

Application Instructions to Register an SLP Assistant

Registration with ABESPA is required for any assistant working in a private practice setting. Registration with the Arkansas Department of Education (ADE) is required for any assistant (or aide) working in a public agency which provides services to children with disabilities birth to 21 years such as public schools or DDS facilities overseen by ADE*. An assistant may not begin practice until approval of registration is granted by ABESPA or ADE.

Registration requires the following documents:

1. Completed, notarized application of prospective speech-language pathology assistant and SLP-Supervisor (2 separate applications)

2. Check or money order of non-refundable \$45.00 registration fee made payable to ABESPA

3. An original or certified copy of transcript(s) showing evidence of a bachelor's degree in speech-language pathology or required academic training as specified in requirements for a speech-language pathology assistant, Section 12.10 of the rules and regulations. **Transcripts should be sent directly from the college or university to the board office or be in an envelope sealed by the college or university.**

4. Documentation of clinical practicum hours signed by the Chairman of the speech-language pathology department at the educational institution that provided this training. (minimum of 25 clock hours of program-based observation plus a minimum of 30 clock hours of direct clinical practicum training as a SLP-Assistant trainee). **This requirement is applicable only to individuals without a bachelor's degree in speech-language pathology.**

Granting of Approval to Practice

1. Upon receipt of all required documents, a board member appointed to the approval committee will review the application information.

4. The SLP supervisor and assistant applicant will be contacted for appointment to complete initial training, if not previously completed.

5. Following training and a favorable recommendation from the approval committee, the SLP-Assistant and SLP supervisor will be notified in writing of approval.

*Registration information for ADE can be found online at arkedu.state.ar.us. Under the quick link menu, choose Special Education, then scroll down and choose Rules and Regulations under Special Education Quick Links. Go to Part 3, Section 3 and 4 of the Table of Contents for instructions and guidelines.