



## STATE BOARD OF EXAMINERS IN SPEECH-LANGUAGE PATHOLOGY & AUDIOLOGY RENEWAL GUIDE

### Instructions to Renew:

Renewals are available approximately 60 days prior to the license expiration date. You will receive an email notification when your renewal is available.

**SPEECH-LANGUAGE PATHOLOGIST** – License Expiration July 31, 2024

**AUDIOLOGIST** – License Expiration July 31, 2024

### HELPFUL INFORMATION

▲ Users can visit the Support Tab for answers to Frequently Asked Questions by clicking on *Support* located in the blue bar above the sign-in area.

▲ Renewal fees are:

Speech-Language Pathologist - \$65.00  
Audiologist - \$65.00

### REQUIREMENTS FOR RENEWAL

#### Speech-Language Pathologist & Audiologist

- ✓ 20 contact hours – Review the regulations at section §45.501. Acceptable continued education providers can be found at [www.dos.pa.gov/speech](http://www.dos.pa.gov/speech) (**exempt if initial license issued between 8/1/2020 and 7/31/2022**)
- ✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an ACT 31 approved provider. Must be taken every biennial period. The board will not accept certificates uploaded by licensees. Electronic verification of course completion must be received directly from the course provider.
- ✓ The renewal application asks the licensee to select their **current employer**, with the option of Current PA Employer, Unemployed/Self-Employed, or School District/Intermediate Unit. The instructions tell them: *“If you are currently only employed outside of Pennsylvania, you would select unemployed/self-employed from the list.”*

## PENNSYLVANIA LICENSING SYSTEM (PALS)

**We've upgraded our online licensing system. Go to [www.pals.pa.gov](http://www.pals.pa.gov) to renew your license.**

A graphic for the 'LOGIN' button, consisting of a grey rectangle with a blue arrow pointing right, and the word 'LOGIN' in white text on a blue background.

### LOGIN

- You can login using your user ID and password from the previous renewal.
- Use the User ID and Password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.

A graphic for the 'RENEW' button, consisting of a grey rectangle with a blue arrow pointing right, and the word 'RENEW' in white text on a blue background.

### RENEW

- From your PALS Dashboard, click the “Renew” box located at the top of your screen to be directed to the renewal application.
- Please note that documentation to certain questions must be uploaded with the application prior to submission.
- Click “Continue” to review your application and “Add to Cart”. Proceed through the payment process to submit the renewal application to the Board.

A graphic for the 'VERIFY' button, consisting of a grey rectangle with a blue arrow pointing right, and the word 'VERIFY' in white text on a blue background.

### VERIFY

- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 10-14 business days.
- Employers can verify the status of your license online at [www.pals.pa.gov/verify](http://www.pals.pa.gov/verify).

