months: New York does not count weeks; New York counts months. Make sure that you work nine full months. September 1 through June 1 is an example of nine full months.

Number of employers: You are only allowed to have two employers during the period of your experience requirement. If you start working with one employer and then change jobs, you cannot change jobs again. SED will only accept two employers.

Number of supervisors: While you can control the number of employers that you have, you cannot always control the number of supervisors. The ideal employment situation is one where you have a supervisor who works with you for the full nine months and tracks your professional growth. However, if your employer changes your supervisor during your experience period, you will not be jeopardized. For each supervisor that you have, make sure that you have mailed a Form 4A to SED and that, at the end of the supervised period, your supervisor mails Form 4B to SED. In other words, for every Form 4A there needs to be a corresponding Form 4B.

Full-time and part-time: You are considered to work full-time if you work at least 30 hours per week. Whether you are working full-time or part-time, you have 24 months to complete the equivalent of nine months. This is not 24 months from time of graduation; it is 24 months from the time that you began your supervised experience. There are special rules for part-time work:

1. You must work at least 15 hours per week for any employer. You cannot work less than 15 hours per week for any employer while you are completing your experience requirement.
2. For your part-time work to be counted toward your NYS experience requirement, you must complete at least 6 months of employment with your employer. If you complete only 4 months, for example, you will receive NO credit for that segment of your work.
3. You cannot work full-time for one employer and less than 15 hours per week for another employer. Under NO circumstances before you are licensed may you accept work as a speech-language pathologist or audiologist working less than 15 hours per week for any employer.

Paperwork: There are two NYS forms that must be completed and returned to SED for you to get credit for your supervised experience. The first is Form 4A. Form 4A is the supervisory plan on which you and your supervisor agree on the number of hours you will be working, the number of hours of supervision you will receive and the location where you will be working. The owner of the company where you are employed must also sign this form where you will be working. The second form is 4B. Form 4B must be completed and mailed by your supervisor. This form tells SED that you have met the requirement satisfactorily. It must be mailed in an official envelope BY YOUR SUPERVISOR with an appropriate return address.

What is Form 6? Form 6 is a preauthorization of your 9-month supervised experience. Many employers want to have Form 6 on file as proof that the candidate is officially completing the 9 months of supervised experience. You will receive Form 6 from the Board office once they have received:

- Form 1 -- Application for Licensure and First Registration
- Form 2 -- Certification of Professional Education
- Form 4A -- Identification of Supervisor and Setting
- Your fee

If you want to receive Form 6 at the start of your 9 months of supervised experience, you must mail in your Form 1 and fee at least six weeks before you complete all the degree requirements. You should send in Form 4A as soon as you have located an employer.

Supervision: The nine months supervised experience that you complete as a requirement for licensure is a formal part of your training. Make it count! During your first nine months of practice you should be gaining knowledge and skills that will make you a more competent and confident clinician. The role of your supervisor is critical to this process. When you are interviewing for a position, make sure that you will have a supervisor who will support your professional growth. Ask questions:

- Who will be my supervisor?
- How many hours per week will my supervisor spend with me?
- How much time will my supervisor spend observing my evaluation and treatment?
- Will my supervisor co-treat with me some of the time?
- Will my supervisor be available to me if I have questions?

Not all supervisors will take their responsibilities as seriously as others. Make sure that you have a supervisor who will mentor you so that afterwards, you are comfortable working independently.

ASK QUESTIONS! A good professional is one who recognizes what s/he knows and knows what s/he doesn't know. It is essential to be able to ask for assistance when you need it. You will never know everything. Your colleagues are resources for you, just as you will be a resource for new clinicians in the future.

Now, using the materials that you received from your program, answer the following questions:

1. When should you mail in your application for licensure?
2. Is the CFY the exact same as the New York State experience requirement?
3. When are you allowed to begin your New York State experience requirement?

4. When should Form 4A be mailed in to SED?
5. What is the passing PRAXIS score?
6. What is the process for getting a New York State license?
7. Can you complete your New York State experience requirement in another state?
8. If you complete your New York State experience requirement in a school setting, what credentials does your supervisor need to have?
9. How many (maximum number) employers are you allowed to have while you are completing your New York State experience requirement?
10. How many supervisors may you have while completing your New York State experience requirement?
11. What are the rules for completion of New York State experience on a part-time basis?
12. Can you provide early intervention speech services part-time while you are completing your New York State experience requirement?

