

# Tennessee Board of Communication Disorders and Sciences



## Newsletter



2013

A Regulatory Agency of the State of Tennessee

Fall

665 Mainstream Drive, Nashville, TN 37243 <http://tennessee.gov/health> (615) 253-6061 or 1-800-778-4123 extension 2536061  
Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Central Time (except state and federal holidays) Fax: (615) 532-5369

In conjunction with the purpose and goals of the Department of Health, the Mission of the Bureau of Health Licensure and Regulation is to: Monitor, access and enforce health care laws and regulations; Protect, promote and enhance quality health care for all citizens; Continuously strive to meet the needs of our customers in a respectful and caring manner; Provide quality work-life necessary to attract and retain competent, caring employees; Empower our employees to become entrepreneurs in their jobs; Increase awareness and public confidence in our services; and, Utilize our resources efficiently and cost effectively.

### Health Related Boards' Offices Moving to New Location

The Department of Health's Division of Health Licensure and Regulation, Office of Health Related Boards will be transitioning from leased space at Heritage Place Metro Center to a newly renovated state-owned space. Our new address is **665 Mainstream Drive, Nashville, TN 37243**. We will move the last week of October 2013.

All individual employee phone numbers and e-mail addresses will remain the same. You are encouraged to stay in contact with our office by using existing phone numbers and email addresses. However, if you plan to write the Health Related Boards after October 25, 2013, please write us at our new address at:

Tennessee Department of Health  
Division of Health, Licensure and Regulation  
Office of Health Related Boards  
665 Mainstream Drive  
Nashville, Tenn. 37243  
615-253-6061  
1-800-778-4123

While the department has prepared diligently to minimize downtime, maintain accessibility and sustain productivity throughout this relatively complex move, we do appreciate your understanding and patience as personnel and material move into our new space. We look forward to working with you and providing outstanding customer service from our new location.

### 2014 Board Meeting Dates

February 11, 2014  
10:00 a.m., Poplar Room

May 13, 2014  
10:00 a.m., Iris Room

August 5, 2014  
10:00 a.m., Poplar Room

November 25, 2014  
10:00 a.m., Poplar room



**All board meetings after October 31, 2013 will be held at 665 Mainstream Drive, Nashville TN, unless otherwise noted.**

### Change of Address

Must be reported in writing or by e-mail to the board's office within 30 days! Please include the following:

- your name and license number;
- your profession;
- your old address and phone number;
- your new address and phone number, e-mail address, and/or your fax number;
- your signature!

Keeping the board's administrative staff up to date on your location facilitates the timely notification to you of

important information such as your application for licensure renewal and important statutory and rule changes.

You may fax your change to the board's administrative office at (615) 532-5369 or by mail at: 227 French Landing, Heritage Place MetroCenter, Suite 300, Nashville, TN 37243. **After Oct. 25, 2013, please mail to: 665 Mainstream Dr., Nashville, TN 37243.**

You may e-mail the Board at: [TN.Health@tn.gov](mailto:TN.Health@tn.gov), call the Board at 615/532-5157, or visit the website at: <http://health.state.tn.us/Boards/CD/index.htm>

## Board of Communication Disorders and Sciences Website

You may download a copy of the rules, applications and forms, board member list, board meeting schedule, policy statements, and other pertinent information at the board's web site:

<http://health.state.tn.us/Boards/CD/index.htm>

## Continuing Education Requirements

All Speech Language Pathologists and Audiologists must complete a minimum of ten (10) hours of continuing education during each calendar year. Five (5) hours of the ten (10) hour requirement must have been obtained in the licensee's area of practice (Speech Language Pathology or Audiology); and Five (5) hours of the ten (10) hour requirement may regard either Speech Language Pathology or Audiology.

For new licensees, submitting proof of successful completion during the twelve (12) months preceding licensure of all education and training requirements required for licensure in Tennessee, pursuant to Rule 1370-01-.04, shall be considered proof of sufficient preparatory education to constitute continuing education credit for the initial period of licensure.

All Speech Language Pathology Assistants must complete a minimum of five (5) hours of continuing education during each calendar year.

