

CHAPTER 300
LICENSURE OF SPEECH PATHOLOGISTS AND AUDIOLOGISTS

645—300.1(147) Definitions. For purposes of these rules, the following definitions shall apply:

“*ASHA*” means the American Speech-Language Hearing Association.

“*Assistant*” means a person who works under the supervision of an Iowa-licensed speech pathologist or audiologist, does not meet the requirements to be licensed as a speech pathologist or audiologist, and meets the minimum requirements set forth in these rules.

“*Board*” means the board of speech pathology and audiology examiners.

“*Full-time*” means a minimum of 30 hours per week.

“*Lapsed license*” means a license that a person has failed to renew as required or the license of a person who failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a speech pathologist or audiologist in the state of Iowa.

“*License expiration date*” means December 31 of odd-numbered years.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice speech pathology or audiology to an applicant who is currently licensed in another state.

“*Reciprocal license*” means the issuance of an Iowa license to practice speech pathology or audiology to an applicant who is currently licensed in another state which has a mutual agreement with the Iowa board of speech pathology and audiology examiners to license persons that have the same or similar qualifications to those required in Iowa.

645—300.2(147) Requirements for licensure. The following criteria shall apply to licensure:

300.2(1) The applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Speech Pathology and Audiology Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

300.2(2) The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

300.2(3) Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Speech Pathology and Audiology Examiners. The fees are nonrefundable.

300.2(4) The application shall include:

a. Official copies of the American Speech-Language Hearing Association (ASHA) certificate of clinical competence; or

b. Submission of the following:

(1) Official copies of academic transcripts sent directly from the school to the board showing proof of possession of a master’s degree or its equivalent and official verification of completion of not less than 300 hours of supervised clinical training;

(2) Verification of nine months of full-time clinical experience, or equivalent, completed after the master’s degree, under the supervision of a licensed speech pathologist or audiologist; and

(3) Results of the National Teacher Examination.

300.2(5) Licensees who were issued their licenses within six months prior to the renewal shall not be required to renew their licenses until the renewal date two years later.

300.2(6) Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

645—300.3(147) Educational qualifications.

300.3(1) The applicant shall possess the following:

- a. A master's degree or its equivalent from an accredited school, college or university with a major in speech pathology; or
- b. A master's degree or its equivalent from an accredited school, college or university with a major in audiology.

300.3(2) Foreign-trained speech pathologists and audiologists shall:

- a. Provide an equivalency evaluation of their educational credentials by one of the following: International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site www.ierf.org or E-mail at info@ierf.org; International Credentialing Associates, Inc., 7245 Bryan Dairy Road, Bryan Dairy Business Park II, Largo, FL 33777, telephone (727)549-8555. The professional curriculum must be equivalent to that stated in these rules. A candidate shall bear the expense of the curriculum evaluation.
- b. Provide a notarized copy of the certificate or diploma awarded to the applicant from a speech pathology or audiology program in the country in which the applicant was educated.
- c. Receive a final determination from the board regarding the application for licensure.

645—300.4(147) Examination requirements. The examination required by the board shall be the National Teacher Examination in speech pathology or audiology. This examination is administered by the Educational Testing Service. The applicant should contact the nearest accredited college or university for the time and place of the examination.

300.4(1) The applicant has full responsibility for making arrangements to take the National Teacher Examination in speech pathology or audiology and for bearing all expenses associated with taking the examination. The applicant also has the responsibility for having the examination scores sent directly to the board from the Educational Testing Service.

300.4(2) The board shall determine the qualifying scores for both the speech pathology and audiology examinations.

645—300.5(147) Temporary clinical license. A temporary clinical license for the purpose of obtaining clinical experience as a prerequisite for licensure is valid for one year and may be renewed one time.

300.5(1) An applicant must submit the following to the board:

- a. Evidence of supervision by a speech pathologist or audiologist with an active, current Iowa license in good standing;
- b. An official application form provided by the board of speech pathology and audiology examiners;
- c. Official copies of transcripts sent directly from the school to the board showing proof of possession of a master's degree or its equivalent;
- d. Official verification of completion of not less than 300 hours of supervised clinical training in an accredited college or university; and
- e. The temporary clinical license fee.

300.5(2) The plan for clinical experience shall:

- a. Include at least nine months of full-time clinical experience, or equivalent;
- b. Include supervision by an Iowa-licensed speech pathologist or audiologist, as appropriate;
- c. Be kept by the supervisor for two years from the last date of the clinical experience; and
- d. Include a completed supervised clinical experience report form that shall be submitted to the board of speech pathology and audiology examiners upon the applicant's successful completion of the nine months of full-time clinical experience. The applicant may then apply for licensure.

645—300.6(147) Temporary permit.

