

Application Instructions to Register a SLP Assistant

Registration with ABESPA is required for any assistant working in a private practice sector setting. Registration with the Arkansas Department of Education (ADE) is required for any assistant (or aide) working in a public agency which provides services to children with disabilities birth to 21 years such as public schools or DDS facilities overseen by ADE*. An assistant may not begin practice until approval of registration is granted by ASBEPA or ADE.

Registration requires the following documents:

1. Completed application of prospective speech-language pathology assistant and SLP – Supervisor. (2 separate applications)
2. An original or certified copy of transcript(s) showing evidence of a bachelor’s degree in speech-language pathology or required academic training as specified in requirements for a speech-language pathology assistant, Section 13.10 of the rules and regulations. **Transcripts should be sent directly from the college or university to the board office or be in an envelope sealed by the college or university.**
3. Documentation of clinical practicum hours signed by the Chairman of the speech-language pathology department at the educational institution that provided this training. (Minimum 25 clock hours of program-based observation plus a minimum of 30 clock hours of direct clinical practicum training as a SLP-Assistant trainee.) **This requirement is applicable only to individuals without a bachelor’s degree in speech-language pathology.**

Granting of Approval to Practice

1. Upon receipt of all required documents, a board member appointed to the approval committee will review the application information.
2. The SLP supervisor and assistant applicants will be contacted for appointments to complete initial training, if not previously completed.
3. Following training and a favorable recommendation from the approval committee, the SLP-Assistant and SLP supervisor will be notified in writing of approval.