

Vermont Department of Education



Vermont Department of Education
Office of Educator Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

Speech Language Pathologist

Audiologist

Licensing Application

Instructions



Vermont Department of Education
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120 State Street
Montpelier, VT 05620-2501

Email questions to licensinginfo@education.state.vt.us

Thank you for inquiring about speech language pathology and/or audiologist licensing in Vermont. These instructions are designed to make the application process clear, efficient, and thorough.

Our approach to the licensing process is one of co-responsibility. You are asked to submit a complete application and related documents. We will act on it promptly and with care. Your close attention to what follows will help ensure that the process works well and is completed within a reasonable time.

Please read all of the information in this packet. It contains important information to guide you through the licensing process. Contact us if you have questions about the application process.

We look forward to working with you. Please contact us if we can be of further assistance.

Sincerely,

*The Office of Educator Licensing and Professional Standards
Vermont Department of Education*

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120 State Street
Montpelier, VT 05620-2501

Dear Educator:

Thank you for contacting the Office of Educator Licensing. We hope you find the enclosed information useful.

Our approach to the licensing process is one of **co-responsibility**. You are asked to submit complete information in a timely fashion. We will act on it promptly and with care. Your close attention to what follows will help ensure that the process works well and is completed within a reasonable time.

Please keep this information in mind as you continue through your process with our office.

- **The Initial Phase** of all licensing processes (including initial licensure, renewal, and reinstatement of a license) **has a processing time of 8-10 weeks**. The Initial Phase begins within a few days after we receive your application packet. Your packet is date stamped with the date of receipt, logged onto the computer and placed in a queue to be reviewed by a trained Licensing Specialist. All reviews are conducted according to the date the request is received. The length of the processing time is determined by the number of requests we receive at that time.

If your application is received and you have not submitted ALL required forms and fees, the application will be returned to you in its original packaging. Dates on all forms, including dates on checks, must be within 30 days of receipt in the Licensing Office to comply with Vermont tax and child support laws.

VERY IMPORTANT

Licensing staff will not give you a status check on your process nor make a determination over the phone during the Initial Phase. Please submit the self-addressed and stamped post card provided in this packet so you will receive notification that the Licensing Office has received your application.

- **The Second Phase** begins when your file progresses to the front of the queue and is reviewed by a Licensing Specialist. At this point the Licensing Specialist will notify you in writing. This form of communication is called a “Determination Letter” and will outline the next steps in your licensing process. The Licensing Office will not inform you of licensing decisions by phone.
- **The Third Phase** continues as you make progress on the “next steps”, if any, outlined in your Determination Letter. You will receive a new determination letter each time you complete another requirement. The length of time it takes to move from the third phase to being issued a license depends upon the information **you** supply the Licensing Office.
- **Your license will be printed 10-14 days after you complete Phase Three.**

Contacting the Licensing Office:

E-mail licensinginfo@education.state.vt.us

Write to: **Office of Educator Licensing and
Professional Standards
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501**

Request an application or information

Licensing Help Line
Telephone: 802-828-2445
Fax: 802-828-5107
*Monday through Friday
8:00 AM – 4:15 PM*

Information about Vermont educator jobs

www.schoolspring.com

For salary information

www.vtnea.org

Types of Licenses and Fees

- SLP/Audiologist license is issued for 3 years. The fee for this license is \$140.00.
- SLP/Audiologist license renewal fee is \$ 105.00.
- New SLP graduates who have not yet completed the Clinical Fellowship Year for their ASHA-CCCs can be issued a **special two-year license**. The fee is \$ 105.00
NOTE: This license cannot be renewed
- **Duplicate Copy of a Vermont license \$10.00**
Requests for a copy of an issued license must be made in writing. There is a \$10.00 replacement fee.

**It is your responsibility to notify the
Office of Educator Licensing
of any name and address changes.**

**Renewal information will be sent to the
last address on file in the Licensing
Office.**



IMPORTANT

The top reason why applications are returned!



Sending a complete application is required.

