



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
HERITAGE PLACE METRO CENTER
665 MAINSTREAM DR
NASHVILLE, TN 37243**

**BOARD OF COMMUNICATION DISORDERS AND SCIENCES
1-800-778-4123 or Locally (615) 253-6061
www.tn.gov/health**

SPEECH LANGUAGE PATHOLOGIST ASSISTANT REGISTRATION FORM

Attached is an application to register a Speech Language Pathologist Assistant with the Tennessee Board of Communication Disorders and Sciences. Also attached is a copy of the rules regulating Assistants.

Carefully read the rules and complete the application for each Assistant to be registered. The licensee supervising the assistant must also include a Written Plan of Training which shall be signed by both the Licensee and the Assistant.

A criminal Background check is required for all methods of licensure. For instructions to obtain a criminal background check, click [here](#) or go to the Noteworthy section of the Board's website.

Return the Application to:

**Board of Communications Disorders and Sciences
665 Mainstream Dr
Nashville, TN 37243**



2025 - 001 - \$20.00

2025 - 006 - \$10.00

Total due \$30.00

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BOARD OF COMMUNICATION DISORDERS AND SCIENCES

COMPLETE ONE FORM FOR EACH SPEECH LANGUAGE PATHOLOGIST ASSISTANT

Name of Assistant: _____

Social Security #: _____ Birth date: _____

In order to comply with federal statutes, the (Board of Communications Disorder and Sciences) is obligated to inform each applicant or licensee from whom it requests a social security number that disclosing such number is mandatory in order for this Board to comply with the requirements of the federal Healthcare Integrity and Protection Data Bank and/or the National Practitioner Data Bank. If the Board is required to make a report about one of its applicants or licensee to either or both of these data banks, it must report that individual's social security number. This application will not be complete if the social security number is omitted. The number will be used for identification purposes and for such other purposes as are allowed by state and federal law.

Address: _____ City/State/Zip: _____/_____/_____

Telephone #: _____ Date Hired: _____

Name of Supervising Licensee: _____ License Number: _____

Company name, address, and telephone number: _____

Alternate Supervising Licensee: _____ License Number: _____

Address: _____

Signature of Supervisor Date Signature of Assistant Date

Signature of Alternate Supervisor Date

ATTACH WRITTEN PLAN OF TRAINING USED WITH THIS ASSISTANT. BOTH ASSISTANT AND SUPERVISORS MUST SIGN PLAN OF TRAINING.

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APPLICATION INSTRUCTIONS FOR REGISTRATION AS A SPEECH LANGUAGE
PATHOLOGIST ASSISTANT

Provided below is a checklist for your personal use and convenience containing all the things you must submit before your application for Tennessee Registration to practice as a speech pathology assistant can be considered.

NOTE: All submissions must be executed and dated less than one (1) year before receipt or they will be rejected by the Board.

The following documentation is required:

1. _____ **Completed application**
2. _____ **Fees: Thirty Dollars (\$30.00)**
3. _____ **Transcript: Official transcript showing completion of 60 college-level semester credit hours and 100 clock hours of field experience sent directly to the Board from school, (transcript issued to student IS NOT acceptable).**
4. _____ **Written plan of training from the Supervising Speech Language Pathologist (Signed by both the Supervisor and Assistant)**
5. _____ **Criminal Background Check**

Rules and Regulations

1370-01-.14 SPEECH LANGUAGE PATHOLOGY ASSISTANTS AND SUPERVISION.

(1) Requirements.

(a) Speech Language Pathology Assistants.

