



LOMA LINDA UNIVERSITY
School of Allied Health Professions

Speech Language Pathology Assistant (SLPA) Preparation Program Frequently Asked Questions (FAQs)

Please thoroughly review each of the questions listed below to learn more about our SLPA Preparation course. Information has been updated and is effective Fall 2025.

1. When is this course offered?

This course is offered quarterly during the academic year. The terms offered are:

- **Fall** (late September – mid December)
- **Winter** (early January – mid March)
- **Spring** (late March – early June)

The specific term dates will correspond with the [University's academic calendar](#).

2. I am interested in enrolling. What do I do next?

There are 2 steps that you will need to take:

- Find a placement with a supervisor who has a minimum of two (2) years of full-time experience as a licensed or credentialed speech-language pathologist (SLP). The supervisor must also provide you with a verbal or written agreement to serve as your supervisor.
 - An exception to this rule is if you choose to work in the **Redlands Unified School District**. Do not contact them directly. You must notify the SLPA Program Coordinator at LLU, via the Approval Request Form.
 - Due to limited availability, students are not placed within the **Los Angeles Unified School District (LAUSD)** to complete their SLPA Fieldwork Experience Hours. Do not contact them to request placement.
- Complete an Approval Request Form (ARF), found on the webpage, which will submit your request directly to the SLPA Program Coordinator's office. The ARF form is available during specific times throughout the year for each quarter. Please see the webpage for the submission dates of the Approval Request Forms.

- Potential students must get approval from the SLPA Program Coordinator to register for the course.
- Required information, such as your demographic information, educational background the name of your secured site and supervisor, the supervisor's contact email address, state license number, and ASHA certification number (if applicable), must be listed on the form for it to be reviewed; without the required information, your request form will not be reviewed.

3. How should I approach an SLP to request Supervision for this course?

When contacting a potential supervisor, introduce yourself and let them know the reason for your phone call or email. Include the following information:

- You have a bachelor's degree in Communication Sciences and Disorders (or equivalent title), and you are looking to gain fieldwork experience under the supervision of a California-licensed SLP OR an SLP who holds a credential from the California Commission on Teacher Credentialing.
 - The SLP must have a minimum of 2 years experience working as a licensed or credentialed clinician. (The 2 years do not include their Clinical Fellowship (CF) year.
- Must accrue a minimum of **80 hours of direct client care (i.e., treatment), 15 hours of **observation**, and 20 hours of **indirect client care** (e.g., assisting with administrative tasks, treatment preparation) over a minimum of 9 weeks during the enrolled quarter.**
- A minimum of **13 hours per week** should be scheduled with the site.
- You are looking to complete this course during the quarter that you are applying for (include the dates) as a non-degree student at Loma Linda University. *However, you have not yet been accepted into the course, therefore, the dates are contingent on your approval of the course.*
- You will follow up with the Speech Language Pathologist to notify him/her of your status when it is known to you.
 - If an SLP agrees to supervise you, it is highly advised to keep the communication lines open. If you are not approved for the quarter you applied for or you change your mind, contact the SLP to keep them updated.

Be prepared to answer any questions that they may have and/or prepare yourself for an interview in case they ask.

4. When may I apply?

Approval Request Forms will be available for a one-week period beginning on Monday at 12:00 am PST and will close on the following Sunday at 11:59 pm PST. All Approval Request Forms require information regarding your personal identification, educational background, requested site(s) placement, and supervisor(s). All forms must be completed in their entirety. Incomplete forms will be discarded and will not be reviewed. Please see the SLPA webpage for the actual dates of submission.

5. How many students are accepted each quarter?

Each quarter's cohort is **45 students**.

6. Do I need to apply to Loma Linda University before I submit an Approval Request Form?

No. This course is available to non-degree students, and approval from the SLPA Coordinator is **required** to register. All processing begins with the SLPA Program Coordinator's office.

The SLPA Coordinator must complete specific steps before students can register, so the Approval Request Form should be submitted several weeks before registration to allow time for these actions.

Submitting an Approval Request Form does not guarantee acceptance into the course. You will receive an email with your approval status approximately two weeks after the form submission period closes.

