

APPLICATIONS FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANT APPLICATION CHECKLIST

I. ALL APPLICANTS NEED:

- \$100.00 Fee (make check or money order payable: Board of SLP)
- A recent 2x2 passport size photo
- Application Signed
- Application Notarized
- Law Exam completed and returned with Application

Note: to pass the open book law examination, all applicants must score at least 75. You can download the the examination from the Board's web site at www.mdboardaudhadslp.org. Use the Forms Link to download a copy of the exam. To complete the examination refer to the law and regulations reference numbers included with the question. Use the Law and Regulation Links on the web site to get the correct answer. If you do not have access to a computer, call the Board office at 410-764-4725 and request a copy of the law and regulations. A license will **NOT** be issued unless the law examination is passed.

II. APPLICANT FOR FULL LICENSE BY WAIVER

You may qualify for a waiver of the requirements for licensure as a Speech-Language Pathology Assistant if you meet one of the following.

A. Hold a valid ASHA registration as a SLP Assistant

In addition to items in Section I, submit with application:

- Copy of ASHA SLP Assistant Registration or Letter from ASHA verifying SLP Assistant Registration
- Delegation Agreement (Form SA6) completed by each Supervising Speech-Language Pathologists

B. Hold a valid license, certification or registration as a Speech-Language Pathology Assistant in another State with requirements equal to or greater than Maryland's.

In addition to items in Section I, submit with application:

- Verification from the other State of licensure, certification or registration as a Speech-language Pathology Assistant (Form SA8) including a copy of other state's law and regulations governing SLP Assistants.
- Delegation Agreement (Form SA6) completed by each Supervising Speech-Language Pathologist.

C. Have practiced as a SLP Assistant for at least two years prior to submitting this application. Application must be received by the Board by March 31, 2004. In addition to items in Section I, submit with application:

- Letter from the Supervising Speech-Language Pathologist attesting to the dates you have practiced as a SLP Assistant.
- Competency Skills Check List (Form SA7) completed by the

Supervising Speech-Language Pathologist.
____ Delegation Agreement (Form SA6) completed by each
Supervising Speech-Language Pathologist.

III. Application for a Limited SLP Assistant License

In addition to items in Section I, submit the following documentation:

A. Education Requirement

Have official transcript from college or university verifying one of the following degrees sent directly to the Board:

- ____ Associate Degree from an approved SLP Assistant Program
- ____ Associate Degree in an allied health field with 15 hours in required minimum course work (see enclosed regulations)

Attach Form SA2 describing required minimum coursework as stated on transcript.

- ____ B.A. Degree in Speech-Language Pathology or Communication Disorders

B. Clinical Hours Requirement (Not required if you attended approved SLP Assistant program)

Documentation of 25 hours of clinical observation and 75 hours of clinical assistance experience. Submit either:

Form SA3 Education Institution Verification of Completion of Required Clinical Hours, or

Form SA4 Alternate Plan for Obtaining Required Clinical Hours signed by applicant and Supervising Speech-Language Pathologist.

C. Delegation Agreement (Form SA6) completed by each Supervising Speech-Language Pathologist.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
**BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
AND SPEECH-LANGUAGE PATHOLOGISTS**

4201 PATTERSON AVENUE * BALTIMORE, MARYLAND 21215-2299 * PHONE 410-764-4725
FAX 410-358-0273 * TTY FOR DISABLED – MARYLAND RELAY SERVICE 1-800-735-2258

**APPLICATION FOR LICENSURE FOR
SPEECH-LANGUAGE PATHOLOGY ASSISTANTS**

Date _____

Affix current Photo
here

1. Name _____
Last First Middle/Maiden

2. Date of Birth _____ Social Security # _____

3. Residence _____
Street Apt.

_____ City State Zip code

4. Phone # _____ Alternate# _____ E-Mail _____

5. Professional Address _____
Facility or Company's Name

_____ Street Suite #

_____ City State Zip Code

Telephone # _____ Fax _____ E-mail _____

Beginning Date of Employment _____

6. Have you ever been convicted of a felony or a misdemeanor involving moral
turpitude? _____ Yes _____ No

IF "YES" ATTACH FULL DETAILS

Received _____
For Office Use
CH() MO() Number _____

Revised 11/07

7. Waiver of Requirements

A. Do you hold a valid American Speech-Language-Hearing Association Registration as a speech-language pathology assistant?
_____ Yes _____ No If yes, Date originally granted _____

Attach copy of ASHA SLP Assistant Registration or letter from ASHA verifying registration as an SLP Assistant. **Also attach** Delegation Agreement (Form SA6) completed by each supervising speech-language pathologist.

