



Ohio Board of Speech-Language Pathology and Audiology

77 South High Street, Suite 1659
Columbus, Ohio 43215-6108

Telephone: 614-466-3145 Fax: 614-995-2286 E-mail: board@slpaud.ohio.gov

www.slpaud.ohio.gov

STUDENT PERMIT FREQUENTLY ASKED QUESTIONS

When should I submit my application?

Applications and required documents should be submitted 6 - 8 weeks prior to the intended practice start date. The application form and Ohio Administrative Code (OAC) section 4753-10 may be accessed at the following link: <http://www.slpaud.ohio.gov/application2.stm#stud>.

When does the Board approve permits and licenses?

Most applications are reviewed and approved on the 1st and 15th of the month. If the 1st or the 15th fall on a weekend or holiday, the review takes place on the next business day.

Only complete applications are submitted for review. The Board may refuse to review any application which is not complete 7 days prior to the scheduled review date.

What is the status of my application?

You can find out the status of your application by going to the licensure verification page <https://license.ohio.gov/lookup/default.asp?division=84> and typing in your first and last name.

- If your application is pending without a number it is in process and you will receive a letter and email (if a valid address is provided on the application) if anything is missing. That notification will be sent prior to the next scheduled review.
- If your application is pending with a number it is complete and ready for the licensure review. It will stay PENDING until reviewed and approved for licensure. Applicants are not notified when an application has been deemed complete.

How do I know if documents that must be sent directly to the Board have been received? (transcripts, university letter, supervisor adjustment of duties letter, etc.)

It is the applicant's responsibility to ensure that documents have been received by the Board. The Board will not notify applicants when documents are received. Applicants are encouraged to follow up and make certain documents have been received, by phoning the Board's main line at (614) 466-3145.

How do I know if my application was approved?

Go to the licensure verification page after 5:00 p.m. on the 1st or the 15th and type in your first and last name.

- If you are assigned a number and it is listed as "**Approved**" you know your application was approved.
- The credential status for approved student permit holders will not be reflected as 'active' until the date the university has indicated the one year graduate requirement will be met. "**Active**" status is required for legal practice.