

## Speech-Language *Technician* Licensing Program Description

### USBE Speech-Language Technician Licensing Program Application Steps

All educators working in Utah public schools or responsible for a student's education, including specialized instruction of IEP goals, must possess a USBE Educator License.

<https://www.schools.utah.gov/file/0314a92f-36aa-4c07-9e7e-a6cc0a4b9330>

### Requirements for acceptance into the Speech-Language Technician - Alternative Route to Licensure (SLT-ARL) program:

1. **Bachelor's degree in Communication Disorders, Speech and Hearing Science** or equivalent degree major. Submit original transcripts of all colleges/universities you have attended with your application packet. USBE will accept electronic transcripts only if sent directly from the college/university through a transcript clearinghouse via [transcripts@schools.utah.gov](mailto:transcripts@schools.utah.gov). Please make a note on the application (step 6) your transcripts have been sent electronically to USBE.
2. Initiate and pass a **USBE Background Fingerprint Check** at Educator Licensing Online <https://www.utah.gov/teachers>. Background checks not initiated online for the USBE accepted.
3. Complete an **Educator Ethics Review** at Educator Licensing Online <https://www.utah.gov/teachers>.
4. Discover your Comprehensive Administration of Credentials for Teachers in Utah Schools (**CACTUS**) number, please go to <https://my.uen.org> to register for a Utah Education Network (UEN) account 24 hours after initiating a background fingerprint check. Log in to your my.UEN.org account, select the 'Personal Page' option and then use the CACTUS app to retrieve your number. Include this CACTUS number in all communications and on the application form in step 7.
5. Complete the USBE **Student Data Privacy Training** at <https://usbe.instructure.com/courses/75/> and save a copy of the completion certificate with your date and name on the certificate (no administrator signature required).

6. Complete SLT Program **Confirmation of Employment** form. Employment as Speech-Language Technician in a Utah public school. Your employment can be full time, part time, working directly for a district or charter school, or working for a private contractor providing services to Utah schools. The form must be signed by the LEA or charter school administration.
7. Complete **SLT-ARL Program Professional Growth Plan** form (where the form requests a description of your plan you need to write in this phrase "Attend and complete Speech-Language Technician Institute – Summer [year]"
8. Complete and sign the USBE **Speech-Language Technician Licensing Program Application** form.

Assemble the documents listed in steps 5, 6, 7, and 8 as the SLT-ARL application packet. E-mail to [licensing@schools.utah.gov](mailto:licensing@schools.utah.gov) OR mail to:

Utah State Board of Education Licensing SLT-ARL  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200  
Attn: Sabrina Gill

Notify [sabrina.gill@schools.utah.gov](mailto:sabrina.gill@schools.utah.gov) SLT-ARL application packet has been sent. 801-538-7936

NOTE:

R277-506-8. Speech-Language Technician (SLT).

A. a candidate shall complete a Board approved bachelor's degree in communication disorders and **additional training [SLT INSTITUTE]** as required by the USOE to qualify for the SLT area of concentration. A candidate shall complete additional professional development prior to or within the first year of receiving this area of concentration, in order to meet defined competencies.

B. A SLT shall work under the supervision of a SLP who accepts full responsibility for the work of the SLT.

C. The supervising SLP maintains full responsibility for the caseload of the SLP and any SLTs supervised by the SLP.

D. A candidate for the SLT area of concentration may perform SLT functions and duties solely within the confines of the public school.

E. The SLT's function and duties shall conform to Utah's SLP/SLT Handbook, developed by the USOE, [2020].

F. The performance of SLP and SLT duties shall be strictly consistent with Utah's SLP/SLT Handbook.