



LOMA LINDA UNIVERSITY  
HEALTH

## Speech Language Pathology Assistant (SLPA) Course Frequently Asked Questions (FAQs)

Please thoroughly review each of the questions listed below to learn more about our SLPA Fieldwork course. Information has been updated and is effective Fall 2018.

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### 1. When is this course offered?

Effective Fall 2017, this course is offered each quarter of the academic year. The terms are:

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

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

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### 2. I am interested in taking this course, what do I do next?

There are 2 steps that you will need to take:

- a) Find a placement with an SLP who has a current CA license or credential.
    - An exception to this rule is if you choose to work within the school districts of **Redlands Unified School District**. Do not contact them directly. You must notify the SLPA Coordinator at LLU, via the Approval Request Form, since both districts require communication with Loma Linda University directly.
      - Due to limited availability, students are not placed within the **Los Angeles Unified School District** to complete their SLPA Fieldwork Experience Hours. Do not contact them to request placement.
  - b) Submit an Approval Request Form (ARF), found on the webpage, which will submit your request directly to the SLPA Coordinator. The ARF form is available during specific times throughout the year for each quarter. Please see webpage for the submission dates of the Approval Request Forms.
    - Required information, such as your educational background and the names of your secured site and supervisor along with his/her contact email address must be listed on the form for it to be reviewed; without that information, your request form will not be reviewed.
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### 3. How should I approach an SLP to request Supervision for this course?

When contacting a potential supervisor, you want to introduce yourself and let them know of the reason of your phone call. You want to include the following information:

- You currently have a Bachelor's Degree in Communication Sciences and Disorders (or the appropriate title) and you are looking to gain fieldwork experience under the supervision of a licensed or credentialed SLP in order to meet the criteria to become a Speech Language Pathologist Assistant.
- A minimum of 80 hours of direct therapy with clients and an additional 10 hours of assisting with clerical tasks and 10 hours of observation are required at minimum to be attained over the week quarter. This must be completed over a 9 week period within the quarter
- 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 in 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.

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

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### 4. When may I apply?

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

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### 5. How many students are accepted each quarter?

The maximum class size for each quarter's cohort is **35 students**.

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

No. This course is offered to Non-Degree Students. There are specific actions that the SLPA Coordinator must complete prior to students registering for this course. The Approval Request Form is submitted several weeks before registration to allow those actions to occur. Approval from the SLPA Coordinator is REQUIRED to register. Submitting an Approval Request Form does not guarantee that you will be accepted into the course. You will receive an email notifying you of your status in the approval process in approximately 2 weeks after the closing date of form submissions.

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**7. What is a Non-Degree Student?**

A Non-Degree student is one who has not been admitted to a degree or certificate program but who is registered for selected courses in one of the schools of the University. The SLPA Fieldwork Course is not a certificate program. It is a course that allows you to complete the requirements that are necessary to apply for the SLPA license. A certificate is not provided at completion.

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**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 within the last 5 years of your approval request from submission to be eligible to take the course. Students that have not completed their Bachelor's Degree program at the time of the application period are not eligible.

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**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 coordinator's office with the status of your submitted Approval Request Form and any further steps or concerns approximately 2 weeks after the closing date of the application period.

\*\*\*To gain final approval to register for this course, a university agreement (contract) must be in place between your desired site and LLU. If a contract is not in place with the site, you will be notified and the process to establish the contract will be initiated; however, understand that this may take several weeks to complete. You will receive notification via email once the contract has been finalized. The contract between LLU and your site must be in place by the 1<sup>st</sup> official registration date of the desired quarter, as determined by the University's Academic Calendar (there is a link of the University Academic Calendar on the webpage). Please note, if the contract is not completed by the 1<sup>st</sup> official date of registration for the desired quarter, you will not be able to register.

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

If you are approved to register for this course, and we do not have a contract for your requested site, you will be notified via email that you have a Conditional Approval to register for this course. Your supervisor will be contacted and a contract will be established. Once the contract has been signed and completed, you will be notified that the contract is complete and you are eligible to register. You are not eligible to register until you have

received notification that the contract has been completed. All correspondence regarding the contract is handled between the SLPA coordinator and the site. Students are not permitted to be involved with the process of the contract completion. The contract MUST be in place by the 1<sup>st</sup> official date of registration for the desired quarter.

\*\*If the contract process is in progress, and it is not completed by the 1<sup>st</sup> official date of registration, then you will go on the list for the following quarter, with priority placement, once the signed contract is received. You will need to submit a new Approval Request Form to notify LLU of your continued interest in the course.

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

There are a variety of settings that you may complete your fieldwork hours in. This includes school districts, private practice, in-home settings, and hospitals/medical centers. When choosing your placement, you should consider that this course requires a minimum of 80 hours of direct client contact or treatment; therefore, be sure to discuss this with the supervising SLP prior to choosing your site to ensure that the minimum requirements will be met. Placements within the hospital settings are limited, may be difficult to be placed in, and may present more limitations with the amount of treatment hours due to the type of patients that SLPAs are able to treat. Also be aware that placements within an in-home setting may present difficulty with accumulating the required hours to complete the course.