B. Do you hold a valid license, certification or registration as a speech-language pathology assistant in another state? _____ Yes _____ No

If yes, list State (s) _____

Has any disciplinary action ever been taken against your license in any other jurisdiction? Yes _____ No _____

If yes, please attach full explanation.

Attach copy of SLP Assistant license, certification or registration from the State.

Send affidavit (Form SA8 – last page of application) verifying license, certification, or registration to the State(s) and ask that it be returned to the Maryland Board. **Also attach** Delegation Agreement (Form SA6) completed by each supervising speech-language pathologist.

C. Have you practiced as a SLP Assistant for at least two years prior to submitting this application? _____ Yes _____ No.

If yes, attach a letter from your supervising speech-language pathologist attesting to the dates you have practiced as a SLP Assistant. **Also attach** Delegation Agreement (Form SA6) for each supervising Speech-Language Pathologist **and** completed Competency Skills Check List, (Form SA7)

8. Education

A. School attended: _____

Address: _____

Dates Attended: From _____ To: _____

Degree Granted: _____ Date: _____

Have School send official transcript verifying education completed directly to the Maryland Board.

B. Please indicate whether you have one of the following degrees:

1. Associate Degree from an approved SLP Assistant Program _____ Yes _____ No

2. Associate Degree in an allied health field with 15 hours in required minimum course work _____ Yes _____ No

If you have an Associate Degree in an allied health field, complete Form SA2 describing required minimum coursework as stated on transcript. If the title of the course is not self-explanatory, attach catalog description or syllabus.

3. B. A. Degree in Speech-Language Pathology or Communication Disorders
_____ Yes _____ No

C. Did your educational program include the following required clinical hours as a Speech-Language Pathology Assistant?

25 hours of clinical observation _____ Yes _____ No

75 hours of clinical assistance _____ Yes _____ No

If you did not attend an approved SLP Assistant Program, **attach Form SA3** signed by the Department Chair or Clinic Director documenting the required clinical hours.

If your educational program did not include the required clinical hours, complete Form SA4 documenting the Plan that you and the supervising speech-language pathologist have developed to complete the clinical hours within the first 60 days of limited licensure.

9. Practice Setting

Name of Facility _____

Address: _____

Phone Number: _____ Beginning Date: _____

Description of Duties: _____

Supervising Speech-Language Pathologist (s):

Name	Title
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Name	Title
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Note: A Delegation Agreement, Form SA6, must be submitted for each supervising Speech-Language Pathologist.

Please review the regulations and sign the following affirmation:

I affirm that I have read the Speech-Language Pathology Assistant regulations, including the sections specifying activities that are within the scope of practice of SLP Assistants and activities that are not with the scope of practice of SLP Assistants.

Signature of Applicant

Date

10. Have this Affidavit completed by a Notary Public

STATE OF _____

CITY OR COUNTY OF _____

The undersigned, being duly sworn deposes and says that he/she is the person who executed this application, that the statements herein contained are true to the best of his/her knowledge, that he/she has not suppressed any information that might affect this application and that he/she has read and understands this affidavit.

Signature of Applicant

Signature of Notary

Subscribed and sworn to before this _____ day of _____

In accordance with Executive Order 01.01.1093-18, the Board is required to advise you as follows regarding the collection of personal information:

Personal information requested by the Board is necessary in determining your eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee's identity or to enable the Board to communicate, in a timely manner, with the licensee should the need arise. The licensee has a right to inspect his personal record and to amend or correct the personal data if necessary.

Your Social Security Number is needed on the application. It will be used for identification purposes and may be released to the Department of Public Safety and correctional Services to check for any criminal convictions.

**BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
AND SPEECH-LANGUAGE PATHOLOGISTS**

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**ASSOCIATE DEGREE IN ALLIED HEALTH FIELD
VERIFICATION OF MINIMUM REQUIRED COURSEWORK**

Applicant (Please type or print)

Name: _____

Last

First

Middle/Maiden

Address: _____

Street

Apt. #

City

State

Zip Code

Phone: _____ Alternate # _____

Educational Institution

Name of Institution: _____

Address: _____

Street _____

City

State

Zip Code

Dates Attended: From _____ To _____

Associate Degree in _____ granted _____

(major)

(date)

The Board's regulations require that an applicant with an Associate's Degree in an alliedhealth field from an accredited institution has completed at least 3 credit hours in each of the areas listed below.