300.6(1) A nonresident may apply to the board for a temporary permit to practice speech pathology or audiology:

- a. For a period not to exceed three months;
- b. By submitting a letter to support the need for such a permit;
- c. By submitting documents to show that the applicant has substantially the same qualifications as required for licensure in Iowa;
- d. By submitting the documentation prior to the date the applicant intends to begin practice; and
- e. By submitting the temporary permit fee.

300.6(2) The applicant shall receive a final determination from the board regarding the application for a temporary permit.

645—300.7(147) Use of assistants. A licensee shall, in the delivery of professional services, utilize assistants only to the extent provided in these rules.

300.7(1) Duties.

a. *Speech pathology assistant I.* A speech pathology assistant I works with an individual for whom significant improvement is expected within a reasonable amount of time.

b. *Speech pathology assistant II.* A speech pathology assistant II works with an individual for whom maintenance of present level of communication is the goal; or for whom, based on the history and diagnosis, only slow improvement is expected.

c. *Audiology assistant I.* An audiology assistant I is more broadly trained and may be given a variety of duties depending upon the individual's training.

d. *Audiology assistant II.* An audiology assistant II is trained specifically for a single task for screening.

300.7(2) Minimum requirements.

a. A speech pathology assistant I or II or audiology assistant I must satisfy the following minimum requirements:

- (1) Reach the age of majority;
- (2) Complete a high school education, or its equivalent; and
- (3) Complete one of the following:
 1. A three-semester-hour (or four-quarter-hour) course in introductory speech and language pathology for speech pathology assistants or in audiology for audiology assistants from an accredited educational institution and 15 hours of instruction in the specific tasks which the assistant will be performing; or
 2. A minimum training period comprised of 75 clock hours on instruction and practicum experience.

b. An audiology assistant II must satisfy the following requirements:

- (1) Reach the age of majority.
- (2) Complete a high school education, or its equivalent.
- (3) Complete a minimum of 15 clock hours of instruction and practicum experience in the specific task which the assistant will be performing.

300.7(3) Utilization. Utilization of a speech pathology or audiology assistant requires that a plan be developed by the licensee desiring to utilize that assistant, consisting of the following information:

- a. Documentation that the assistant meets minimum requirements;
- b. A written plan of the activities and supervision that must be kept by the licensee supervising the assistant. This supervision must include direct on-site observation for a minimum of 20 percent of the assistant's direct patient care for level I speech pathology and level I audiology assistants and 10 percent for level II speech pathology assistants. Level II audiology assistants must be supervised 10 percent of the time. At least half of that time must be direct on-site observation with the other portion provided as time interpreting results;

- c. A listing of the facilities where the assistant will be utilized; and
- d. A statement, signed by the licensee and the assistant, that the rules pertaining to assistants have been read by both.

300.7(4) *Maximum number of assistants.* A licensee may not utilize more than three assistants unless a plan of supervision is filed and approved by the board.

300.7(5) *Supervisor responsibilities.* A licensee who utilizes an assistant shall have the following responsibilities:

- a. To be legally responsible for the actions of the assistant in that assistant's performance of assigned duties with a client;
- b. To make all professional decisions relating to the management of a client;
- c. To ensure that the assistant is assigned only those duties and responsibilities for which the assistant has been specifically trained and is qualified to perform;
- d. To ensure compliance of the assistant(s) under supervision with the provisions of these rules by providing periodic direct observation and supervision of the activities of the assistant; and
- e. To submit to the board of speech pathology and audiology upon request a copy of the plan of activities and supervision for each assistant and documentation of the dates each assistant was utilized by the licensee.

645—300.8(147) Licensure by endorsement. An applicant who has been a licensed speech pathologist or audiologist under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the board a completed application;
2. Pays the licensure fee;
3. Shows evidence of an ASHA certificate or shows evidence that the National Teacher Examination scores have been sent directly from the examination service to the board;
4. Provides official copies of the academic transcripts; and
5. Provides evidence that verification of licenses from all other states have been sent directly from those states to the board office.

645—300.9(147) Licensure by reciprocal agreement. The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure of speech pathologists and audiologists.

645—300.10(147) License renewal.

300.10(1) The biennial license renewal period for a license to practice speech pathology or audiology shall begin on January 1 of even-numbered years and end on December 31 of each odd-numbered year. All licensees shall renew on a biennial basis.

300.10(2) A renewal of license application and a continuing education report form to practice speech pathology or audiology shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fee(s) on or before the renewal date.

- a. The licensee shall submit the completed application and the continuing education report form with the renewal fee to the board office before the license expiration date.
- b. Individuals who were issued their initial licenses within six months of the license renewal date will not be required to renew their licenses until the next renewal date two years later.

c. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 30 hours of continuing education per biennium for each subsequent license renewal.

d. Persons licensed to practice speech pathology or audiology shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

300.10(3) Late renewal. If the renewal fee(s), continuing education report and renewal application are received within 30 days after the license expiration date, the late fee for failure to renew before expiration is charged.

