# Speech Language Pathology Support Personnel Rules in Indiana

**Title 880 of the Indiana Professional Licensing Agency**

| SLP Support Personnel (Types) | Education and Training Required to Perform Services (Qualifications) | Scope of Duties and Responsibilities (Tasks that <u>may</u> be delegated)<br><br>(Same for all types) | Restricted Duties and Responsibilities (Activities <u>prohibited</u>)<br><br>(Same for all types) |
|---|---|---|---|
| **SLP Aide** | Minimum educational requirement is a **high school diploma.** | ❑ **Assist with** screenings and assessments<br>❑ **Follow documented** treatment plans or protocols<br>❑ **Tally data** for the SLP to use<br>❑ **Prepare** charts, records, and graphs<br>❑ **Assist with** informal documentation<br>❑ **Assist with** clerical duties and scheduling<br>❑ **Check and maintain** equipment<br>❑ **Support supervisor** with research, in-services training, and public relations<br>❑ **Collect data** for quality improvement<br>❑ **Comply with** regulations, reimbursement requirements and job responsibilities | ❑ **Perform any** diagnostic tests, evaluations, or interpret results<br>❑ **Participate in** parent/case/interdisciplinary team conferences without a licensed SLP<br>❑ **Provide** counseling to client or family<br>❑ **Write, develop, or modify** treatment or educational plan<br>❑ **Assist with** a client without following therapeutic plan<br>❑ **Sign** formal documents (informal treatment notes need to be cosigned by supervisor)<br>❑ **Select, discharge, or dismiss** clients for services<br>❑ **Disclose** clinical or confidential information orally or in writing to anyone other than supervisor<br>❑ **Communicate** about client status without consent of supervisor<br>❑ **Counsel or consult** with client or family or others regarding client status or service.<br>❑ **Represent** himself or herself as a speech-language pathologist. |
| **SLP Associate** | Minimum educational requirement is a **2-year Associate Degree in speech-language pathology** | | |
| **SLP Assistant** | Minimum educational requirement is a **Bachelor Degree in Communication Disorders**<br><br>*See Title 880 of the SLPA Board for coursework and clinical hours requirement. | | |

**<u>Please Note:</u>** By law the supervisor MUST determine the responsibilities assigned to support personnel based upon educational level, training, and experience of individual support personnel. Tasks may only be delegated to support personnel IF planned by the supervisor, and the individual has been provided with adequate training to perform the task competently.

Each individual licensed under this article and each individual registered as a speech-language pathology aide, a speech-language pathology associate, or a speech-language pathology assistant shall make the license or registration, or an official duplicate of the license or registration, available when the individual practices speech-language pathology or audiology or provides support services. In addition, before support personnel may provide services, the speech-language pathologist shall ensure that prior written notification is provided to the recipient of the services that services are to be provided in whole or in part by support personnel.