## Section IV – Licensure, Registration, License Verification

**NYS Registration:** When you practice speech-language pathology or audiology in New York, you must be both licensed in New York and also NYS registered. When you receive your license parchment, you will also receive your NYS registration. Your license has no expiration date, however your registration is generally valid for three years ending in the month of your birthday. Three to four months before your registration is due to expire, you will be sent an application to renew your registration. You must complete the form and send it back with your triennial registration fee. If your address changes, you must notify the Education Department. If you do not, you will not receive your renewal materials, and this could result in a lapse of your registration. If you practice your profession without a current registration, you can be charged with unprofessional conduct. See below for change of address directions.

In NYS, you are licensed for life, unless the Regents revoke or suspend your license. However, both a license and current registration are required for practice. If you move outside of New York, or if you decide to stop practicing your profession in New York, you do not need to be NYS registered. You may put your license on INACTIVE status. If you decide to resume practice in New York, you must contact the State Education Department to get a registration form. You may not practice in NYS before you are re-registered.

**Getting NYS License Verification for practice in another state:** If you move from NYS to another state, you will probably be asked to get a letter of good standing from New York. Contact the Verifications Unit at (518) 474-3817 x390 to get current information on that procedure and fee.

**Change of Address:** You are required to notify the Education Department every time that your address changes. Use the Change of Address Form that is located in the Speech-language Pathology and Audiology Guide to Practice or call the Registration Unit at (518) 474-3717 x410.

## Section V – Different organizations/different objectives

In order to get what you need, it is important for you to understand the roles that different organizations play.

**The New York State Education Department Office of the Professions** issues your New York State license and NYS registration.

**The Board of Regents** is the governing body of the NYS Education Department. The Board of Regents makes the regulations that enforce laws that are passed by the State Legislature.

**The State Board for Speech-language Pathology and Audiology** is an advisory body made up of audiologists, speech-language pathologists and consumers of speech-language pathology and audiology services. They are part of the State Education Department and they advise the Education Department and the Board of Regents on matters related to licensure, practice and discipline. Their role is one of public protection. The State Board is not there to protect your interests. They are there to help the Regents set good public policy, policy that will foster good care for New Yorkers.

**AAA** and **ASHA** are your national accrediting bodies and your professional associations. They represent you in a variety of venues. They have lobbying activities that promote your professional and economic interests. They offer a vast array of educational programs that can be used toward meeting New York's continuing competency requirement. They run an annual conference. You are not required to maintain your national certification to practice in NYS, but the State Board strongly advises it because employers may require it in addition to licensure.

**NYSSLHA** is your state professional association. This organization represents you locally. When new laws or regulations are proposed that would affect your practice, they submit comments on your behalf. NYSSLHA holds a state conference every year where you can take courses that will satisfy New York's continuing competency requirement.

So, if you want to know whether you are allowed to perform a particular evaluation and/or treatment intervention in New York, you should call the State Board Office. If you want to know about the profession's Code of Ethics, you should call ASHA. If you want more information on the continuing Education program for national certification, ASHA has the answers. If you want information on New York's continuing competency requirements, you should contact the State Board office. If you want to explore continuing education opportunities within New York State, you should start with NYSSLHA. ASHA may also have information. The key is to know who to call.

## Section VI – NYS Laws, rules and regulations

As a speech-language pathologist or audiologist, you need to understand the laws, rules and regulations that govern your practice in NYS. You also need to know that, from time to time, these rules change. For this reason, it is important to update your understanding of the rules periodically.

**What is a law?:** Laws directly concerning speech-language pathology and audiology are contained in Education Law. The State Legislature passes laws. The State Legislature is composed of the State Assembly and the State Senate. A bill must pass both Houses of the Legislature before it can go to the Governor for signature. Once both Houses pass it, the Governor can sign it, veto it, or do neither, in which case it becomes a “pocket veto.” The law concerning your profession is general in nature, and its implementation is left to the State Education Department. Once a bill becomes law, the Education Department will develop regulations for its implementation.

