

**Arkansas Board of Examiners
in Speech-Language Pathology and Audiology
101 East Capitol, Ste. 211
Little Rock, AR 72201
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APPLICATION INSTRUCTIONS FOR A PROVISIONAL LICENSE
(Clinical Fellowship Year)

In order to practice during the application process in a facility that requires a state license, our office must receive a completed, notarized application, application fee, and clinical fellowship year (CFY) plan within the first 30 days of practice in Arkansas. Also, if practicing in a facility that requires state licensure, the CFY supervisor must hold a current Arkansas license.

Although certain sections of the rules are cited below, all applicants are responsible for reading and following all parts of the law and rules and regulations.

No application will be processed until all required documents have been received.
Immediate notification in writing is required if you have a change of name, address, etc.

To obtain a provisional license, the following is required:

1. Complete the application form, have notarized, and return with *nonrefundable* \$100.00 application fee and clinical fellowship year plan within the first 30 days of practice. (Rules-Section 2.5).
2. If currently or previously licensed in another state, complete the top portion of the Out of State Verification Form and mail to state of current or previous licensure for completion. That state board will return the completed form directly to our office. Applicant is responsible for any fee charged for this service. If phone number or address of another state board is needed, you may contact our office for that information.
3. Have an official undergraduate and graduate degree transcript (or letter from the chair of the dept. verifying the degree) mailed to our office directly from the university(s) or submit copies in a sealed envelope. (Rules-Section 2.7 and 2.8)
4. Send proof of clinical practicum hours, signed by the college/university program director or representative. (Rules-Section 2.8 B) A photocopy of your clinical practicum summary is acceptable.
5. Have an official NTE score report sent directly to our office from Educational Testing Services, Box 6052, Princeton, NJ 08541-6052, phone # 609/921-9000. Our recipient Code # is R8773. Examinee score report will not be accepted. (Rules-Section 2.13)

Please note that an official NTE score report with a minimum score of 600 must be received by the Board in order to obtain a provisional license. The official score report must be received prior to review of the application at three consecutive meetings. If a passing score is not received within this time, the application may become invalid. (Rules-Section 3.3)

Granting of license

1. The board will review applications during regular meetings, usually the second Friday of every other month. (Jan., Mar., May, July, Sept, Nov).
2. The applicant will be notified in writing of the Board's action. This might be approval of the request for a license or a request for more documentation.
3. If the application is accepted and approved by the Board, the applicant will be instructed to submit the \$80.00 licensure fee with specific instructions for lettering of the license and information for the ABESPA Directory. (Rules-Section 4.2)
4. Upon receipt of the fee, a license number will be assigned and the wallet-sized provisional license will be mailed to the licensee.
5. Provisional licenses will be listed in the annual publication of the Licensure Directory.

IMPORTANT: Upon completion of the paid professional experience, the licensee must submit proof of successful completion to the Board within 30 days. This proof might consist of a photocopy of the ASHA CFY Report, letter from ASHA granting the Certificate in Clinical Competence, or other verification documents. Provisional status is then removed and full licensure is granted. A license number is assigned and a wall certificate and wallet-sized license will be issued.