

New Speech-Language Pathology Assistant (SLPA)

CHECKLIST

Congratulations on starting your journey as an SLPA! As you begin your professional career, it may be a bit overwhelming to make sure you are “doing all the required things” in the first weeks and months of employment.

This checklist of items can help ensure that you succeed.

Licensure

(IF REQUIRED BY YOUR STATE)

License/Registration/Certification # _____

Renewal Date: _____

ITEM	COMPLETE	NOTES
<p>Does your state require professional development hours for license renewal?</p> <p>Number of hours needed: _____</p> <ul style="list-style-type: none">• How do I submit the certificates?• What documentation is needed?• Are there any required content areas?• Which providers does your board accept?		
<p>Does your state require you to have liability insurance?</p> <p><i>If yes, talk to your employer about options.</i></p>		
<p>Does your state limit you to specific practice settings (i.e., schools only)?</p> <p><i>If your state permits multiple settings, review your state laws and regulations—they may differ by setting.</i></p>		

Supervision

Most states require you or your supervisor to tell them that you will be working with a supervisor.

ITEM	COMPLETE	NOTES
<p>How do you provide proof of your license/certification/registration within the state?</p> <p><i>Usually, you or your supervisor submits a form to the licensing entity.</i></p>		
<p>If your supervisor assignment changes</p> <ul style="list-style-type: none">• How is the state notified of your new supervisor?• When do you need to submit this notification?		
<p>Can you have multiple supervisors?</p> <p><i>Consult the website of your licensing entity for additional information.</i></p>		
<p>What if my supervisor is out on extended leave?</p> <p><i>Consult the website of your licensing entity for additional information.</i></p>		

If the information is not available on the licensing website, you can call or email the appropriate agency.

Scope of Practice

Be clear on what you can and can't do within your scope of practice, which is established at the state level.

ITEM	COMPLETE	NOTES
<p>Are you clear about your scope of practice? Review your state's scope of practice in the state laws and regulations section of your licensing entity's website.</p> <p><i>The ASHA Scope of Practice for the Speech-Language Pathology Assistant (SLPA) can provide guidance but would be superseded by state laws and regulations.</i></p>		
<p>Do you have ethical concerns?</p> <p><i>Review your state's ethical standards. The ASHA Assistants Code of Conduct can provide guidance but would be superseded by state laws and regulations.</i></p>		
<p><i>Check your state's laws and regulations to ensure that you meet all requirements.</i></p>		

Supervision Requirements

Your supervisor will complete observations as you provide clinical services.

ITEM	COMPLETE	NOTES
Write down your supervisor's and employer's contact information in case there is a problem.		
What is your emergency plan if you cannot reach your supervisor?		
<p>What are the state laws and regulations regarding supervisor availability?</p> <p><i>Review the requirements and definitions of direct supervision and indirect supervision. You can find this information in the state laws and regulations section of your licensing entity's website.</i></p> <p>Consider the following questions:</p> <ul style="list-style-type: none">• Does your supervisor need to be available or in the same building as you—whenever you are working?• Does your supervisor need to have line of sight of you whenever you are working?• Does your supervisor need to be available via phone/computer when you are working, and your supervisor is not in your immediate vicinity?		
<p>How often will you be supervised?</p> <ul style="list-style-type: none">• Weekly or monthly?• How many hours per supervision period?		

Supervision Requirements

Your supervisor will complete observations as you provide clinical services.

ITEM	COMPLETE	NOTES
Create a documentation log of supervision hours, or use your employer's forms. Keep copies for your records. <i>Be clear on what you can and can't do within your scope of practice, which is established at the state level.</i>		
Work with your supervisor to review caseload/ treatment plans prior to your initial visit with a student/client, and be clear on the goals of the plan.		
Does the state require your supervisor to have a periodic session with a student/client?		

[ASHA's SLPA Supervision webpage](#) can provide guidance on best practices for supervision.

Don't hesitate to ask your employer questions or request additional training.

**We hope that this document helps create a smooth transition
as you begin your new position!**