



## Ohio Board of Speech-Language Pathology and Audiology

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### **Supervised Professional Experience Guidelines**

- Chapter 4753-3-07 of the Ohio Administrative Code pertains to the professional experience requirements and can be accessed at the following link: <http://codes.ohio.gov/oac/4753-3-07>. The Board strongly encourages conditional licensees, supervisors, and employers to review the information contained therein. For any questions about the Supervised Professional Experience (SPE) please contact the board at (614) 644-3145 or by email at: [board@slpaud.ohio.gov](mailto:board@slpaud.ohio.gov).
- The Board does not base completion of the Supervised Professional Experience (SPE) on a set number of clinical hours; rather, the professional experience requires 18 on-site conferences and monthly evaluations between the supervisor and the conditional licensee working under an approved supervised professional experience plan. It is important to document on the Supervision Contacts Log in a manner that allows the reviewer to clearly discern that 18 separate face to face conferences and monthly evaluations occurred.
- The Plan for Supervised Professional Experience form is available for download at the following link: <http://slpaud.ohio.gov/planform.pdf> and must be completed and submitted to the Board **within 30 days of initial employment and if there is a change in both employment and supervisor occurs at any time during the course of the SPE.**
- The Amended Plan for Supervised Professional Experience form is available for download at the following link: <http://slpaud.ohio.gov/apps/Plan%20Amendment.pdf> and must be completed and submitted to the Board **within 30 days of any change in employment OR supervisor OR Plan start/end dates.**
- Failure to practice according to the Plan or submit a Plan and/or Amended Plan as delineated above is considered to be practice without a license and will result in rejection of the experience, and is therefore, cause for suspension or revocation of the conditional license.
- **Employers of conditional licensees, please note:** Conditional licensees must be practicing under a Board approved Plan and/or Amended Plan in order for the services provided to be eligible for Medicare/Medicaid billing. Billing must be done under the Board approved supervisor of record. Employers of conditional licensees are, as a courtesy, copied on the plan approval letter sent to conditional licensees.
- The **SPE Report** and Supervision Contacts Log form is available for download at: <http://slpaud.ohio.gov/apps/Report%20and%20Log.pdf>  
**Both are required within 30 calendar days upon completion of the professional experience year OR when there is a change in the professional experience year plan.**