

October 11, 2017

Dear Licensee:

Enclosed is your application for license renewal in audiology or speech/language pathology. Your current license expires on January 1, 2018. Please follow the instructions below for completing your application.

1. Complete the license renewal form carefully and **remember to sign and date it**. Please remember to sign the affidavit or your application will be considered incomplete. It is important that your application for license renewal is **postmarked by December 1, 2017 to allow time for processing your renewal by January 1, 2018**.
2. Enclose the renewal fee of **\$75.00** per license. The penalty fee for late licensure renewal is \$50.00 in addition to the renewal fee and will be assessed to applications postmarked January 1, 2018, or later. After March 31, 2018, the grace period has expired and you can no longer renew your license. Anyone continuing to practice after March 31, 2018, without a license will be reported to the North Dakota Attorney General's office. (Note: If you have allowed your license to lapse beyond the late renewal date and then wish to be licensed in North Dakota again, you would apply as a new applicant using the Application for Licensure.)
3. Include proof of attendance for at least **ten** clock hours of approved continuing education for the year. This proof of attendance may be a cancelled check, registration receipt, or certificate. (**EXCEPTION: If you received your master's degree or higher in 2017, you do not need to include proof of continuing education with your license renewal application.**)

The definition of "continuing education" is: Courses or workshops which are

- a. designed to increase the competence of the licensee in the area of licensure;
- b. open to the public; and
- c. preapproved by the Board.

The Board continues to encourage prior approval for all courses. If the course you wish to attend is not already on the list, please request preapproval as soon as possible using the CE request form provided. This form may be duplicated so that you will always have an extra one (it is also on our website: [ndsbe.com](http://ndsbe.com)).

If you submit continuing education not previously approved by the Board with your renewal application, please complete the CE form and attach a brochure and/or outline of the workshop as well as proof of attendance. Your renewal card will not be issued until the Board has approved your CE request. Education approved by ASHA does not need to be preapproved by the Board. However, proof of attendance/completion must show ASHA approval, number of hours completed, and date of completion (1.0 ASHA CEU is equal to 10 clock hours of education).

Your complete application **MUST** be postmarked by December 31, 2017. Postage due mail will be returned to the sender.

Sincerely,

Michelle Key  
Board Coordinator

*P.S.: The 2018 renewal application form, continuing education request form, and list of approved continuing education for 2018 renewal can all be downloaded and printed from the NDSBE website:*

**[www.ndsbe.com/](http://www.ndsbe.com/)**

*We will continue to update the list of approved continuing education as requests are made. Please check this list to see if a class you have attended or plan to attend has already been approved. If so, you do not need to request approval.*