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

No. Although we have a database that we use to confirm the presence of a contract, we do not have a list that is generated for potential students to look through.

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

It is recommended that you consider the area that you would like to work in and contact the facility or school district to see if there is an SLP that is available and willing to supervise you for that quarter. If you are looking for a private clinical office, you may go to ASHA.org and click on “Find A Professional” for options in the desired area; or you may even do an internet search for private clinical offices in your desired area of work. If you are interested in a school district, you may consider contacting the school’s SLP (if you have a specific school in mind) or the district’s Special Education department to find a potential supervisor. If you are interested in working specifically at Los Angeles Unified School District (LAUSD) or Redlands Unified School District, do not contact them. You must notify the SLPA Coordinator at LLU since both of those districts require communication with us directly.

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**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 currently enrolled in the course, an active contract is not required to submit the Approval Request Form; however, you must receive a verbal or written agreement from a site that will provide you with a supervising SLP. You will want to notify the district of the following information:

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

If the district personnel provide a verbal agreement to future placement, but does not provide a name of a SLP (supervisor), then provide the name of the district personnel that you spoke with on the Approval Request Form.

\*\* Contracts will not be initiated prior to a student being approved to register for the course.

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**15. How many supervisors or sites may I have?**

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

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**16. I have been approved to register for the quarter, what do I do next?**

Once you have been approved to register for the quarter, which means that all of the registration requirements have been met, then your name will be placed on the list of approved students for that specific quarter. There will be nothing else required on your end until orientation. An orientation date is typically set approximately 2 weeks after the 1<sup>st</sup> official date of registration. You will receive an email approximately 2 weeks before the orientation date with specific details. There is only one (1) orientation date set for each quarter, and you must attend that meeting here at Loma Linda University. You will not be able to register for the course without attending the orientation.

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**17. I have been approved for the SLPA fieldwork course, may I begin at my site?**

No. Although you have been approved to register for the course, you are not allowed to begin at your site until the following has occurred:

- a. Attend the orientation
- b. Complete your registration through the Office of Admissions

- c. Obtain Financial Clearance
- d. First official day of the quarter.

You may not begin at your site until each of the above criteria has been met.

The university agreement between your site and LLU is covered for students only. You are considered to be a student during the specific dates of the quarter that you have been registered for. Any dates outside of that time, will not be covered/protected under the University Agreement set between your site and LLU, and will not count towards your fieldwork hours.

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**18. Do I need to register for the class prior to meeting with you once I've located a placement?**

No. Once you have submitted your complete Approval Request Form, you will need to wait for a response from the SLPA Coordinator. Once you receive an approval email response, you will be placed on the list of approved students for the desired quarter. This is not a waiting list. However, you will not be able to register immediately. You will need to attend the mandatory orientation meeting, on campus, approximately 2 weeks before the first day of the quarter. You will register on campus after the orientation meeting.

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

No. Online registration is not available. Registration is handled here on LLU's campus after you have completed the orientation. The orientation/registration process is the only time you must come to the LLU campus. After that, everything may be handled either online via the course website program, email, or US Mail.

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**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 available to individuals that successfully completed Bachelor's Degree in Speech-Language Pathology (or equivalent title) only. Post-baccalaureate students that have completed the bachelor's degree equivalent coursework are not eligible for registering for this course.

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**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, please contact Student Services **909-558-4508**.

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

No. This course does not meet the guidelines to receive Financial Aid. For additional questions/clarification, please contact a Financial Aid Service Representative. The Communication Sciences and Disorders (CMSD) department does not handle any of the financial matters.

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

The SLPA program that you are inquiring about is not an actual program, but a one quarter, 10-week course. It is a 4 unit course that involves Fieldwork Experience completed at an outside site/facility with an approved supervising SLP as well as completion of online coursework. Therefore, a student visa is not required or granted for the course completion.

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

No. It is the desire of our program to not only meet the SLPA licensing board's requirements, but to also have students complete the experience with an appropriate level of skill set that will have them prepared to work at the minimum level of required supervision once they are hired. Since many undergraduate programs do not offer clinical experience, this course is typically the SLPA student's first experience providing direct clinical treatment. You should plan to be available for a minimum of 9 weeks, and approximately 11-12 hours per week, to meet the minimum hours required to successfully complete the quarter.

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

The contract that is sent between LLU and the site is focused on the legal agreement between Loma Linda and that specific site. This information is confidential and is not released to students.

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**26. When I complete the course, will I receive Certification as an SLPA?**

No. Completing this course meets only one of the requirements that are required by the SLPAHADB. At the completion of this course, you will receive the Fieldwork Experience Verification form that you will submit to the SLPAHADB, to complete your application.

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For additional questions/concerns, please contact:

[Natalia Milosavljevic](#) SLPA Administrative Secretary