**What are regulations?** In the fields of speech-language pathology and audiology, the Board of Regents passes regulations. The Board of Regents is composed of 16 individuals representing the 12 judicial districts in New York; additionally there are four Regents. The Regents are elected by the Legislature, and they govern the State Education Department. The Board of Regents is the body that passes all regulations of the Education Department. While they have broad authority, they do not have the authority to pass or change laws.

**What are rules?** The Rules of the Board of Regents are part of the Commissioner’s Regulations. Like all regulations, these get passed by the Board of Regents.

These are the specific laws, rules and regulations that you need to be familiar with when you are practicing speech-language pathology or audiology in New York State.

Article 159 of Education Law – contains the scope of practice for both speech-language pathology and audiology, requirements for a NYS license, exemptions for licensure, special situations. Read it at <http://assembly.state.ny.us/leg/?cl=30&a=148>

Article 130, Subarticle 3 of Education Law – contains the definition of Professional Misconduct. Read it at <http://assembly.state.ny.us/leg/?cl=30&a=123>

Part 29 of Regents Rules – contains the definition of Unprofessional Conduct. Part 29.1 applies to all licensees. Part 29.2 applies to licensees in the health care professions. The Board recommends that you read the definition of Unprofessional Conduct at least once a year. You can find them at <http://www.op.nysed.gov/part29.htm>

Part 75 of the Commissioner’s Regulations – contains specific requirements for licensure, clarification on exemptions and a clarification of the scope of practice. You can find them at <http://www.op.nysed.gov/part75.htm>

It is your responsibility to understand the laws that govern your practice. Ignorance of the law is not an excuse. Loss of your license is a possible consequence of violating the laws and rules that govern your practice.

Go to the sections referenced above and read the audiology and/or speech-language pathology scope of practice, the definition of professional misconduct and the definition of Unprofessional Conduct. Then answer the questions below.

1. What is the difference between professional misconduct and unprofessional conduct?
2. Define scope of practice
3. Who defines your New York State scope of practice?
4. Give three examples of people who are authorized to practice speech-language pathology or audiology without a NYS license.

## VII - Credentials

One of the biggest issues in speech-language pathology involves credentials. This is because there is an exemption in Education Law that allows a teacher of the speech and hearing handicapped to provide speech and language services as employees in schools without holding a New York State license.

This section will explain the law.

Teachers of the speech and hearing handicapped are exempt from licensure as a speech language pathologist when a school or preschool employs them. "Employment" is not synonymous with "contracting." Employment means that the individual receives a W-2 Form at the end of the year, that the school withholds taxes, and that the school pays part of the Social Security tax.

A teacher of the speech and hearing handicapped cannot "contract" with a school or preschool or agency to provide speech and language services. Independent contractors receive a Form 1099 at the end of the year.

If you are employed by a school, you do not need a NYS license as a speech-language pathologist to provide services in that school. You DO need a teaching certificate to provide those services.

If you are employed by a health care setting, a private practice or an agency, you MUST hold a NYS license as a speech-language pathologist (or be working on meeting the experience requirement).

If you CONTRACT to provide speech services with a school or preschool or agency, then you MUST hold BOTH a teaching certificate and a NYS license as a speech-language pathologist.

The State Board for Speech-Language Pathology only deals with licensure.

The Office of Teaching Initiatives only deals with teacher certification.

Both offices are part of the State Education Department, but they do not share files. You must contact the appropriate office to get your questions answered.

For more information, go to: <http://www.op.nysed.gov/speechsettings.htm> and <http://www.highered.nysed.gov/tcert/>

If you are employed (same definition as above) by a city, county, state or federal government agency, you are also exempt from NYS licensure as a speech-language pathologist or audiologist. However, many government agencies choose to hire only NYS licensed and registered professionals.

Credentials is also a big issue for audiology. This is because General Business Law requires that all business and individuals that dispense hearing aids hold registration with the Department of State as a hearing aid dispenser. Audiologists who dispense hearing aids must obtain registration with the Department of State. Information is available at:

<http://www.dos.state.ny.us/lcns/hearaid.htm> Hearing aid dispensers who are licensed audiologists may meet the hearing aid dispenser continuing education requirement by meeting their NYS

continuing competency requirement. For more information, go to:  
<http://www.op.nysed.gov/speechcefaq.htm#had>

Now, using the materials that your program gave you, answer the following questions.

