

IMPORTANT:

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before submitting your **ONLINE** application portal. It is important to submit in all the required supporting documents listed below based on the method by which you are applying:

EXAMINATION CHECKLIST (GUIDE)

- Please note that the checklist is intended as a reference tool to guide applicants in preparing their application. It is not exhaustive. Applicants must consult the relevant regulations to confirm that all required documents are submitted to ensure their application for licensure is complete: [DC Municipal Regulations for Speech Language Pathology](#).
- **All Pages of Application (ONLINE)**
All pages of the online application must be completed and submitted.
- **Demographic Information (ONLINE)**
The demographic information (i.e., name, date of birth, address, etc.) provided by the applicant is true and correctly matches what is contained in the electronic licensing system.
- **Social Security Number (ONLINE)**
If you do not have social security number then you must submit a [Sworn Affidavit](#), under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security (I-766 or I-688B).
- **One (1) Recent Passport-Size Type Photo (2x2 size) of the Applicant's Face with white background (ONLINE)**
The photo must be a high-resolution digital color image of the applicant's face.
- **One (1) photocopy of a current government issued photo ID (ONLINE)**
This can be a driver's license or passport.
- **Name Change document (ONLINE)**
Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are marriage certificates, divorce decrees or court orders.

- **Official School Transcript (EMAIL OR MAIL)**

Graduated with a Master’s degree or a Doctoral degree (Ph.D. or Au.D.) in speech language pathology from a recognized educational institution whose audiology program is accredited by the Council on Academic Accreditation. The Official Transcript must be sent directly from the school. It can be sent by mail (Shannon PI, SE, 1st FL) but preferably via email (dcboaud@dc.gov).

- Foreign Educated Only:** Transcripts from a foreign school in a foreign language must have evaluated by [World Education Services](#) (WES).

- **Official National Score report (EMAIL OR MAIL)**

Proof of passing the National Examination with a score of 162 in Speech Language Pathology within five (5) years before applying for licensure; or If the applicant took the National examination in Speech Language Pathology more than five years ago; the applicant must submit the following: proof that the applicant has practiced audiology for a total of 3 years of the 5 years BEFORE applying for licensure and proof of ASHA certifications or proof of National Examination.

- **ASHA Verification (EMAIL OR MAIL)**

Official ASHA verification from <https://asha.org/certification/cert-verify/> . Fill out form and email verification letter to dcboaud@dc.gov

- **Criminal Background Check (CBC) (ONLINE PAYMENT)**

All other applicants must do (or re-do) their CBC with the online application. If answering “YES” to any of the screening questions, an explanation of the incident(s) must be provided by the applicant. For information, please visit the website: <https://dchealth.dc.gov/node/120532>. **{\$50 payment must be paid via online with the application. A link will be provided to you afterward via email}.**

- **Screening Question Responses (ONLINE)**

Applicants must answer all questions, including Clean Hands. If answered “Yes”, the applicant must also submit any and all relevant documents related to the reason for the “Yes” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.) along with National Practitioner Databank (NPDB) Self Query Report. The Self-Query Report must be requested from the NPDB (<https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>) no more than thirty (30) days prior to submission of the application.

- **Payment (Fee) (ONLINE)**

\$264 (USD) for Application and License Fee.