7. What is a Non-Degree Student?

A **Non-Degree student** is someone who has not been admitted to a degree or certificate program but is registered for selected courses within one of the University's schools.

The **SLPA Preparation Program** is not a certificate program. It consists of two courses designed to meet the requirements for applying for the SLPA license. While a certificate is not awarded upon completion, the SLPA Program Coordinator will sign your SLPA License Application to verify that you have met the minimum requirements.

8. Is there a minimum GPA for the SLPA program?

No, there is not a GPA requirement; however, you must have **completed** your bachelor's degree in Speech Language Pathology (or equivalent title) within the last 5 years of the quarter you are seeking to apply for.

- *Example: If applying for the Fall 2024 term, the student must have completed their academic coursework in Speech-Language Pathology in 2019 or later. Students who completed their coursework before Fall 2019 would be ineligible to apply.*

Applicants who have not completed their Bachelor's Degree program at the time of the application period are not eligible for the course.

9. When should I expect a response from the SLPA Coordinator regarding the status of my Approval Request Form?

You will receive an email from the SLPA Program Coordinator's office with the status of your Approval Request Form—along with any next steps or concerns—approximately **two weeks** after the application period closes.

Initially, applicants will receive either a **Conditional Approval** or **Denial** letter. If you receive Conditional Approval, the Administrative Secretary will provide instructions on how to obtain **Final Approval**. Final Approval is required before you can register and begin your clinical experience at your site.

Final Approval Requirement:

A university agreement (contract) must be in place between your desired site and LLU before you can register. If a contract does not already exist, you will be notified and the process to establish one will begin. Please note this process can take several weeks. You will be informed once the contract is fully executed.

The contract must be finalized by the stated deadline to receive Final Approval and begin your clinical experience. If it is not finalized in time, you will not be approved to register for the desired quarter. Instead, you will be placed on the list for the following quarter, with **priority placement** once the signed contract is received. A new Approval Request Form will be required to confirm your continued interest in the course.

10. What shall I do if LLU does not have a contract with the site where I would like to complete my fieldwork hours?

If you are approved to register for this course but **no contract exists** for your requested site, you will receive an email granting you **Conditional Approval**. At that time, your supervisor will be contacted, and the SLPA Program Coordinator's office will begin the process of establishing a contract.

All contract establishment is handled **exclusively** through our office. **You are not to contact your site** about this process. All communication will take place directly between the SLPA Program Coordinator's office and the site.

Once the contract is signed and fully executed, you will be notified that you are eligible to register. You **may not register** until you have received this confirmation. The contract must be finalized by the stated deadline.

If the contract is not completed by the deadline:

- You will be placed on the list for the following quarter, with **priority placement** once the signed contract is received.
 - You must submit a **new Approval Request Form** to confirm your continued interest in the course.
-

11. What type of setting may I complete my fieldwork hours in?

You may complete your fieldwork hours in a variety of settings, including school districts, private practices, in-home settings, and hospitals/medical centers.

This course requires a **minimum of 80 hours of direct client contact or treatment**, so it is important to discuss this requirement with your supervising SLP before selecting your site to ensure the minimum hours can be met.

Please note:

- **Hospital placements** are limited, can be challenging to secure, and may offer fewer treatment hours due to the types of patients SLPAs are permitted to treat.
 - **In-home placements** may also make it difficult to accumulate the required hours due to traveling to complete the course. Check with the potential supervisor to see if this is a feasible option.
-

12. Do you have a list of supervisors or sites that are already approved by LLU that I can choose from?

No. While we maintain a database to confirm whether a contract exists, we do not provide a publicly accessible list for potential students to review.

13. How do I find a Speech Language Pathologist to supervise me?

To find a supervising SLP, first consider the area in which you would like to work and contact the facility or school district to determine if there is an SLP available and willing to supervise you for that quarter.

If you are seeking a **private clinical office**, you may:

- Visit [ASHA.org](https://www.asha.org) and use the “**Find a Professional**” feature to search in your desired area.
- Conduct an internet search for private clinical offices in your preferred location.

If you are interested in a **school district**, you may:

- Contact the school’s SLP directly (if you have a specific school in mind), or
- Contact the district’s **Special Education department** to identify potential supervisors.