1. What credential do you need in order to provide services off an IEP?
2. How long is your license valid?
3. If you change your address, what are you required to do (with regard to your license)?
4. What is the New York State registration certificate?
5. When can a TSHH contract to provide speech services?
6. Can a TSHH provide related speech services as an employee of an agency?
7. How is ASHA certification different from New York State licensure?
8. Who should you call if you need information on teacher certification?
9. Who should you contact if you need information on hearing aid dispenser registration?

## Section VIII: Competency

New York does not license competency. Professionals are licensed based on having met certain entry-level requirements. When you graduate from your speech-language pathology or audiology program, you know a little about a lot of different areas of your profession. Over the years that you practice, you will develop competencies in certain areas and become less competent in others. Competency isn't about a diploma or a certificate. Rather, it's about having proven skills and expertise which are based on a firm knowledge base. Competency develops over time. Its components are the theoretical and cognitive underpinnings of the intervention; the practical application of the intervention under supervision; and sufficient supervised experience to gain the expertise to perform the intervention independently.

A license doesn't assure competency. There will always be areas within your profession in which you are not competent, and, those areas may change over time. It is your responsibility to recognize where you are competent and where you are not. It is also your responsibility to ask for guidance or assistance when you are not sure how to proceed next. The best of clinicians is someone who knows his/her limits and knows when to ask for help.

New York requires that you obtain 30 "continuing competency hours" every three-year registration cycle. Read the information on the Mandatory Continuing Competency requirements at: <http://www.op.nysed.gov/speechce.htm> and answer the following questions.

1. How many continuing competency hours must you earn every 3 years in New York State?
2. What is the difference between independent study and self-study?
3. Name 2 ways you can receive continuing competency credits without spending any money?
4. Are all continuing education seminars counted as eligible for continuing competency credit in New York State?
5. What is an approved sponsor?
6. How do you know whether an entity is an approved sponsor?
7. What is the log of learning activities?
8. Does supervision of a candidate for licensure qualify as mentoring?
9. What are your options if you do not complete the 30 continuing competency hours during your 3-year registration cycle?
10. Do you send in your continuing competency documentation every 3 years when you re-register?
11. Does in-service training count towards New York State's continuing competency requirement?

12. Is the ASHA log sufficient documentation if your name is selected for an audit?
13. How long must you maintain your continuing competency records?
14. What is the difference between “professional” and “related” topics for continuing competency?
15. How many “professional” continuing competency hours are required every three years?

## Section IX – Practice issues for speech-language pathology and audiology

Certain areas within the professions of speech-language pathology and audiology generate more questions than others. This section is meant to address some of the most frequently asked questions received by the Board office.

In 2004, the State Board developed a set of practice guidelines to assist licensees in their understanding of the laws and regulations that govern their practice in New York State. The Guidelines also address issues such as conflict of interest, informed consent, considerations for clients with autism spectrum disorders, and using the title “doctor.” Read these Guidelines at <http://www.op.nysed.gov/speechpracticeguide.htm> and then answer the questions below.

1. With whom may you share patient records?
2. How long must you maintain patient records?
3. What is informed consent?
4. What are the responsibilities of a professional who is supervising the NYS nine months of supervised experience?
5. What is the difference between scope of practice and scope of competence?
6. What are some of the considerations to take into account when providing services to an individual whose native language is not English?
7. When may you use the title “doctor?”
8. Are you allowed to delegate personal responsibilities to a “speech aide” in New York State?
9. What does “conflict of interest” mean? Give three examples.
10. What are some of the considerations in providing services to clients who may have autism spectrum disorders?

## Section X: The Disciplinary Process

The disciplinary process is outlined in Education Law. This section will summarize what happens when a complaint against a licensed professional is received by the Education Department.

There are over 600,000 licensees in 44 professions in New York State. The Office of Professional Discipline, part of the Office of the Professions, receives in excess of 6000 complaints against licensees each year. Education Law requires that all complaints be investigated, even anonymous complaints.

The Office of Professional Discipline has two branches: the Office of Investigations and the Office of Prosecutions. When the Department receives a complaint, an investigator is assigned the case. This investigator gathers information and then has a conversation with a prosecutor and a Board member to determine whether the case has merit. The three-way conversation leads to a decision as to whether the professional will be charged. The Department does not have jurisdiction over billing disputes, and these cases are dropped, unless they involve fraud.