For new registrants, submitting proof of successful completion during the twelve (12) months preceding registration of all education and training requirements required for registration in Tennessee, pursuant to Rule 1370-01-.14, shall be considered proof of sufficient preparatory education to constitute continuing education credit for the initial period of registration.

## Policy Statements

### Continuing Education

The Tennessee Board of Communication Disorders and Sciences requires all Speech Language Pathologists and Audiologists to successfully complete a minimum of ten (10) hours of continuing education during each calendar year (January 1 – December 31). Five (5) hours of the ten (10) hour requirement must have been obtained in the licensee's area of practice (Speech Language Pathology or Audiology); and five (5) hours of the ten (10) hour requirement may regard either Speech Language Pathology or Audiology.

All Speech Language Pathology Assistants must complete a minimum of five (5) hours of continuing education during each calendar year.

In the event a licensee is found to be deficient in the number of required continuing education (CE) hours for a particular year, that person will be required to pay a one-time civil penalty of One Hundred Dollars (\$100.00) and make up the deficient hours.

The civil penalty must be paid, and all deficient CE hours must be taken and documented by the Board, within ninety (90) days after Department staff mails the licensee a notice of deficiency.

Notice of discipline for CE deficiency will be assessed by the Department via Agreed Citation, which will detail the licensee's rights and obligations under the Uniform Administrative Procedures Act, T.C.A. §§ 4-5-301, et seq. The discipline assessed in accordance with this continuing education policy constitutes formal discipline against a practitioner's license and as such will be reported to the disciplinary data bank and will be noted on the practitioner's licensure profile.

If such licensee fails to pay the civil penalty and demonstrate that he or she has cured the CE deficiency within the calendar year in which he receives notification, the Department will file a licensure complaint and the licensee will be prosecuted in accordance with the Uniform Administrative Procedures Act, T.C.A. §§ 4-5-301, et seq.

### Lapsed License

The Tennessee Board of Communication Disorders and Sciences recognizes that a licensee may unintentionally allow his or her license to expire. State statute prohibits a licensee from working unless he or she has an active license. Thus, the Board has adopted the following procedures for reinstatement of an expired license:

1. Upon recognition that his or her license has expired, the licensee must stop practicing immediately and contact the Board's administrative office and request a reinstatement application.
2. The licensee must complete the reinstatement in its entirety along with a detailed work history from the date

the license expired. The application must be signed, notarized, and returned to the Board's administrative office along with the applicable fee and proof of documentation of continuing education requirements taken within the previous twelve (12) months.

3. Once the completed reinstatement application and all required documentation is received, the board administrator may immediately reinstate the license only if the license has been in an expired status for a period of three (3) months or less.

4. If the reinstatement application received indicates in the work history that the individual has worked more than three (3) months on an expired license, the license will not be issued until the licensee has paid a penalty in the amount of \$100.00 for each month worked in excess of the three (3) months from the expiration date of the license.

**[Discipline for lapsed licenses will now be reportable to the national databanks as well as the Department's Disciplinary Action report and will be noted on the practitioner's licensure profile.](#)**

## Professional Occupations Tax

Tenn. Code Ann. §67-4-1701, et seq., requires the payment of an annual professional privilege (occupation) tax. Failure to pay your professional privilege tax constitutes grounds for suspension of your license to practice in Tennessee. If you fail to pay your professional privilege tax, the Department of Health will file formal charges against you seeking the suspension of your license pursuant to Tenn. Code Ann. §67-4-1704 and Tenn. Code Ann. §63-9-101, et seq. Avoid the possible suspension of your privilege to practice in Tennessee by remitting your tax to the Department of Revenue in a timely fashion. For more information please go to:

<http://tennessee.gov/revenue/tntaxes/proftax.htm>

If you have moved out-of-state, but maintain a license, you are still responsible for paying the Professional Privilege Tax.

Note: The Board of Communication Disorders and Sciences does not assess this tax; however, the Board's Administrative Office has recently mailed letters to licensees who have failed to pay their professional occupations tax. Practitioners who remain delinquent are being processed for suspension of their license.

