



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501
(802) 828-2445

2010 SLP/Audiologist License Renewal Instructions

Reading and following these instructions will help ensure swift and accurate processing. Please keep this packet. We will refer to it if you contact us with questions.

Deadline for Renewal is June 30, 2010

Renewal applications must be postmarked no later than June 30, 2010.

Renewal applications postmarked after June 30, 2010 will be returned. Your license will lapse and will no longer be valid.

Applicants who do not renew on time, but who wish to be licensed, will be required to apply for the clinical license via the reinstatement process and will incur additional fees and requirements.

There is no grace period. June 30, 2010 is the deadline.

Dear SLP/Audiologist:

Our records show that your Vermont SLP/Audiologist license will expire on June 30, 2010. We have prepared this information packet to help you through the renewal process.

SLP/Audiologist Renewal

What You Need to Send to the Licensing Office:

1. White *SLP/Audiologist License Renewal Form*
2. White *Disclosure Form*
3. Pink *Applicant's Statement Regarding Child Support, Taxes, Unemployment Contributions*
4. Orange Return Post Card with stamp
5. A check for \$105.00 (\$35.00 per year X three years)
6. Documentation of 30 hours of professional development. Documentation means a copy of an ASHA or university transcript and/or a certificate of attendance. If you hold an Educational SLP endorsement at least 15 contact hours should address the knowledge and performance standards (the "competencies") for the Educational SLP endorsement. Note that 15 contact hours is equal to 1 professional development credit. The competencies for the Educational SLP endorsement may be found at:
http://education.vermont.gov/new/html/licensing/slp_audiologist_licensure.html

Important Reminders

- Please read the instructions and complete your forms carefully. Incomplete forms or forms received without fees will delay processing.
- Due to the high volume of renewal forms and new applications we receive each spring, **renewal forms received after May 31st will take at least 5 weeks to process. Renew early!**
- Please do not fax or email renewal forms.
- Renewals are processed in the order of the date received in the Licensing Office.
- Forms hand delivered to the office will be processed with that day's mail (licenses are not issued or printed on a walk-in basis).

For Further Information

Please contact the VT Department of Education at: doe-licensinginfo@state.vt.us