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| Types of SLP Support Personnel | Minimum Standards for Direct Client Treatment by and Accessibility of Supervisor | Minimum Standards for Supervision and Documentation of Supervision | Supervisory Responsibilities of the Speech-Language Pathologist (Same for all 3 types) |
|---|---|---|---|
| **SLP Aide** | **Supervisor MUST be physically present within the same building as the SLP aide at all times when direct client care is provided.**<br><br>**Supervisor MUST directly provide 33% (1/3) of treatment weekly to each client.** | **Supervisor MUST provide "direct supervision" a minimum of 20% weekly for the first 90 days of work and a minimum of 10% thereafter.**<br><br>**Supervisor MUST review all data and documentation on clients seen for treatment every five (5) working days.** | ❑ **Meet the following qualifications:**<br>➢ Hold a current **IPLA license**.<br>➢ Hold a Certificate of Clinical Competence (CCC) or its equivalent from a nationally recognized association of speech-language and hearing<br>• ***CCC requirement goes into effect AFTER July 1, 2010.***<br>❑ **Supervise NO MORE THAN 2 support personnel** at any one time.<br>❑ **Adjust the amount of supervision** depending on the competency of the support personnel, needs of the clients served, and the nature of the assigned tasks, however the **minimum standard must be maintained**.<br>❑ **Clearly delineate** the role and tasks of the support personnel to the support personnel themselves including specific lines of responsibility and authority.<br>❑ **Assure support personnel** that they are responsible only to the supervisor in all client activities.<br>❑ **Assess individual client needs** when deciding the appropriateness of a support personnel service delivery model.<br>❑ **Evaluate** each client prior to treatment<br>❑ **Outline and direct** client's specific program<br>❑ **Review** case upon termination of services<br>❑ **Not permit** support personnel from making decisions regarding diagnosis, management, or future disposition of clients<br>❑ **Officially designate** the type of support personnel working with a client on all clinical records<br>❑ **Designate another** licensed SLP to supervise during vacation periods or illness not to exceed (30) days.<br>❑ **Notify the board, in writing,** of termination of the supervision of support personnel including the date of termination and the designation of an interim supervisor not to exceed (30) days. (No fee for interim supervisor) |
| **SLP Associate**<br><br>**&**<br><br>**SLP Assistant** | **Supervisor must provide direct treatment a minimum 1x per 2 weeks to each client.**<br><br>**Supervisor must always remain accessible, to mean reachable by personal contact, telephone, pager, or by other immediate means.** | **Supervisor MUST provide "direct supervision" a minimum of 20% weekly for the first 90 days of work and a minimum of 10% thereafter.**<br><br>**Supervisor MUST alternate supervision days and times to ensure all individuals receive direct treatment from the supervisor as required.**<br><br>**Supervisor MUST review all data and documentation on clients seen for treatment every five (5) working days.**<br><br>**Important Note: "Direct supervision" means onsite, in-view observation and guidance by the supervising speech-language pathologist while an assigned therapeutic activity is being performed.** | |

# Speech Language Pathology Support Personnel Rules in Indiana

**Title 880 of the Indiana Professional Licensing Agency**

| Types of SLP Support Personnel | Application for Registration (Same for all types) | Renewal of Registration and Report of Change of Information (Same for all types) | SLP Support Personnel Previously Registered |
|---|---|---|---|
| **SLP Aide**<br><br>**SLP Associate**<br><br>**SLP Assistant** | ❑ **Application must be made** on a form provided by the bureau and submitted by the supervisor under whose supervision the support personnel will work<br>❑ **Application must include…**<br>➢ **Supervisor's name**, address, phone number, and current Indiana license number.<br>➢ **Name and location** where service will be provided.<br>➢ **Detailed description** of responsibilities assigned to support personnel<br>➢ **A certified statement** from the supervisor that supervision will be provided as required by law.<br>➢ **A certified statement** that, support personnel shall only perform tasks specified by law **if delegated** by supervisor.<br>➢ **Initial registration fee** of $50.00 with annual renewal fee of $25.00<br>➢ **Official transcripts** from an educational institution | ❑ **A registration must be renewed** prior to December 31st of each year.<br>❑ **Information must be submitted** on a renewal form<br>❑ **Support Personnel may not** continue working if their registration has expired.<br>❑ **Supervisor must report** any change in information required by the board by submitting a new application at the time the change occurs (July 1, 2005)<br>❑ **If the supervisor does not renew** support personnel registration **by December 31** registration becomes invalid **and a new application** must be submitted.<br>❑ **A supervisor must report any change** in information required by the board, by submitting a **new application and fee** at the time the change occurs (within 14 days).<br>❑ **When an application has been approved** by the board, a certificate of registration will be issued by the Indiana Professional Licensing Agency (IPLA).<br>❑ **Support personnel <u>MAY NOT</u> begin work** before their application has been board approved. | **An SLP aide I previously registered** under 880 IAC 1-2.1-2 who has a **high school diploma** shall be registered as an **SLP aid** without the necessity of filing an additional application.<br><br>**An SLP aide II previously registered** under 880 IAC 1-2.1-3 who has an **associate degree** in speech language pathology shall be registered as an **SLP associate** without the necessity of filing an additional application.<br><br>**An SLP aide I previously registered** under 880 IAC 1-2.1-2 who holds a **bachelor degree in Communication Disorders** and **meets coursework and clinical practicum or experience requirements** determined by the board may apply for registration **as a SLP assistant**. |

**For a complete copy of the Speech Language Pathology and Audiology Board's updated Rules, download* the latest version today at http://www.in.gov/pla/2646.htm. *To view a PDF file you will need the free Adobe Acrobat Reader.**