## Renew Your License Online

Practitioners may access the online service at [Tennessee.gov/health](http://Tennessee.gov/health) to renew their licenses up to 120 days prior to the expiration date.

Click the "Licensing Renewal" link where you can renew your license and update your professional license information. Licensees are responsible for

renewing their licenses on time and keeping the Board apprised of current information. It is a violation of the law and of the Board's rules to practice on an expired license.

-Step 1: Login - Select our board and your profession and enter your license number.

-Step 2: Update your Information - Change your home and/or office address.

-Step 3: Enter your renewal information - Answer all necessary questions, as if you were completing your hard-copy form.

-Step 4: Payment - Enter your credit card information through the secure site and choose "submit".

If you have met all of the criteria necessary, your renewal certificate will be mailed to you in approximately one week. Updated license information will be available on the department's web site within two business days

Note: Speech Language Pathology Assistants cannot renew online.

## Retirement of License

If you are not practicing in Tennessee and do not wish to renew your license, it is suggested you retire your license rather than have it fall into failed to renew status. A retirement form may be obtained at our website at:

<http://health.state.tn.us/Downloads/g6010110.pdf>

If you do not have access to the internet, you may request a retirement form be mailed to you.

## Legislative Updates

### Public Chapter 44

Extends the board until June 30, 2017.

### Public Chapter 122

### EXPEDITED LICENSURE:

Present law requires the health related boards to establish a procedure to expedite the issuance of a license, certification or permit to perform services regulated by each board to any person who is the spouse of a military service member who is licensed to perform professional services in another state and who left employment to accompany the person's spouse to Tennessee. The procedure includes:

- (1) Issuing the person a license, certificate or permit, if, in the opinion of the board, the requirements for certification or licensure of such other state are substantially equivalent to that required in Tennessee; or
- (2) Developing a method to authorize the person to perform professional services regulated by the board in Tennessee by issuing the person a temporary permit for a limited period of time.

This bill adds any military service member who is licensed to perform substantially similar professional services in another state and who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves, to the persons who are eligible to participate in the expedited licensure procedures.

**MILITARY EDUCATION, TRAINING AND EXPERIENCE**

This bill requires the health related boards to accept military education, training or experience completed by a person who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves toward the qualifications to receive the license or certification if the military education, training or experience is determined to be substantially equivalent to the state's standards.

**TEMPORARY RENEWALS FOR ACTIVE DUTY MILITARY**

This bill requires that the health related boards keep in good standing the license or certification of any person who is called to active military duty and who, at the time of such activation, was duly licensed or certified to perform a profession or occupation in Tennessee. A license that is kept in good standing pursuant to this bill will be temporarily renewed without payment of renewal fees, compliance with continuing education requirements, or performing any other act typically required for renewal; provided, that the continuing education requirements will only be waived in circumstances where the person's military duty prevents obtaining the credits or the person performs the licensed or certified profession or occupation as part of the person's military duties. The continuance or renewal of a license or certificate pursuant to this bill will continue until no later than six months from the person's release from active duty.

**To Contact This Board Call:  
(615) 253-6061 local or (800) 778-4123  
extension 2536061, nationwide or write to:**

**Tennessee Board of Communication  
Disorders and Sciences  
227 French Landing, Suite 300  
Heritage Place – MetroCenter  
Nashville, TN 37243**

**After October 31, 2013:**

**Tennessee Board of Communication  
Disorders and Sciences  
665 Mainstream Drive  
Nashville, TN 37243**

**TENNESSEE BOARD OF COMMUNICATION  
DISORDERS AND SCIENCES**



**BOARD MEMBERS**

Lynne Harmon, M.A., CCC-SLP, Chair, Speech Pathologist

Valerie Matlock, Ed.D, Audiologist, Vice-Chair

Terri Philpot, M.S., CCC-SLP, Speech Pathologist

Mary Velvet Buehler, M.A., CCC-SLP/A

Julie Anne Crosby, Speech Pathologist

Vacant, Citizen Member

**Board Staff**

Charles Custer  
Board Administrator

Theodora (Teddy) Wilkins  
Administrative Director