If the three-person group decides that professional misconduct or unprofessional conduct has occurred, they will specify the actual violation and will attempt to arrive at a consent agreement with the professional being charged (the respondent). A consent agreement is a statement of the charge and penalty to which the Office of Prosecutions, the State Board member involved and the respondent agree. Once a consent agreement is signed, it still needs to proceed through a number of steps that end up with a decision by the Board of Regents. Once the Board of Regents takes action, the consent agreement is final.

If the respondent does not agree to the terms of the consent agreement, the next step in the disciplinary process is an Informal Settlement Conference. The Informal Settlement Conference involves a State Board member, the respondent (and his attorney, if he so chooses) and a mediator. The parties have a face-to-face meeting to discuss what happened that led up to the charges. The purpose of the Informal Settlement Conference is to gather additional information, to bring out any extenuating circumstances and for the respondent to talk to a peer about what occurred. The outcome of the Informal Settlement Conference can be one of three things:

- the charges may be dismissed
- a consent agreement may be reached
- the case may be sent to hearing

If the case is sent to hearing, three State Board members, one of whom is a Public (consumer) member will be selected to hear the case. The State Board member who was involved in the initial screening and/or Informal Settlement Conference may not be part of the hearing panel. A hearing date is set and the panel, with the assistance of an impartial hearing officer, hears the information presented by the prosecutors and the defense. The hearing panel is charged with making a decision concerning the guilt or innocence of the respondent and, if guilty, of making a recommendation for the penalty. The decision of the panel is not final. It is a recommendation to the Board of Regents, who considers each case and make a final determination.

Once an individual has been found guilty by the Board of Regents, the findings become a matter of public record, and the disciplinary action is posted on the Office of the Professions website.

Penalties: There is a Broad range of penalties that can be imposed by the Board of Regents. They range in severity from an administrative warning to revocation of the license. The Regents may also impose up to a \$20,000 fine for each violation.

Now, using the materials provided by your program, please answer the following questions:

#### Discipline

1. How does getting a DWI affect your New York State license?
2. How long must you maintain patient records?
3. What does “scope of practice” mean?
4. What are “Regents Rules”?
5. Are you required to report unprofessional conduct if you see it?
6. If a patient requests a copy of their records, can you charge them for that service?
7. Can you disclose details of a client’s treatment to that client’s spouse?
8. How do the rules on infection control affect professionals in your profession? Give examples.
9. When do you need to wear a name badge and what information must it include?
10. If you hold a Ph.D. in English, may you call yourself “doctor” on your business card?
11. Are you authorized to practice all aspects of your profession, as defined in your scope of practice?
12. If a person you are supervising is found guilty of professional misconduct, can you be brought up on charges?
13. How much supervision is necessary when supervising a candidate for licensure?
14. Are you allowed to supervise an aide?
15. If something is allowed within ASHA’s scope of practice but not in New York’s scope of practice, may you do it in New York State?

## **Section XI: The Role of the State Board for Speech-language Pathology and Audiology**

By statute, the State Board for Speech-language Pathology and Audiology is composed of a minimum of three audiologists, four speech-language pathologists and one public member. The purpose of the State Board is to advise the Education Department and the Board of Regents on matters related to licensure, practice and discipline in your profession. The State Board is part of the State Education Department. It is not an independent entity. Additionally, the Board is not a policy-making body. The State Board for Speech-language Pathology and Audiology acts in an advisory capacity. The Board neither issues nor revokes licenses.

It is important to recognize that the purpose of the Board is to provide professional expertise to the Education Department and the Board of Regents. The Board is not your professional association. It does not represent your interests. Its focus is on consumer protection.

The Board meets five times each year to discuss policy matters ranging from scope of practice to ways to assure the highest level of professional care to standards for licensure to discussions of problems affecting the practice of audiology and speech-language pathology in New York. Board meetings are open to the public and meeting agendas are published on the Office of the Professions website.

The Board of Regents appoints board members for five-year terms. A Board member may be reappointed once. Board members are experienced professionals. They may be nominated by their professional association, by fellow professionals or by themselves.