INCOMPLETE APPLICATIONS WILL BE RETURNED

If we return an incomplete application, we will only retain a copy of our letter to you indicating what you need to do to complete the application. When reapplying, all forms must be resubmitted and new requirements, if any, must be met.



Applications are kept on file for six months.

**ALL REQUIREMENTS MUST BE COMPLETED WITHIN SIX MONTHS OF THE
DATE OF APPLICATION.**

Incomplete applications will be returned.

All items must be enclosed.

APPLICATION PACKET CHECKLIST

- APPLICATION FOR VERMONT SPEECH LANGUAGE PATHOLOGIST/AUDIOLOGIST LICENSE.** *Completed and signed.*
- Self-stamped return orange postcard:** Optional but recommended. (You will not receive notification that your application has been received if you do not return this card or a self addressed envelope with postage).
- OATH** (*notarized*)
- CURRENT RESUME**
- COMPLETED PINK Child Support, Tax and UCC Statement**
You must sign the statement regardless of whether or not you have children, pay taxes in Vermont or were an employer
- CHECK OR MONEY ORDER FOR \$ 140.00** (Application and licensing fee) made out to the Vermont DOE - Licensing Office
- COPY OF TEST SCORES FOR REQUIRED PRAXIS I and/or Praxis II TESTS, if required.**
You must complete all testing prior to application. See the testing information section of these directions.
- OFFICIAL TRANSCRIPTS.**
Contact your college or university for official transcripts in sealed envelopes. Do not open these transcripts at home. Application packets received with open transcript envelopes will be returned to the applicant.
Include transcripts from all colleges you have attended.
- Copy of pertinent professional license(s).**
- CRIMINAL RECORD CHECK REQUIREMENTS: You must complete either Process # 1 or # 2**
 - Process # 1 (If you have not had a Vermont Educational Criminal Record Check)**
 - Complete the **REQUEST FOR CRIMINAL RECORD CHECK FORM** (*Notarized*)
 - Complete the **FINGERPRINT AUTHORIZATION CERTIFICATE FORM**
 - Check or money order for \$19.25** payable to the VT Department of Public Safety
We will validate the “Fingerprint Authorization Certificate” and return it to you. You must bring the certificate with you when you have your fingerprints taken
 - or**
 - Process # 2 (If you have had a Vermont Educational Criminal Record Check)**

Please read the instructions on the **Authorization** form carefully to see if you qualify.

 - Complete the **AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION FORM** if you have been fingerprinted in Vermont for employment in a school in the past. This form must be sent to the Vermont supervisory union where your criminal record check was completed.
 - You **MUST** enclose a copy of this completed form with your application packet.

FINGERPRINTING AND CRIMINAL RECORD CHECK REQUIREMENT

All applicants for a Vermont speech language pathologist or audiologist license must complete a criminal record check via fingerprinting.

Why do I have to be fingerprinted?

It's the law.

In order to help prevent the victimization of children by caregivers, Vermont law requires that applicants for certain positions which provide care or service to children must participate in a **Vermont Criminal Information Center** record check which includes a FBI national criminal record check. Because record checks based on the name and date of birth of an applicant can result in misidentification, fingerprints are used as the basis for the record check process. Fingerprinting is a cost-effective and non-intrusive way to protect applicants from false reports since no two individuals have ever been shown to have the same fingerprints.

What is the process?

Applicants for Speech Language Pathologist or Audiologist will complete all application forms including the Criminal Record Check Forms. After your **FINGERPRINT AUTHORIZATION CERTIFICATE** is validated and returned to you from the Department of Education, you must bring it with you to the agency that takes your fingerprints.

After the fingerprints are taken, the agency that took the fingerprints must send the *prints* to the **Vermont Criminal Information Center, 103 S. Main Street, Waterbury VT 05671.**

FREQUENTLY ASKED QUESTIONS ABOUT FINGERPRINTING

How do I get fingerprinted in Vermont?