300.10(4) When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

645—300.11(272C) Exemptions for inactive practitioners.

300.11(1) A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must hold a current license to apply for exempt status. The licensee shall apply for inactive status prior to the license expiration date.

300.11(2) Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—303.10(147,272C).

300.11(3) Licensees shall renew at the next scheduled renewal. Licensees whose licenses were reinstated within six months prior to the renewal shall not be required to renew their licenses until the renewal date two years later.

300.11(4) A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Thirty hours of continuing education will be required for every renewal thereafter.

300.11(5) Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license became inactive.

300.11(6) Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement based on the length of time a license has been considered inactive.

An applicant shall satisfy the following requirements:	1 renewal	2 renewals	3 renewals
Submit written application for reinstatement to the board	Required	Required	Required
Pay the current renewal fee	\$80	\$80	\$80
Pay the reinstatement fee	\$50	\$50	\$50
Furnish evidence of full-time practice in another state of the U.S. or District of Columbia and completion of continuing education OR Furnish evidence of completion of continuing education OR Furnish evidence of successful completion of the National Teacher Examination within one year immediately prior to submission of application for reinstatement	Current valid license and 30 hours 30 hours Successful completion of examination	Current valid license and 60 hours 60 hours Successful completion of examination	Current valid license and 90 hours 90 hours Successful completion of examination
Total fees and continuing education hours required for reinstatement:	\$130 and 30 hours	\$130 and 60 hours	\$130 and 90 hours

645—300.12(272C) Lapsed licenses.

300.12(1) If the renewal fee(s) and continuing education report are received more than 30 days after the license renewal expiration date, the license is lapsed. An application for reinstatement accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration must be filed with the board. The licensee may be subject to an audit of the licensee's continuing education report.

300.12(2) Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of speech pathology or audiology. Practicing without a license may be cause for disciplinary action.

300.12(3) In order to reinstate a lapsed license, licensees shall comply with all requirements for reinstatement as outlined in 645—303.6(147).

300.12(4) After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

300.12(5) Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license lapsed.

300.12(6) Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 or more renewals
Submit written application for reinstatement	Required	Required	Required
Pay the renewal fee(s)	\$80	\$160	\$240
Pay the late fee	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50
Complete continuing education requirements during the period since the license lapsed	30 hours	60 hours	90 hours
Total fees and continuing education hours required for reinstatement:	\$180 and 30 hours	\$260 and 60 hours	\$340 and 90 hours

645—300.13(17A,147,272C) License denial.

300.13(1) An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

300.13(2) If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147 and 272C.

[Filed 2/2/77, Notice 12/29/76—published 2/23/77, effective 3/30/77]

[Filed emergency 8/14/81—published 9/2/81, effective 8/14/81]

[Filed 8/28/81, Notice 3/4/81—published 9/16/81, effective 10/21/81]

[Filed 10/22/82, Notice 8/18/82—published 11/10/82, effective 12/17/82]

[Filed 1/14/83, Notice 11/24/82—published 2/2/83, effective 3/11/83]

[Filed 6/15/83, Notice 4/13/83—published 7/6/83, effective 8/11/83]

[Filed emergency 11/1/83 after Notice 9/14/83—published 11/23/83, effective 11/1/83]

[Filed 1/21/85, Notice 11/21/84—published 2/13/85, effective 3/20/85]

[Filed 6/18/86, Notice 4/9/86—published 7/16/86, effective 8/20/86]

[Filed 7/29/88, Notice 3/23/88—published 8/24/88, effective 9/28/88]

[Filed 7/29/88, Notice 5/4/88—published 8/24/88, effective 9/28/88]

[Filed 6/9/89, Notice 2/8/89—published 6/28/89, effective 8/2/89]

[Filed 4/12/91, Notice 1/9/91—published 5/1/91, effective 6/5/91]

[Filed 8/1/91, Notice 5/1/91—published 8/21/91, effective 9/25/91]

[Filed 11/22/91, Notice 8/21/91—published 12/11/91, effective 1/15/92]

[Filed 1/29/93, Notice 9/30/92—published 2/17/93, effective 4/1/93]

[Filed 2/23/94, Notice 12/8/93—published 3/16/94, effective 4/22/94]

[Filed 5/28/99, Notice 3/10/99—published 6/16/99, effective 7/21/99]

[Filed 2/15/00, Notice 12/15/99—published 3/8/00, effective 4/12/00]

[Filed 11/9/00, Notice 9/20/00—published 11/29/00, effective 1/3/01]

[Filed 8/30/01, Notice 5/30/01—published 9/19/01, effective 10/24/01]