

## MEMORANDUM

TO: Applicant, Speech-Language Pathology and/or Audiology

FROM: Beverly Solseng, Executive Secretary, NDSBE

DATE:

Enclosed is an application for licensure in speech-language pathology or audiology.

Please complete the enclosed application in full and have your signature notarized. *You must sign the application in the presence of the notary public.* Your application should include:

- (a) an **official** transcript verifying completion of graduate degree(s)—please request the school where you received your masters degree to send your transcript directly to me at the address below;  
**[Note: If you were previously licensed in North Dakota you must provide proof of attendance within the past year at a minimum of 10 clock hours of continuing education as well as 10 clock hours for each additional year since your license lapsed, with a maximum of 40 clock hours required. Continuing education is defined on page 11 in the Law, Rules & Regulations booklet as: courses or workshops that are (1) designed to increase the competence of the licensee in the area of licensure; (2) open to the public; and (3) preapproved by the board.]**
- (b) proof of passing the national testing examination in the area(s) in which you are requesting licensure. If you had your test results sent to the North Dakota State Board of Examiners on Audiology and Speech-Language Pathology, I should have a copy of them in my file; and
- (c) the application fee of \$100.00, payable to NDSBE.

Upon completion, send your application, test scores, and fee, as well as your proof of continued education if necessary, to the address listed below.

The licensure process takes approximately one to two weeks from the time I receive your *complete* application (including transcript). If proof of continued education is required, approval of your application may take longer. Please contact me with any questions.

Beverly Solseng  
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