## Section XII: Responsibilities of Licensees

Individuals licensed by the Board of Regents are responsible for practicing within their lawful scope of practice and within their personal scope of competency. Regardless of whether an evaluation or treatment falls within your scope of practice, you may not provide such intervention unless you are **competent** to do so. You must maintain an active NYS registration while you are practicing your profession in New York State.

Licensees need to understand the laws, rules and regulations that govern their practice. Since these may change over time, it is important to review the current rules annually. Fortunately, they are conveniently located on the Office of the Professions website: [www.op.nysed.gov](http://www.op.nysed.gov).

Licensees must practice their profession responsibly and ethically. Knowing your limits and asking for help when it is appropriate are important aspects of being a professional. Equally important is maintaining your professional competence. Professions evolve over time, and yours is no exception. Professionals have an obligation to stay up-to-date in their field. Attendance at conferences, participation in professional study groups and other means of professional learning is essential.

Licensees must notify the State Education Department every time that they move. This ensures that you will receive your registration renewal papers in a timely way.

### Section XIII: Resources

The Office of the Professions web pages provides valuable information for licensure applicants and for licensees. The page devoted to speech-language pathology and audiology provides access to the law and regulations governing those professions in New York State. This includes the requirements for licensure and regulations governing the practice of these professions. This page also includes statistics on the geographic distribution of audiologists and speech-language pathologists in New York. You can also download license application forms from this page. Go to <http://www.op.nysed.gov/speechforms.htm>

The Office of the Professions web pages also allow you to check to see whether you are licensed yet. Every day the web page is updated with the names of the people that have been licensed that day. Go to: <http://www.op.nysed.gov/opsearches.htm>

You may wish to check to see if a professional you know has been disciplined by the Board of Regents. This information is a matter of public record. When the Regents find a professional guilty of unprofessional conduct, this information is posted on the OP web page. You can find this information at: <http://www.op.nysed.gov/rasearch.htm>

The Guide to Practice is a very useful booklet that is published by the Education Department. This booklet contains not only the laws, rules and regulations that govern your practice, but also frequently asked questions, information on corporate practice and other handy information. You can request a copy of the Guide to Practice by contacting the OP Customer Service Desk by e-mail at [op4info@mail.nysed.gov](mailto:op4info@mail.nysed.gov).

## Section XIV: Who to Contact

As a student or new graduate, you may have questions related to getting licensed in New York. If you have questions about the licensing process or about whether the Education Department has received all of your forms and other documentation, you should contact the Office of the **State Board for Speech-language Pathology and Audiology**. The Board office is located in Albany, and the phone number is (518) 474-3817 x100.

If you have questions about your current registration, you will need to talk to someone in the **Registration Unit** of the Office of the Professions. That phone number is: (518) 474-3817 x410

As a licensee, you may have questions about the law or regulations, scope of practice, ethics, supervision, continuing competency or other professional issues. These questions should be addressed to the **Board office**. You may reach the office by phone (518) 474-3817 x100 or by e-mail at [speech@mail.nysed.gov](mailto:speech@mail.nysed.gov). If you wish, you may also send the Board office a fax at (518) 486-4846 or use snail mail. The address is:

State Board for SLP&A  
Education Building  
89 Washington Avenue – 2W  
Albany, NY 12234

Questions regarding insurance reimbursement will not be answered by the Education Department, since reimbursement does not fall within that agency's purview. You may want to address your questions to your professional association, such as the **New York State Speech Language Hearing Association**. That number is (518) 462-3717. They also maintain a website at: [www.nysslha.org](http://www.nysslha.org).

If you wish to report unprofessional conduct or illegal practice, you should contact the **Office of the Professions, Office of Professional Discipline (OPD)**. They have a toll free number: (800) 442-8106. They can also be reached by e-mail at [conduct@mail.nysed.gov](mailto:conduct@mail.nysed.gov).

Questions regarding National Certification should be addressed to **ASHA** and **ABA**. You can reach ASHA at (800) 498-2071. They also maintain a website at [www.asha.org](http://www.asha.org).

Keep a copy of the Office of the Professions Guide to Practice handy. It contains useful phone numbers and e-mail addresses, as well as lots of information specific to the practice of your professions. In addition, periodically check the Office of the Professions Speech and Audiology web page to see if anything is new in your profession.