1. Speech Language Pathology Assistants must work under the supervision of a licensed Speech Language Pathologist ("Supervising Licensee").
2. The minimum qualifications for persons employed as Speech Language Pathology Assistants shall be as follows:
 - (i) The applicant must have completed a program of study designed to prepare the student to be a Speech Language Pathology Assistant. The applicant must have earned sixty (60) college-level semester credit hours in a program of study that includes general education and the specific knowledge and skills for a Speech Language Pathology Assistant. The training program shall include a minimum of one hundred (100) clock hours of field experience supervised by a licensed Speech Language Pathologist.
 - (I) At least twenty (20) semester credit hours of the sixty (60) hour requirement shall be in general education.
 - (II) At least twenty (20) semester credit hours of the sixty (60) hour requirement shall be in technical content. The course content must include the following:
 - I. overview of normal processes of communication and overview of communication disorders;
 - II. instruction in assistant-level service delivery practices;
 - III. instruction in workplace behaviors;
 - IV. cultural and linguistic factors in communication; and
 - V. observation.
 - (III) The one hundred (100) hours of supervised fieldwork experience must provide appropriate experience for learning the job responsibilities and workplace behaviors of a Speech Language Pathology Assistant. This experience is not intended to develop independent practice.
3. If the applicant's academic institution does not provide for the full one hundred (100) hours of supervised field work experience by a licensed Speech Language Pathologist, then the applicant shall register with the Board and shall have a minimum of thirty (30) days up to a maximum of ninety (90) days to acquire the full one hundred (100) clock hours of field experience needed to become a fully credentialed Speech Language Pathology Assistant.

(2) Scope of Practice.

(a) A Speech Language Pathology Assistant shall not perform the following:

1. Interpret test results or perform diagnostic evaluations;
2. Conduct parent or family conferences or case conferences;
3. Perform client or family counseling;
4. Write, develop, or modify a client's individualized treatment plan;
5. Treat clients without following the established plan;
6. Sign any document without the co-signature of the supervising Speech Language Pathologist;
7. Select or discharge clients for services;
8. Disclose clinical or confidential information, either orally or in writing, to anyone not designated by the Speech Language Pathologist;
9. Refer clients for additional outside service;

(3) Supervision by and Responsibilities of the Supervising Licensee.

(a) Prior to the commencement of training and/or employment, individuals seeking to be Speech Language Pathology Assistants must be registered by the supervising licensee with the Board on a registration form provided at the request of the supervising licensee.

1. The registration form shall be completed by the supervising licensee who shall return the completed form to the Board's administrative office with a copy of the written plan of training to be used for that Speech Language Pathology Assistant.
2. The Speech Language Pathology Assistant shall not begin training and/or employment until he/she has registered with the Board and paid the required fees, as provided in Rule 1370-01-.06.
3. For those applicants whose academic institution does not provide for the full

one hundred (100) hours of supervised field work experience by a licensed Speech Language Pathologist:

- (i) The registration form shall be completed by the supervising licensee who shall return the completed form to the Board's Administrative Office with a copy of the written plan of training to be used by the applicant.
 - (ii) The applicant shall not begin training and/or employment until he/she has registered with the Board. No fee shall be required during the thirty (30) to ninety (90) day period in which the applicant obtains the full one hundred (100) hours of supervised field work experience. Upon the completion of the full one hundred (100) hours, the applicant shall pay the required fees, as provided in Rule 1370-01-.06, to become a fully credentialed Speech Language Pathology Assistant. The supervising licensee is responsible for designating an alternate licensed Speech Language Pathologist and ensuring that the designated alternate licensed Speech Language is available on-site to provide supervision when he/she is off site for any period of time. The designated alternate licensed Speech Language Pathologist must be registered with the Board as the alternate and should be documented on all written materials for training
- (b) Notice of employment, change of supervisor, or termination of any Speech Language Pathology Assistant must be forwarded by the supervising licensee to the Board's administrative office within thirty (30) days of such action.
- (c) Prior to utilizing a Speech Language Pathology Assistant, the licensed Speech Language Pathologist who is responsible for his or her direction shall carefully define and delineate the role and tasks. The Speech Language Pathologist shall:
- 1. Define and maintain a specific line of responsibility and authority; and
 - 2. Assure that the Speech Language Pathology Assistant is responsible only to him or her in all client-related activities.
- (d) Any licensed Speech Language Pathologist may delegate specific clinical tasks to a registered Speech Language Pathology Assistant who has completed sufficient training. However, the legal, ethical, and moral responsibility to the client for all services provided, or omitted, shall remain the responsibility of the supervising licensee or of the licensed Speech Language Pathologist acting as supervisor in the absence of the supervising licensee. A Speech Language Pathology Assistant shall be clearly identified as an assistant by a badge worn during all contact with the client.
- (e) When a Speech Language Pathology Assistant assists in providing treatment, a supervising licensee shall:

1. Provide a minimum of fifteen (15) hours of training for the competent performance of the tasks assigned. This training shall be completed during the first thirty (30) days of employment. A written plan for this training shall be submitted with registration. This training should include, but not be limited to, the following:
 - (i) Normal processes in speech, language, and hearing;
 - (ii) A general overview of disorders of speech, language, and hearing;
 - (iii) An overview of professional ethics and their application to the Speech Language Pathology Assistant activities;
 - (iv) Training for the specific job setting shall include information on:
 - (I) The primary speech, language, and hearing disorders treated in that setting;
 - (II) Response discrimination skills pertinent to the disorders to be seen;
 - (III) Equipment to be used in that setting;
 - (IV) Program administration skills, including stimulus presentation, data collection, and reporting procedures, screening procedures, and utilization of programmed instructional materials; and Behavior management skills appropriate to the population being served.
2. Evaluate each client prior to treatment.
3. Outline and direct the specific program for the clinical management of each client assigned to the Speech Language Pathology Assistant.
4. Provide direct/indirect, but on-site observation according to the following minimum standards:
 - (i) Provide direct observation for the first ten (10) hours of direct client contact following training;
 - (ii) Supervision of a Speech Language Pathology Assistant means direct supervision of not less than ten percent (10%) of a Speech Language Pathology Assistant's time each week. Direct supervision means on-site and in-view supervision as a clinical activity is performed;

- (iii) The supervising licensee shall provide indirect supervision of not less than twenty percent (20%) of a Speech Language Pathology Assistant's time each week. Indirect supervision may include audio and video recordings, numerical data, or review of written progress notes. The supervising licensee, or the licensed Speech Language Pathologist acting as supervisor in the absence of the supervising licensee, must still be on-site;
 - (iv) At all times, the supervising licensee shall be available at a minimum by telephone whenever a Speech Language Pathology Assistant is performing clinical activities;
 - (v) All direct and indirect observations shall be documented and shall include information on the quality of a Speech Language Pathology Assistant's performance;
 - (vi) Whenever the Speech Language Pathology Assistant's performance is judged to be unsatisfactory over two (2) consecutive observations, the Speech Language Pathology Assistant shall be retrained in the necessary skills. Direct observations shall be increased to one hundred percent (100%) of all clinical sessions, until the Speech Language Pathology Assistant's performance is judged to be satisfactory over two (2) consecutive observations;
 - (vii) Ensure that the termination of services is initiated by the Speech Language Pathologist responsible for the client; and
 - (viii) Make all decisions regarding the diagnosis, management, and future disposition of the client.
5. Provide supervision for an individual who is completing the required one hundred (100) hours of supervised field work experience pursuant to part (3)(a)3., as follows:
- (i) Fifty percent (50%) of the remaining hours must be supervised directly, on-site; Of the hours remaining pursuant to subpart (3)(f)5.(i), at least twenty-five percent (25%) must be supervised directly, on-site and
 - (ii) Any remaining hours must be supervised indirectly.
 - (iii) Example: If the individual needs to complete eighty (80) of the required 100 hours of supervised field work experience, the first forty (40) hours (50%) must be supervised directly, on-site. Of the remaining forty (40) hours, at least ten (10) of those hours (25%) must be supervised directly, on-site and the remaining thirty (30) hours must be supervised indirectly.

(f) Supervision limitations.

1. Supervising licensees shall supervise no more than three (3) individuals concurrently.
2. Supervising licensees shall supervise no more than two (2) Speech Language Pathology Assistants concurrently.
3. Supervising licensees shall supervise no more than three (3) Clinical Fellows concurrently.

Authority: T.C.A. §§ 4-5-202, 4-5-204, 63-17-103, 63-17-105, 63-17-114 and 63-17-128. Administrative

History: Original rule filed January 31, 2000; effective April 15, 2000. Amendment filed June 22, 2004; effective September 5, 2004. Amendment filed August 3, 2005; effective October 17, 2005.

Amendment filed September 11, 2006; effective November 25, 2006. Amendment filed April 6, 2010; effective July 5, 2010. Repeal and new rule filed June 28, 2013; effective September 26, 2013.