Instructions/Guidelines for 2nd Year Students

1. Prepare for and take the SLP Praxis exam.
   - To register for the exam; see [https://www.ets.org/praxis/asha/requirements](https://www.ets.org/praxis/asha/requirements)
   - Submit test scores to:
     1. ASHA
     2. UND
     3. North Dakota State Board of Examiners on Audiology and Speech-Language Pathology (NDSBE AUD & SLP board)
        - (for ND state SLP license)
        - If your transcripts are not ready, have Dr. Rami send a letter to NDSBE stating that you have completed your degree.
   4. North Dakota Education Standards and Practices Board (NDESPB)
      - (for teaching license IF working in ND schools—not needed for clinical positions)

   ***#3 and #4 are for students seeking jobs in ND. If seeking a clinical or educational SLP job in another state, follow the procedures for that state.

   - Note: List the above 4 recipients when registering online for the exam. You can send 4 reports for FREE. Otherwise, you will have to pay a fee (currently $50 per report).

2. Turn in your fully completed KASA form to Kelsey Sindelir. Make sure that all the courses you have taken are signed off by your professors.
   - (Note: All signatures in each box must be obtained. One signature does not complete the box.)

3. All ND SLP’s: Apply for state SLP license ($100) at [http://www.ndsbe.com/](http://www.ndsbe.com/).
   - Send Praxis score and college transcripts to the board.

4. ND school SLPs: Apply for ND teaching license at [https://www.nd.gov/espb/licensure/](https://www.nd.gov/espb/licensure/)
   - (Praxis I exam is no longer required to obtain a license.)
   - Application fee ($30), Initial 2-Yr License ($70), Fingerprinting Fee ($25-50)

5. Apply for ASHA membership and Certification at [http://www.asha.org/Certification/SLPCertification.htm](http://www.asha.org/Certification/SLPCertification.htm)
   - The UND code to enter on the ASHA application form is RA6878. See attached file for codes from other institutions.
   - Be aware of discount deadline for new grads ($461 as of 2015)
   - Graduate director (Dr. Rami) will need to sign and send you page 5, the checklist for application. He can mail it to you if you are not in Grand forks.

6. Apply to CASLPM to become a member in Manitoba.
   See [http://caslpm.ca/](http://caslpm.ca/)
   - $835 ($100 for initial application, $735 for initial registration and certificate of practice)

8. Hunt for jobs!!! The following websites may be helpful:
   - [www.schoolspring.com](http://www.schoolspring.com) (education positions only)
   - [www.jobsnd.com](http://www.jobsnd.com) (education/clinical positions)
   - [www.asha.org/careers](http://www.asha.org/careers)
   - [www.pediastaff.com](http://www.pediastaff.com)

**Helpful Info:**
- If final grades are not posted, ask the graduate director (Dr. Rami) to write and submit a letter to the NDSBE AUD & SLP board or the MB association office stating that you have graduated. They will license you. (Provide them with your final transcript upon receipt.)

- Begin job-searching ASAP. You can still get hired if your resume states that your licenses/praxis scores are pending. Employers will work with you because they need you!

- Keep your CPR certification up to date, as most placements/jobs require it

- Canadians Seeking Employment in the States:
  - Optional Practical Training Visa (OPT)
    - Meet with advisor 2 times, one to start paperwork and one to complete paperwork
      - Recommended 1st meeting in April
      - Recommended 2nd meeting in May
    - *takes approx. 3 months to process before approval is granted

- MB Canadians
  - Get your criminal background check and your child & adult abuse registry checks completed ASAP (but no sooner than 3 months before graduation), as these forms take a long time to process.
  - Submit the aforementioned forms to CASLPM (first, unopened)
  - Then submit these forms to Manitoba Education and your school division (if working in the schools).
  - Be prepared to send transcripts to all 3 places (CASLPM, Manitoba Education, and school division) from BOTH your *undergraduate* AND your *graduate* universities. If your transcripts are not ready, have Dr. Rami send a letter to CASLPM stating that you have completed your degree.