

Tennessee Board of Communication Disorders and Sciences



Newsletter



2015

A Regulatory Agency of the State of Tennessee

Fall

665 Mainstream Drive, Nashville, TN 37243 <http://tennessee.gov/health> (615) 741-5735 or 1-800-778-4123
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.

2016 Board Meeting Dates

February 9, 2016
10:00 a.m., Poplar Room

May 3, 2016
10:00 a.m., Poplar Room

August 9, 2016
10:00 a.m., Poplar Room

November 8, 2016
10:00 a.m., Poplar room



All board meetings will be held at 665 Mainstream Drive, Nashville TN, unless otherwise noted.

Live Streaming Video

If you would like to see your board “in action” but can’t attend a meeting in person, you can now watch the board meeting on your computer through live streaming video. The link is:
<https://web.nowuseeit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>. After you access the page, go to the board meeting you wish to view and click on that particular link.

Legislative Updates

[Public Chapter 154](#)

This act would allow the Commissioner of Health or his designee to have electronic access to medical records in order to facilitate investigations when responding to an immediate threat to public health. Today the Commissioner of Health or his designee already has this authority but must go to the facility to review the medical records.

[Public Chapter 94](#)

This act defines “abuse” and “neglect” for purposes of placing a person on the registry of persons who have abused, neglected, or misappropriated the property of vulnerable individuals specifically within the statutes that govern the Dept. of Health. It does not impact the definitions within the statutes that govern the Dept. of Intellectual and Developmental Disabilities nor the Dept. of Human Services. It also increases the time within which placement on the registry may be appealed from 30 to 60 days.

[Public Chapter 502](#)

This act allows the Joint Government Operations Committee (the legislative committee that reviews all rules) to stay a rule up to 75 days instead of 60 days. Present law authorizes the Joint Government Operations Committee to consider the following factors when reviewing rules: authority, clarity, consistency, justification, necessity and reference. This act

adds arbitrariness and capriciousness as two new considerations.

[Public Chapter 268](#)

This act makes disclosures of protected healthcare information permissible in medical malpractice lawsuits.

It is suggested that all licensees review their rules and regulations periodically. You can view this board's rules and regulations at:
<http://www.state.tn.us/sos/rules/1370/1370.htm>.

Clinical Fellowship Year and Audiology Clinical Extern

Those pursuing a Clinical Fellowship in Speech Pathology are required to submit an application for the CFY; and that CFY cannot begin until you have been approved by the Board's administrative office. An application for CFY cannot be approved prior to graduation and the receipt of an official transcript showing the degree conferral date.

Those pursuing a fourth (4th) year Audiology Externship are required to submit application in accordance with the rules as well. This is applied for in the same manner as the Speech Pathology CFY, but instead of a degree conferral date, the Board's administrative office must receive a letter from the university advising that the applicant has satisfied the course requirements to date, and is expected to graduate with a doctoral degree on "xx" date.

Applications are available on the board's website at:
<http://tn.gov/health/topic/CDS-board>

Electronic Notification for Licensed Health Professionals

ELECTRONIC NOTICE OPTION

On January 1, 2013, a new law became effective requiring all Tennessee health professional boards to provide electronic notices to healthcare professionals they license. The law gives healthcare professionals the option of being notified electronically of the following: (1) Renewals of license, certification or registration; (2) Any fee increases; (3) Any changes in state law that impact the license holder; and (4) Any board meeting where changes in rules or fees are on the agenda. If a healthcare professional "opts in", the Department of Health will also be able to alert him or her of critical public health matters impacting Tennessee. Please visit apps.tn.gov/hlrs/begin.jsp and complete the registration process to opt in. Upon receipt of a current email address, those who opt in will begin to receive ALL notices

electronically rather than through the United States mail. Please note opting in means license renewal notification will be delivered electronically approximately 45 days in advance of the expiration date. The electronic notice will direct the licensee to the appropriate Web page to renew. For professions that do not permit licensees to renew their licenses online, a paper renewal will continue to be provided.

For more information, contact the Health Professional Boards office at 615-532-3202 or toll-free at 1-800-778-4123.

See more at: <http://tennessee.gov/health/section/health-professional-boards#sthash.ewm6pBba.dpuf>

Renew Your License Online



Practitioners may access the online service at <https://apps.tn.gov/hlrs/> to renew their licenses up to 70 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://tn.gov/health/article/CDS-applications>

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



Have You Moved/ Changed Your Name?

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; and your signature!
- If your name has changed due to marriage or divorce, you must send a copy of the document that made the change in status.

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 mail to: 665 Mainstream Dr., Nashville, TN 37243.

You may e-mail the Board at: TN.Health@tn.gov, call the Board at 615/532-5157, or visit the website at: <http://tn.gov/health/article/CDS-applications>

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 Privilege 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://tn.gov/revenue/topic/professional-privilege-tax>

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

If your license is in "active" status as of June 1 of any year, no matter if you live in Tennessee or out-of-state, you are required to pay the yearly professional privilege tax.

Note: The Board of Communication Disorders and Sciences does not assess this tax.

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 website:

<http://tn.gov/health/topic/CDS-board>

To Contact This Board Call:

(615) 741-5735 local or (800) 778-4123 nationwide or write to:

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

BOARD MEMBERS

Mary Velvet Buehler, Speech Pathologist/Audiologist
Carrie M. Crittenden, Audiologist
Julie Anne Crosby-Davis, Speech Pathologist
Terri Flynn, Speech Pathologist
Debby H. Starr, Audiologist
Kimberly N. Vinson, M.D., ENT/Otolaryngologist
Richard E. Morton, Citizen Member

Board Staff

Charles Custer
Board Administrator

Jordan Bonner, III
Licensing Technician

Theodora (Teddy) Wilkins
Administrative Director