Speech Language Pathology Assistant (SLPA) Course  
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1. I have decided to register for the course, what do I do next?

Once you have decided to register for the course, you will need to find your own placement with an SLP who has a current license or credential. (An exception to this rule is if you choose to work within the school districts of Redlands Unified School District and Los Angeles Unified School District, you must notify the SLPA Coordinator at LLU since both of those districts require communication with LLU directly.) When you have found your placement, submit an Approval Request Form, found on the website, which will submit your request to the SLPA Coordinator. You will need your site and supervisor’s name, and his/her contact email listed on the form for it to be reviewed; without that information, your request form will be rejected. (You do not need to know the supervisor’s license information, the SLPA Coordinator will look it up). Once you have notified the Coordinator of your desired placement, she will do the appropriate research, and will notify you via email if you have been approved or if more information is
needed. The SLPA coordinator will need to research the following: your academic standing, your supervisor will need to confirm your placement with him/her, your supervisor’s license/credential will need to be verified, and the contract between your requested site and LLU will need to be determined. This process can take from 2-6 weeks, depending on the response rates of the individuals involved. You will receive notification on the status of that request once the required research has been completed.

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 1st 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 1st official date of registration for the desired quarter, you will not be able to register.

2. How many students are accepted each quarter?
The maximum class size for each quarter’s cohort is 35 students. Submitting an Approval Request Form for a specific quarter does not guarantee that you will be accepted into that quarter’s cohort. The educational requirements for registering must be met, along with the supervisor and site approval, prior to being placed on the list of approved students that may register for the specified quarter. You will receive an email that specifically states that you have been approved to register for the specified quarter. If you meet the requirements for registration, but if the maximum cohort size has been reached, you will be placed on the list of approved students for the next available quarter.

3. Is there a minimum GPA for the SLPA program?
No, there is not a GPA requirement; however, you must have met the educational/coursework requirements listed on the SLPA webpage.

4. When is this course offered? When may I apply?
This course is offered during the Fall, Winter, and Spring quarters offered by LLU. It is not offered in the Summer Quarter.

You will need to submit your Approval Request Form at least 2 months prior to the first day of registration for the desired quarter. (Check the University’s Academic Calendar for the specific dates.) Please note, the contract must be completed by the 1st official date of registration for the desired quarter to register.

5. What shall I do if LLU does not have a contract with the site that I would like to complete my fieldwork hours with?
You will be notified via email that your placement was not be approved. Your supervisor will then be contacted and a contract will be established. (You will notified of this via email.) 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. Because the amount of time varies when getting a contract approved from a couple of weeks to a couple of month, it is best to start the process as soon as you have decided to take the course. Please note, the contract MUST be in place by the 1st official date of registration for the desired quarter. If it is not, you will need to wait for a future quarter to register.
6. What type of setting may I complete my fieldwork hours in?

There are a variety 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 70 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 patients/clients that SLPA's 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 sufficiently.

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

Unfortunately, although we have a database that we are able to use to confirm the presence of a contract, we do not have a list that is generated for potential students to look through. 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, you must notify the SLPA Coordinator at LLU since both of those districts require communication with us directly.

8. How many supervisors or sites may I have?

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

9. 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 1st official date of registration. You will receive an email approximately 2 weeks before the orientation date with specific details. There will only be 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. To prepare for registration, you will need to gather your transcripts (unofficial transcripts are accepted) and TB results within 1 year of the quarter that you are registering for. After the orientation meeting, you will go to Student Services to register as a Non-Degree Student. At that time, you will turn in required documents (received at the orientation meeting) and you will pay associated fees required to register for this course.
10. I have been approved for the SLPA fieldwork course, may I begin at my site?

No. Although you have been approved to enroll in 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. First official day of the quarter.
You may not begin at your site until all three of the above criteria has been met.
The university agreement between your site and LLU is covered for students only. You are only a student during the time that have been registered, and during the specific dates of that quarter. Any dates outside of that time, you will not be considered a student and if you choose to begin at the site prior to that, you will not be covered/protected under the University Agreement set between your site and LLU.

11. Do I need to register for the class prior to meeting with you once I’ve located a placement?
   Where do I go to register?

Once you have submitted your Approval Request Form (desired quarter of enrollment, site location and supervising SLP’s name) and received an Approval email from the SLPA Coordinator, you will be placed on the list of approved students for the desired quarter. This is not a waiting list, once you have been approved for the specified quarter you are eligible to enroll for that specific quarter. Because there is a maximum class size of 35 students per cohort, if you meet the requirements for registration and have been approved to register, but the maximum cohort size has been reached, you will be placed on the list of approved students for the next available quarter. Upon notification of the orientation meeting, you will come to LLU, receive the necessary information regarding the course, and receive the necessary forms required for registration. This meeting will take approximately 2 hours. Once the meeting is complete, then you will take the registration forms, along with payment, to student services to complete registration.

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

Unfortunately, online registration is not available. Registration is handled here on LLU’s campus. Because attending the orientation is required, Distant Registration is not available. The orientation/registration process is the one time when you must come to the LLU campus. After that, everything may be handled either online via the course website program or email.

13. 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?

The answer to this question is dependent upon your current situation. If you have completed a post-baccalaureate program in Speech-Language Pathology (or comparable title), the SLPA Coordinator will review your courses to make sure that they are an equivalency to the coursework that is required by LLU. These courses should be considered as the prerequisites that are necessary for entry into a Master’s level program. If you have not completed the program, then you will need to be enrolled in your final semester (or your final quarter) of a program which offers post-bacc studies in Speech Language Pathology. Prior to approval to register for this course, the SLPA Coordinator will need to review your transcripts/coursework and provide an approval. If you have appropriate post-bacc coursework, then you will need to submit your transcripts via email once you submit the Approval Request Form. However, please be aware, that in order for you to submit your application to the SLPAHADB for SLPA licensure, you will need to submit documentation (unofficial transcripts are sufficient) to the SLPA Coordinator when ALL

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courses have been completed. Once all of your courses have been completed to complete the Post-Bacc program, along with the completion of this course, the SLPA coordinator will then provide a letter to the SLPAHADB notifying them that you have met all necessary coursework requirements. Without proof of completion of your courses, the letter will not be submitted, and your application will be rejected.

If you are not enrolled in this type of program, or you are just beginning the coursework, then No, you are not eligible for registering at this time.

14. 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.

15. Does Financial Aid cover the cost of this course?
The Communication Sciences and Disorders (CMSD) department does not handle any of the financial matters. For questions, please contact a Financial Aid Service Representative.

16. 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 an online module. Therefore, a student visa is not required or granted for the course completion.

17. 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 sets 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. Because it is difficult to plan for unplanned events such as client cancellations/absences, supervisor not being available, site closures due to holidays or other, SLPA intern needing to take a day off for whatever reason, etc., being available for the entire 9 weeks should allow a guarantee that you will get the minimum hours required and the amount of experience necessary so that you are able to pass the course, based on your supervisor's expectations, and you are prepared to enter the workforce.

18. 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.
19. **Do I have to wait until I graduate with my B.A./B.S. (or complete my post-bacc coursework) to submit the application to the Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board (SLPAHADB)?**

Yes. You will need to wait until after your graduation occurs AND your degree has posted on your transcripts to submit the application to the licensing board. If you are a post-bacc student, you will need to be sure that the SLPA Coordinator has a copy of your completed transcripts demonstrating completion of the appropriate coursework. If you submit it any sooner, your application will be rejected and sent back to you, which will delay the process more.

20. **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.