FORM SA2

FORM SA2

Please indicate the name of the course on the transcript that fulfills each requirement and **attach an official transcript showing the Associate Degree**. If the title of the course is not self-explanatory, attach catalog description or syllabus. A minimum of 3 credit hours is required in each of the following areas:

1. Normal Speech-Language Development

Name of Course _____

Semester Taken _____

Additional Courses in this area: _____

2. Speech Disorders

Name of Course _____

Semester Taken _____

Additional Courses in this area: _____

3. Anatomy and Physiology of Speech Systems

Name of Course _____

Semester Taken _____

Additional Courses in this area: _____

4. Language Disorders

Name of Course _____

Semester Taken _____

Additional Courses in this area: _____

5. Phonology

Name of Course _____

Semester Taken _____

Additional Courses in this area: _____

FORM SA3

**BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
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**EDUCATIONAL INSTITUTION VERIFICATION
OF COMPLETION OF REQUIRED CLINICAL HOURS**

The Board’s regulations require that the speech-language pathology assistant shall demonstrate completion of at least 25 hours of clinical observation and 75 hours of clinical assistance experience obtained within an educational institution or in one of the educational institution’s cooperating programs.

Applicant (Please Type or print)

Name: _____

Last First

Middle/Maiden

Address: _____

Street

Apt. #

City _____ State _____ Zip Code _____

Phone: _____

2. Educational Institution

Name of Institution: _____

Address: _____

Street

City _____ State _____ Zip Code _____

Dates Attended: From _____ To _____

3. Verification

I verify that _____ completed the

Applicant

following clinical observation hours and clinical assistance hours during
the time he/she was a student at _____
educational institution

25 Clinical Observation Hours completed From _____ to _____

75 Clinical Assistance Hours completed From _____ to _____

Signature

Title

Print Name

Phone

FORM SA4

The 75 hours of clinical assistance shall include 100% direct supervision by the supervising speech-language pathologist of the speech-language pathologist assistant during any client contact hours.

3. Alternative Plan for Clinical Hours

First Month

Week One from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Two from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Three from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Four from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Second Month

Week Five from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Six from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Seven from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Week Eight from _____ to _____
Estimated Observation Hours _____ Estimated Assistance Hours _____

Signature of Applicant _____ Date _____

Signature of Supervisor _____ Date _____

Supervisor: () Holds MD License in Speech-Language Pathology

() Holds ASHA CCC-SLP () Holds Licensure in SLP in State of _____

3. I verify that _____, a Speech-Language
Applicant

Pathology Assistant under my supervision, has completed 25 hours of clinical
observation and 75 hours of clinical assisting experience as indicated below:

First Month

Week One from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Two from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Three from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Four from _____ to _____
Observation Hours _____ Assistance Hours _____

Second Month

Week Five from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Six from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Seven from _____ to _____
Observation Hours _____ Assistance Hours _____

Week Eight from _____ to _____
Observation Hours _____ Assistance Hours _____

Signature of Supervisor _____ Date _____

Supervisor: () Holds MD License in Speech-Language Pathology
() Holds ASHA CCC-SLP () Holds Licensure in SLP in State of _____

**If the Board does not receive proof of successful completion of the hours by the end
of 90 days, the assistant's Limited License is void and the assistant will need to
reapply.**

FORM SA6
MARYLAND BOARD OF EXAMINERS FOR AUDIOLOGISTS,
HEARING AID DISPENSERS, AND SPEECH-LANGUAGE PATHOLOGISTS
4201 Patterson Avenue
Baltimore, Maryland 21215

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT/
SUPERVISING SPEECH-LANGUAGE PATHOLOGIST
DELEGATION AGREEMENT**

A Speech-Language Pathology Assistant or an applicant for licensure as a Speech-Language Pathology Assistant must file a Delegation Agreement with the Board. A separate agreement must be filed for **each** supervising Speech-Language Pathologist under whom the SLP Assistant will be working. **Each Delegation Agreement must be re-filed at the time of license renewal.**

1. SPEECH-LANGUAGE PATHOLOGY ASSISTANT INFORMATION:

Applicant's Name: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

If licensed as an assistant, Maryland SLP Assistant License Number: _____

2. SUPERVISING SPEECH-LANGUAGE PATHOLOGIST

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Maryland SLP License Number: _____ and/or ASHA Number: _____

3. FACILITY INFORMATION (where the SLP Assistant will be practicing)

Facility Name: _____

Facility Address: _____

Contact Person: _____ Phone: _____

FORM SA6

Will the supervising Speech-Language Pathologist be responsible for the practice of the SLP Assistant at additional facilities? _____yes _____no

If yes, please indicate the additional facilities and their addresses here:

4. AGREEMENT

The Speech-Language Pathology Assistant named in this **Delegation Agreement** is authorized to assist the supervising Speech-Language Pathologist named in this agreement in the implementation of speech-language pathology treatment goals and related activities as outlined in the **SLPA Regulations** (COMAR 10.41.11) **under the direction of the supervising SLP at the above named facility(ies).**

The Supervising Speech-Language Pathologist agrees to supervise the SLP Assistant according to the standards outlined in the COMAR regulations.