Important:

- If you are interested in working with **Los Angeles Unified School District (LAUSD)** or **Redlands Unified School District**, **do not contact them directly**. You must notify the SLPA Program Coordinator’s office at LLU, as both districts require communication through our office.
 - Due to limited availability, **LAUSD is not currently placing SLPA students from our program**.
-

14. The school district that I contacted informed me that a Memorandum of Understanding (or contract) is required prior to me completing my hours at their site. What must I do to get one?

Since you are not yet enrolled in the course, an active contract is **not** required to submit the Approval Request Form. However, you must first secure a **verbal or written agreement** from a site confirming that they will provide you with a supervising SLP.

When contacting the district, share the following information:

- You have not yet registered for the course but are applying for a future date.
- Once you are approved to register, the SLPA Program Coordinator’s office will contact the district to establish the contract.
- You are seeking a verbal agreement so that if you are approved and a contract is established, an SLP will be assigned to supervise you.

If district personnel agree to a future placement but do not provide the SLP’s name, list the name of the district personnel you spoke with on the Approval Request Form.

Note: Contracts are not initiated until an applicant has been approved to register for the course.

15. How many supervisors or sites may I have?

You may have up to 2 approved sites and 2 approved supervisors. Both the site(s) and the supervisor(s) must be approved by the SLPA Coordinator.

16. I have received a “Conditional Approval” to register for the quarter, what do I do next?

Once you receive **Conditional Approval** to register for the quarter—meaning all preliminary criteria have been met—your name will be added to the list of approved students for that specific quarter. You must then submit any requested documentation and follow all registration instructions provided.

To prepare for registration, gather the following (do not submit until requested):

- Official transcripts (**electronic preferred**)
- Proof of TB test within the past year

A pre-recorded orientation will be available online on the first official day of the quarter. This orientation will provide detailed information about course expectations and the clinical fieldwork experience.

17. I have received “Final Approval” for the SLPA Preparation Program, may I begin at my site?

No. Even if you have been approved to register for the course, you **may not begin at your site** until all of the following have occurred:

- a. You have completed your registration through the Office of Admissions.
- b. You have obtained financial clearance.
- c. The quarter has officially begun.
- d. You have completed the online orientation.

You must meet **all** of the above criteria before starting at your site.

The university agreement between your site and LLU applies **only** to enrolled students and covers **only** the specific dates of the quarter for which you are registered. Any work done outside those dates is **not** covered under the University Agreement, will **not** be protected by LLU, and will **not** count toward your fieldwork hours.

18. Do I need to register for the class once I receive “Conditional Approval” to register?

No. After submitting your completed Approval Request Form, you must wait for a response from the SLPA Program Coordinator's office.

If you receive a **Conditional Approval** email, your name will be added to the list of approved students for the desired quarter. This is **not** a waiting list, but you will not be able to register immediately.

You must follow the registration instructions provided by the SLPA Program Coordinator's office to complete your enrollment.

19. Do you offer online or distant registration services? How often will I need to come to LLU?

Yes. Online registration is available. Your non-degree registration form will be completed online, after which you will receive a student email address and access to the student portal. From that point, all requirements can be handled online through the course website, email, or U.S. Mail. You are **not** required to come to campus.

20. I have a B.A or B.S degree in something other than Speech-Language Pathology (or comparable title), am I eligible to take this course?

No. This course is open **only** to individuals who have completed a bachelor's degree in Speech-Language Pathology (or an equivalent title). Post-baccalaureate students who have completed the bachelor's degree equivalent coursework, but do not hold the actual degree, are **not** eligible to register for this course.

For information on SLPA license education requirements, you may contact the California Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board:

www.speechandhearing.ca.gov

21. What type of payment is accepted for the course? May I set up a payment plan?

The Communication Sciences and Disorders (CMSD) department does not handle any of the financial matters. For questions or to set up a payment plan, please contact Student Finance at 909-558-4520 or stfin@llu.edu.

