



**AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION**

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Renewal Instructions for Speech Language Pathologists - 2016

Educators renewing an Educational SLP License, do so through their L/RSB or the Agency depending on employment. Please review the new requirements as they have recently changed.

Steps for completing a renewal application

- 1) When 2016 renewals are released, complete renewal application form including the employment section – in the Online Licensing System. You will need
 - a. Documentation of **35 hours of professional learning total**. Documentation means a copy of an ASHA or university transcript and/or a certificate of attendance. At least 5 contact hours should address the knowledge and performance standards (the “competencies”) for the [Educational SLP endorsement](#).
 - b. Copy of current Vermont Clinical License from the Office of Professional Regulation
- 2) Submit renewal online to [L/RSB](#) if currently employed in a VT school. [If not employed in a VT school you will submit to Vermont Agency of Education (AOE) for approval.]
- 3) L/RSB reviews professional learning and transition form (if applicable) and approves. An email is automatically generated to educator when this occurs.
- 4) Educator completes the application and submits with the required \$50.00 Processing Fee
- 5) Once approved by the AOE pay balance of the required license fee for SLP Renewal (\$150.00).

Application processing:

- Applications will be reviewed in date order once accepted
- Applications will be processed within 30 days of receipt
- If an application remains ‘under review’ for more than 60 days, a ‘30-day’ close letter will be sent.
- Pending applications will be closed after 90 days.

[Exceptions to this policy are at the discretion of the Agency]

To help facilitate the Agency’s service to you, it is **your responsibility** to update your personal information in the online system anytime it changes. The preferred email address on record will be used to communicate information about this application as it is processed beginning with an email receipt verifying the Agency has received this application.