The SLP Assistant agrees to perform only those activities authorized in the COMAR regulations.

The SLP Assistant agrees to notify the Board if this Delegation Agreement is no longer valid.

Signature of SLPA

Date

Signature of Supervising SLP

Date

FORM SA7

**BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
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**SPEECH-LANGUAGE PATHOLOGY ASSISTANT
COMPETENCY SKILLS CHECKLIST**

At the beginning of the Assistant's Limited Licensure:

The Supervising Speech-Language Pathologist and the Speech-Language Pathology Assistant should review the competency skills check list **at the beginning** of the period of limited licensure and periodically thereafter. Discussion of the skills required and review of the Assistant's progress towards acquiring these skills can prove useful throughout the limited licensure period. Using the checklist as a learning tool will provide clear goals for the Assistant and lead to the successful completion of the Check List at the end of the nine months of supervised practice.

After 9 months of supervised practice:

The Competency Skills Check List is to be completed by the supervising Speech-Language Pathologist after the Speech-Language Pathology Assistant has completed a minimum of nine (9) months of supervised practice under a limited license. Completion of the checklist verifies that the Assistant has acquired the skills and knowledge needed to receive a full license as a Speech-Language Pathology Assistant. The Speech-Language Pathology Assistant shall submit the completed Competency Skills Check List to the Board **at least 60 days before** the limited license expiration date.

FORM SA7
BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
AND SPEECH-LANGUAGE PATHOLOGISTS

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SPEECH-LANGUAGE PATHOLOGY ASSISTANT
COMPETENCY SKILLS CHECKLIST

Speech-Language Pathology Assistant: _____

Supervising Speech-Language Pathologist: _____

DIRECTIONS:

The supervising speech-language pathologist marks yes or no to indicate that the assistant is competent and meets the following criteria.

I. INTERPERSONAL SKILLS:

Standard: The speech-language pathology assistant actively demonstrates cooperation, adaptability, and effective communication.

1. Criteria: Deals effectively with the attitudes and behaviors of the **Yes No** patients/clients

- a. Maintains appropriate patient/client relationships ___ ___
- b. Communicates effectively and with sensitivity the needs ___ ___ of the patient/client, family and caregivers
- c. Addresses/considers patient/client and significant others ___ ___ cultural needs and values
- d. Demonstrates insight into patient/client and caregivers ___ ___ attitudes and behaviors
- e. Refers patient/client/caregivers/other professionals to the ___ ___ supervising speech-language pathologist when appropriate
- f. Other: _____

2. Criteria: Communicates and interacts effectively with supervisor **Yes No**

- a. Accepts and responds appropriately to constructive ___ ___ criticism
- b. Requests assistance from supervisor appropriately ___ ___
- c. Actively participates in interactions with supervisor ___ ___
- d. Other: _____

II. PERSONAL QUALITIES:

Standard: The speech-language pathology assistant demonstrates professional behavior and confidentiality.

1. Criteria: Demonstrates behaviors of a dependable team member, **Yes No** which may include:

- a. Arrives punctually to appointments with prepared ___ ___ assignments
- b. Submits documentation on time ___ ___
- c. Completes assigned tasks within designated treatment ___ ___ session

2. Criteria: Demonstrates appropriate conduct in the work environment, which may include:
- a. Maintains confidentiality of client information at all times ___ ___
 - b. Maintains professional appearance for work environment ___ ___
 - c. Recognizes own professional limitations and performs ___ ___ within the boundaries of training and job responsibilities

III. TECHNICAL-ASSISTANT SKILLS

Standard: The speech-language pathology assistant assists the therapist in providing adequate treatment