22. Does Financial Aid cover the cost of this course?

No. The SLPA Preparation Program is **not** a degree program and does not qualify for Financial Aid. For additional questions/clarification, please contact a Financial Aid Service Representative (909-558-4509 / finaid@llu.edu). The Communication Sciences and Disorders (CMSD) department does not handle any of the financial matters.

23. If I apply for the SLPA program, will I have a student visa granted by Loma Linda University?

No. The SLPA Preparation Program is not a certificate program. It consists of two courses completed over one academic quarter:

- **CMSD 368 – SLPA Scope of Practice:** An online didactic course focusing on the duties of the SLPA.
- **CMSD 369 – SLPA Fieldwork Experience:** A course requiring a minimum of 100 clinical hours at an approved site outside of LLU under the supervision of a qualified SLP.

Because this program is not a degree or certificate program, a student visa is **not required** and will **not** be granted for course completion.

24. If I complete my hours in less than 9 weeks, may I stop the fieldwork experience?

No. Our program's goal is not only to meet the SLPA licensing board's requirements, but also to ensure that students complete the experience with the skills needed to work at the minimum required level of supervision once hired.

Because many undergraduate programs do not include clinical experience, this course is often an SLPA student's first opportunity to provide direct clinical treatment. You should plan to be available for **at least 9 weeks** and approximately **13–14 hours per week** to meet the minimum hours required to successfully complete the quarter.

25. May I have a copy of the contract between the site and LLU?

No. The contract between LLU and the site is a legal agreement specific to those two parties. This information is confidential and is not shared with students.

26. I am also interested in ASHA's C-SLPA (certification), does this course meet its requirements?

Yes! The online didactic course (**CMSD 368**) satisfies **Standard II: Education** under ASHA's requirements. In addition, our fieldwork experience course (**CMSD 369**) satisfies **Standard III: Clinical Supervised Experience** when completed under a supervisor who meets the criteria for an ASHA-certified SLP.

There are some additional differences between state licensure and ASHA certification, which will be explained during the course.

27. Do I need my C-SLPA Verification Certificate to apply for my SLPA state license?

No. The **C-SLPA Verification Certificate** is not required to apply for your SLPA state license. It is only necessary if you plan to apply for **ASHA's C-SLPA Certification**.

ASHA's C-SLPA certification is **optional** and not required to practice as an SLPA in California. The differences between state licensure and ASHA certification will be explained during the course.

28. Can my supervisor still supervise me if they are already supervising two other students?

No. Effective Fall 2025, a supervisor may not supervise more than **two students** from our program in any academic quarter.

29. When I complete the course, will I receive Certification or Licensure as an SLPA?

No. Completing this course satisfies **only one** of the requirements set by the SLPAHADB.

After you complete the SLPA Preparation Program, the SLPA Program Coordinator's office will notify you of your eligibility to apply for the SLPA license through the SLPAHADB's online application process. Once you submit your application, the SLPA Program Coordinator will receive an email requesting approval and a final signature to confirm your completion of the Fieldwork Experience.

The SLPA Program Coordinator will review your information and verify the hours you successfully completed in our program. Once the SLPAHADB receives all required documentation, they will grant your license. If there are any issues with the submitted information, the SLPAHADB will contact you directly.

30. After I have completed the course and submitted my application to the licensing board, when will my SLPA license application be signed?

The SLPA Program Coordinator will sign and approve your application approximately two weeks after the start of the next academic quarter.

For example, if you complete the program at the end of the Fall Quarter, your application will be signed within the two weeks after the Winter Quarter begins.

31. When will I receive my C-SLPA Verification of Completion Certificate?

C-SLPA Verification of Completion Certificates—required for applying for certification through ASHA—are issued approximately **two weeks after the start of the next academic quarter**.

For example, if you complete the program at the end of the Fall Quarter, your application will be signed within the two weeks after the Winter Quarter begins.

For additional questions, please contact:

Brianna Caldera
SLPA Administrative Secretary
lluslpa@llu.edu

Additional Administration:

Amanda Whitaker, MS, CCC-SLP
CMSD Educator | SLPA Program Co-Coordinator
lluslpa@llu.edu

Aieshea Banks, PhD., CCC-SLP
Associate Professor / SLPA Program Coordinator
lluslpa@llu.edu