License Renewal Tutorial
In order to safeguard the public health, safety, and welfare, it is necessary to provide regulatory authority over persons offering speech and language pathology and audiology services to the public.

*The green arrows used in this tutorial will not appear on your devices screen, this is to help locate the item, and they look like this.*
Submission & Payment Options

How do you intend to fill in and pay for this renewal? *

- Download a PDF to print, complete by hand & mail with check or money order
- Complete form online, print & mail with payment
- Complete form online & pay via PayPal
- Complete form & Verification of Active Military Status

• Select one of the following options.

*Note PayPal's and Money Order's are processed quicker than checks*
Steps to complete form online & pay via PayPal

- If you decide to pay via PayPal, your screen will look like this.

*Note you do not need to have a PayPal account to pay online.

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**Submission & Payment Options**

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Fill in the form below. Submitting will take you PayPal to complete payment. If you would like a PDF for your records, choose the PDF delivery option at the end of the form.

**Please note:** Submitting this form without completing online payment WILL NOT submit it to our office. You must complete payment for the form to submit.
• The red asterisk means that the field must be completed, if it is not completed you **will not** be able to submit your form.

• Type in your first name in the first name box, middle name in the middle name box, and last name into the last name box.

• Type in your mailing address.  
  • **Note it is the licensee’s responsibility to keep the Board up to date on your current mailing address.**

• Type in your home phone number, yes, a cell phone number is alright to use here.

• Type in your work number, be sure to include your extension if you have one.

• Type in your email.
• Type in your employer name.

• Type in your employer address.

• If you have more than one employer, you can use “/” to separate them.

• For the employer address if you have more than one use “/” here too.

*Note the red asterisks here too, these are required fields.
Select your license area
• When you click the box a drop-down menu will appear. Look at the area marked by the green arrow.
• Type in your license number
  • Note if you do not know your license number you can find it on the website under “Lookup Licensee”. YOU DO NOT NEED TO KNOW YOUR LIC. # TO USE THIS FUNCTION!
• If you are bilingual, you can disclose what language you are bilingual in, this is optional.
• Select “yes” or “no” for Disciplinary Action. If you select “yes” you will need to provide an accurate explanation of what happened.
• Select “yes” or “no” for Telepractice
• CEU’s only need to be submitted if you are Audited. You do not have to attach them electronically; they can be mailed in too.

License Information

License Area
- SLP
- SLP & AUD

License Number

Bilingual Language(s)
Add a row for each language

Disciplinary Action
Has disciplinary action ever been taken or is disciplinary action pending against you by a licensing board or professional agency?
- Yes
- No

Telepractice
Are you currently engaged in telepractice?
- Yes
- No

CEUs
Attach Electronic Documentation of CEUs if requested for random audit.
If you select “no” you can proceed to the next slide. If you select “yes” stay here.

Select who has military status.

Under supporting documents you can attach them here.

- Note we do **NOT** accept Military ID’s, and your license will not be renewed until proper military documentation is provided.
Read the Employee Classification Act, then select the box beside “I understand”

Click “yes” or “no” for Investigation of Employee Misclassification
  • If you select “yes” you will need to write out an explanation that includes the results of the investigation.

*Note these are required fields. Your form will not be submitted until they have the appropriate option selected.
These are required fields, if you select “yes” a box will appear under it called “Email (PDF for delivery)”. Type in the email you would like the form to be sent to.

Sign your name.
• If you owe a delinquency fee, select this box. It will make your total $87.

• Select the appropriate payment option, in this section the “complete form online and pay with PayPal” option was selected in the beginning. Therefore, selecting “PayPal (A $2 fee will be added for online payments)” should be selected.
  • If you want a copy for your records you will need to print the form off before submitting it, if you did not put in your email to receive the PDF. If you did put in your email for the PDF, you can print this off and keep it for your records.
• After clicking the submit button you will be taken to this screen. If you have a PayPal account you can log in and continue making your payment.

• If you do not have a PayPal account select the grey button “Pay with Debit or Credit Card” marked with the green arrow.
- Select your country.
- Type in your card number.
- Type in the expiration date it will be in month/year format (00/00).
- Type in your CSC, you will find this on the back of your card, and it is a three-digit number (000).
- Type in the First name on the card.
- Type in the Last Name on the card.
- Under “Billing Address” type in the address that goes with the card.

- Under that there is a “Contact Information” section, add your phone number and email.

- To complete the payment process you will select the “Pay Now” button.
• After you have submitted the “Pay Now” button you should receive an email with your “Transaction ID”, and you can confirm with your bank that your payment went through.

*Please note that if there is a problem with PayPal, it is with PayPal because we do not own PayPal, nor are we in charge of what PayPal does or does not do. If there is a problem, you can click the “Contact Us” on this screen