1. Criteria: Maintains a facilitating environment for all tasks Yes No
- a. Adjusts environment to facilitate learning ___ ___
(i.e. Lights, noise, etc)
 - b. Organizes treatment space appropriately ___ ___
 - c. Other _____
2. Criteria: Selects prepares and presents materials effectively
- a. Selects and prepares appropriate treatment materials ___ ___
 - b. Selects treatment materials based on clients age, needs, ___ ___ culture and motivation
3. Criteria: Complies with documentation standards
- a. Documents treatment plans and protocols accurately, ___ ___ completely and concisely for the supervising speechlanguage pathologist
 - b. Documents client progress and performance to supervisor ___ ___
 - c. Signs documents and assures cosignature when required ___ ___
 - d. Prepares and maintains client records, charts, graphs, ___ ___ objective data as directed by the supervisor
4. Criteria: Provides assistance to the supervising speech-language pathologist
- a. Assists the supervisor as directed during assessments by ___ ___ the speech-language pathologist
 - b. Assist with informal documentation ___ ___
 - c. Schedules activities appropriately ___ ___
 - d. Participates with the supervisor in research projects ___ ___
 - e. Participates in inservices training ___ ___
 - f. Participates in public relations programs ___ ___
 - g. Performs checks and maintenance of equipment ___ ___

IV SCREENINGS

Standard: The speech-language pathology assistant will provide appropriate screening procedures

1. Criteria: Administers screening tools appropriately as directed Yes No by the supervisor for communication and/or swallowing disorders which may include:
- a. Differentiates correct vs. incorrect responses ___ ___
 - b. Completes screening protocol form accurately ___ ___
2. Criteria: Manages screening
- a. Reports any difficulties encountered with screening ___ ___

- procedures
 - b. Schedules Screenings ____ ____
 - c. Organizes screening materials ____ ____
3. Criteria: Communicates results to supervising speech-language pathologist
- a. Seeks guidance when appropriate ____ ____
 - b. Provides descriptive behavioral observations that ____ ____ contribute to results

V. TREATMENT

Standard: The speech-language pathology assistant provides appropriate treatment resulting in optimal client improvement.

1. Criteria: Performs treatment tasks as outlined by the supervisor Yes No
- a. Accurately and efficiently follows treatment plans ____ ____ developed by the speech-language pathologist
 - b. Incorporates feedback from speech-language pathologist ____ ____ for modifying own behavior with the client, caregivers and other professional staff
2. Criteria: Manages client behavior and provides appropriate treatment
- a. Maintains on-task behavior ____ ____
 - b. Provides appropriate feedback to the client as to the ____ ____ accuracy of the response
 - c. Uses feedback and reinforcement that are consistent, ____ ____ discriminating and meaningful
 - d. Gives direction and instructions that are age, education ____ ____ and culturally appropriate
 - e. Implements treatment objectives/goals in specified ____ ____ sequence
 - f. Applies behavior modification and other reinforcement ____ ____ behavior appropriately as designated by the speech language pathologist
3. Criteria: Demonstrates knowledge of treatment objectives and plan
- a. Demonstrates understanding of client disorder and needs ____ ____
 - b. Identifies correct vs. incorrect responses ____ ____
 - c. Identifies client behaviors which demonstrate an ____ ____ improvement in function
 - d. Accurately reports completion of tasks ____ ____

I verify _____

Speech-Language Pathology Assistant

has completed nine (9) months of supervised practice as a Speech-Language Pathology Assistant under my supervision and has obtained the knowledge and skills needed to obtain a full license as a Speech-Language Assistant.

Supervising Speech-Language Pathologist

Date

FORM SA8

**BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS
AND SPEECH-LANGUAGE PATHOLOGISTS**

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AFFIDAVIT TO BE COMPLETED BY LICENSURE BOARD

This portion of the form is to be completed by the Speech-Language Pathology Assistant
Would you please verify ___ licensure ___ certification or ___ registration as a Speech-
Language Pathology Assistant in your State for:

First Name	Middle	Last Name
------------	--------	-----------

Date of Birth _____ Social Security Number _____

License/Certificate/Registration Number: _____

This portion of the affidavit is to be completed by the Board:

License/Certificate /Registration Number _____ Date Issued _____

Is License/Certificate/Registration in good standing? _____

Expiration Date _____

Please provide basis for qualifying for license/certificate/registration as a Speech-
Language Pathology Assistant in your state that this person met (e.g. educational
requirements, practice requirements, examination, etc.) _____

**Please attach law and regulations governing Speech-Language Pathology Assistants
for your state.**

Has License/Certificate/Registration ever been suspended or revoked? _____
If yes, please explain why or attach additional explanation.

Has License/Certificate/Registration been reinstated? _____

Has disciplinary action ever been taken against this person? _____ If yes, please
explain why or attach additional explanation.

Is there any derogatory information on file concerning this person? _____ If yes, please explain or attach additional explanation.

Signature _____ Date _____

Title _____

State Board of _____

State of _____

State Seal Here

FORM SA8