You must include with your application:

1. Your notarized **Request for Criminal Record Check** form,
2. Your completed **Fingerprint Authorization Certificate**, and
3. \$ 19.25 fee payable to the **Vermont Department of Public Safety**.

We will validate the “Fingerprint Authorization Certificate” and return it to you. You must bring the certificate with you when you have your fingerprints taken.

The Vermont Crime Information Center (VCIC) and the Vermont Department of Education Licensing Office strongly recommend applicants use the *LIVESCAN* process for fingerprinting.

Please read the enclosed blue *LIVESCAN* brochure for information on how and where *LIVESCAN* can be accessed in Vermont.

If you do not wish to use the *LIVESCAN* process in Vermont, you will need to go to a local law enforcement agency and have your fingerprints taken. You must bring the validated **Fingerprint Authorization Certificate** with you. The agency must use a “**FD-258**” **Federal Applicant Fingerprint Card**.

What happens if my fingerprints cannot be read?

The Office of Educator Licensing strongly recommends that applicants take advantage of the *LIVESCAN* process at one of the eleven centers with this equipment to minimize the chance of returned prints. If either the VCIC or FBI rejects your fingerprints because they cannot be read, you must have your fingerprints retaken.

How long will the Criminal Record Check take?

It may take as long as 16 weeks to process a criminal record check through the FBI **once a good set of fingerprints is received by VCIC**. The FBI receives thousands of sets of fingerprints each day. Because of this volume, special arrangements or priority service is NOT AVAILABLE from the FBI. Applicants must factor this time requirement in when submitting their application form to the Office of Educator Licensing.

The Office of Educator Licensing cannot issue a license until a completed criminal record check has been received from the FBI via VCIC.

What if an applicant has a criminal record?

If VCIC or the FBI discover that an applicant has a criminal record, VCIC will return the request packet to the requesting agency (the Superintendent’s Office or Licensing Office) for review.

I don't live in Vermont. Do I still have to be fingerprinted?

Yes.

Do I have to go to Vermont to be fingerprinted?

No, however you must be fingerprinted on a “**FD-258**” **Federal Applicant Fingerprint Card**. This card is available at state fingerprinting sites. (Contact your state police for a listing of sites near you).

What does the “FD-258” Federal Applicant Fingerprint Card look like?

This card is a white card with blue lettering. A description of how to take a proper set of fingerprints is found on the back. The card is clearly marked “**FD-258**” **Federal Applicant Fingerprint Card**.

NOTE TO OUT-OF-STATE APPLICANTS:

When the Vermont Crime Information Center (VCIC) receives a FD-258 card, the “Out of State Agency ORI (Agency Identifier)” on the fingerprint card will be changed to the VCIC number. The results will be sent to VCIC and not any other agency.

Do not contact VCIC or the Vermont Department of Education Licensing Office for a fingerprint card.

VCIC and VT DOE Licensing Office can never under any circumstances send a blank card to any person or any law enforcement agency. It is the responsibility of the “out of state” applicant to find a law enforcement agency in their state that is willing to provide this customer service.

Call for an appointment today!

***LIVESCAN* is available at:**

Bennington County Sheriff's Office	(802) 442-4900
Burlington Police Department	(802) 658-2700
Chittenden County Sheriff's Office	(802) 863-4341
Hartford Police Department	(802) 295-9425
Rutland Police Department	(802) 773-1838
St. Johnsbury Police Department	(802) 748-2314
Stowe Police Department	(802) 253-7126
Swanton Police Department	(802) 868-4100
Washington County Sheriff's Office	(802) 223-3001
Williston Police Department	(802) 878-6611
Windham County Sheriff's Office	(802) 365-4942

SLP AND AUDIOLOGIST TESTING REQUIREMENTS

PRAXIS II

All applicants for the new speech language pathologist and audiologist clinical licenses must pass the appropriate Praxis II examination in speech language pathology (0330) or audiology (0340) with a score of 600 or higher. If you are using ASHA certification to qualify for licensure, you do not need to send us a copy of your score report since it was required in order to qualify for your CCC's anyway. **All** other applicants (including those qualifying through ABA certification) must include a copy of their Praxis II score report with their applications. Individuals may take the examination at the test sites and on the test dates currently listed on the DOE website www.state.vt.us/educ for other Praxis I and II examinations. Please go to www.ets.org/praxis for more information on how to register for the test. The ETS website also includes test information, study guides, etc.

