

Kansas Speech–Language Pathology/Audiology Renewal Instructions 10/31/2011

THERE ARE NOW TWO OPTIONS FOR LICENSE RENEWAL!

OPTION 1 - NEW ONLINE RENEWAL PROCESS

A few reasons the online process may be the choice for you:

- × Convenience - Available beginning **September 15, 2011**, 24 hours each day, 7 days per week.
- × Additional Payment Options - electronic Checks, Visa, Master Card, Discover and American Express. NOTE: The payment processor charges a convenience fee of \$3 for electronic checks and \$8 for credit card use.
- × Immediate Confirmation - User receives a printable confirmation statement verifying the renewal process was successfully completed which also serves as a receipt of payment.

Instructions:

Go to www.kdheks.gov/hoc and click on the [Online License Renewal](#) link

OPTION 2 - PAPER BASED RENEWAL PROCESS

If paper based renewal is preferred please follow these steps:

- 1) Complete, sign and return the form titled ■Speech-Language Pathology/Audiology Licensure Renewal Notice.
- 2) Enclose \$135 renewal fee made payable to the KDHE or complete and enclose the authorization for payment of fees by Discover Card. There is a 2.5% transaction fee when using this option.

Additional Renewal Information

CONTINUING EDUCATION REQUIREMENTS

A total of 20 hours of continuing education is required for renewal. For those dually licensed, a total of 30 hours of continuing education is required for renewal.

Pro-Rated Continuing Education Hours

Each licensee whose *initial licensure period is less than 20 months* is required to obtain not less than one hour of CE for each month in the initial licensure period.

Month in which license was issued	Total CE hours required for renewal
Nov (exp 10/31 2 yrs later-24 mo license)	20 hrs
Dec (23 month license)	20 hrs
Jan (22 month license)	20 hrs
Feb (21 month license)	20 hrs
Mar (20 month license)	20 hrs
Apr (19 month license)	19 hrs
May (18 month license)	18 hrs
June (17 month license)	17 hrs
July (16 month license)	16 hrs
Aug (15 month license)	15 hrs
Sept (14 month license)	14 hrs
Oct (13 month license)	13 hrs

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PROCESS FOR CONTINUING EDUCATION REVIEW

You must keep all CE documents (certificates, course content, objectives, time-frame agenda) in the event your renewal is randomly selected for CE review, but only then must you submit the information. A copy of the allowable Content and Objectives is enclosed on the second page of the Methods for Earning Continuing Education table. ***The attestation statement on your renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.***

ASHA Programs Are Not Automatically Approved

Please retain certificates, course content, objectives, time-frame agenda in the event your renewal is randomly selected for CE review. *ASHA evidently expanded their approvable content topics. Some topics may no longer meet Kansas regulatory requirements.*

NAME CHANGES

For those renewing using the paper-based renewal process, please make corrections as needed on the license renewal application to reflect the name change then attach documentation (marriage license/divorce decree) to substantiate change.

For those utilizing the online renewal process, please note that **name changes cannot be made online** and will require that documentation be faxed or mailed (marriage license/divorce decree) to substantiate change. Fax number is 785-296-3075 Attention: Brenda Kroll

REPORTING ASSISTANTS

For those renewing using the paper-based renewal process and supervising a new assistant(s), please complete and return the Notice of Speech-Language Pathology/Audiology Assistant. NOTE: If a previously reported assistant is no longer being utilized please use the same form indicating the date supervision ended.

For those utilizing the online renewal process and supervising a new assistant(s), there is a component within the online process which allows assistant information to be entered. NOTE: Previously reported assistants will be displayed during the online process. Please review the information and update with the date supervision ended if no longer utilizing the assistant(s).

CRITICAL DATES

All continuing education hours *must be obtained by October 31, 2011*. If the required hours are not obtained by October 31, 2011, the license will expire and would require reinstatement.

All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date (October 31, 2011) to avoid a \$50.00 late fee.

Applications received postmarked or submitted online by November 30, 2011 with CE obtained by October 31, 2011 will be charged an additional \$50.00 late fee.

Applications received postmarked 60 days after expiration (postmarked on or after December 1, 2011) will not be accepted for renewal. Licensee will be required to reinstate according to KAR 28-61-7, pay a renewal fee of \$135.00 and a reinstatement fee of \$135.00, and meet continuing education requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of license expiration.

For questions about the renewal process please contact Brenda Nesbitt Kroll at (785) 296-0061 or by email at bkroll@kdheks.gov