

September 2008

Dear Licensee:

Enclosed is your application for license renewal in audiology or speech/language pathology. Your current license expires on January 1, 2009. Please follow the instructions below for completing your application.

1. Complete the license renewal form carefully and **remember to sign and date it**. (The form is two-sided; the affidavit which you need to sign is on the back side of the form.) Your application for license renewal should be **postmarked no later than December 1, 2008, to allow time for processing by January 1, 2009**.
2. Enclose the renewal fee of **\$75.00** per license. The penalty fee for late licensure renewal is \$50.00 in addition to the renewal fee and will be assessed to applications postmarked January 1, 2009, or later. After March 31, 2009, the grace period has expired, and you must reapply for licensure. Anyone continuing to practice after March 31, 2009, without a license will be reported to the North Dakota Attorney General's office.
3. Include proof of attendance for at least **ten** clock hours of approved continuing education for the year. This proof of attendance may be a cancelled check, registration receipt, or certificate. (**EXCEPTION: If you received your master's degree or higher in 2008, you do not need to include proof of continuing education with your application for relicensure.**)

The definition of "continuing education" is: Courses or workshops which are

- a. designed to increase the competence of the licensee in the area of licensure;
- b. open to the public; and
- c. preapproved by the Board.

The Board continues to encourage prior approval for all courses. If the course you wish to attend is not already on the list, please request preapproval as soon as possible using the CE request form provided. This form may be duplicated so that you will always have an extra one (it is also on the web at: www.und.edu/dept/ehd/NDSBE/).

If you submit continuing education not previously approved by the Board with your renewal application, please complete the CE form and provide a summary or outline of the workshop as well as proof of attendance. Your renewal card will not be issued until the Board has approved your CE request.

Your complete application **MUST** be postmarked by December 31, 2008.

Sincerely,

Beverly Solseng
Executive Secretary

P.S.: The 2009 renewal application form, continuing education request form, and list of approved continuing education for 2009 renewal can all be downloaded and printed from the NDSBE website:

www.und.edu/dept/ehd/NDSBE/

We will continue to update the list of approved continuing education as requests are made. Please check this list to see if a class you have attended or plan to attend has already been approved. If so, you do not need to request approval. [Please note: Every January we will delete the list from the previous year and begin a new list for the current year.]