PRAXIS I

All applicants for the Educational Speech Language Pathologist endorsement, which is required in addition to the clinical license in order to work in schools, are required to meet the passing scores established by the State Board of Education on the Praxis I examinations in reading, writing, and mathematics. **Current holders of a Vermont educator licensure as a speech language pathologist are exempt from this requirement.**

The Praxis I Academic Skills Assessment is designed to measure basic reading, writing, and mathematical skills. The assessments are available in two formats, the paper-based Pre-Professional Skills Test (PPST) and the Computerized PPST.

* **Paper-based Pre-Professional Skills Test (PPST)** in Reading and Mathematics are one-hour multiple-choice tests. The Writing test includes both a 30-minute multiple choice and a 30-minute essay section. *In Vermont the PPST is administered at the locations indicated in this brochure.*

* **Computerized PPST** in Reading, Writing, and Mathematics contain computer-delivered questions that require selecting single responses or highlighting information. The Writing test includes an essay section. Each testing session is two hours long to allow sufficient time for tutorials on computer use, the test itself, and the collection of background information for score reporting. Your scores for the computer-based Reading and Mathematics tests are available when you complete these tests. Because all essays must be sent to ETS for scoring, a score for the Writing test will not be available immediately. Official score reports will be mailed within two or three weeks after the test date. *In Vermont, the Computerized PPST is only given in Williston. In order to register, call (802) 872-0845 or call the Sylvan Candidate Services at 800-853-6773. Do NOT use the PPST standard registration form.*

Praxis I Test Codes, Cut Scores and Fees				
	PPST		C-PPST	
	Test Code	Cut Score	Test Code	Cut Score
Reading	0710	177	<i>5710</i>	<i>177</i>
Writing	0720	174	<i>5720</i>	<i>174</i>
Mathematics	0730	175	<i>5730</i>	<i>175</i>
Costs	\$35 registration fee plus \$25 per test		<i>\$80- 1 test \$105-2 tests \$130-3 test</i>	

Alternatives to Praxis I:

The State Board has adopted the following assessments as alternatives to Praxis I. The results of these assessments will be accepted in lieu Praxis I if licensure candidates meet the total and minimum scores presented below. These scores are equivalent to meeting Vermont’s passing scores on the Praxis I Test:

	<i>Total Score</i>	<i>Verbal/English</i>	<i>Math/Quantitative</i>
Graduate Record Exam (GRE)	1100	500	500
Scholastic Aptitude Test (SAT)	1100	500	500
American College Test (ACT)	22	22	

The Licensing Office is allowed to accept passing test scores regardless of when these tests were taken. Please send a copy of your score report. If your score information is included on your college transcript, you do not need to send a copy of the score report.

ADDITIONAL INFORMATION

How do I have my test scores reported to the Vermont Department of Education?

ETS will automatically report to the Vermont Department of Education all scores of tests administered at Vermont Test Centers.

If you plan to take any Praxis tests outside Vermont, you will need to use Vermont's code "8410" in order for the Vermont Department of Education to receive your score reports.

I took the Praxis a few years ago in a different state. Can I use those scores or do I have to take the test again?

You can submit those scores if the tests you completed have the same test codes as the tests required by the Vermont State Board of Education. Scores on Praxis I tests taken within 10 years before an application is submitted will be accepted. The scores must meet or exceed Vermont's passing score in order to fulfill the requirement.

**For more information on the testing requirements,
please contact:**

Linda Hendrickson, DOE Praxis Test Specialist, at

802-828-0449
Or
linda.hendrickson@state.vt.us