



**SUPERVISOR AGREEMENT AND PROJECTED ON-THE-JOB-TRAINING
 FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANTS
 (Required Form)**

If submitting this form with an initial application, no additional fee is needed.

If submitting this form after licensure in order to add or change your supervisor, log into <https://eservice.llr.sc.gov/DocumentSubmission>, upload form, and pay the \$25 fee.

Application Type:

New Applicant (no fee needed) Add a Supervisor (\$25 fee) Change a Supervisor (\$25 Fee)

Employment Type:

Full-Time Position Part-Time Position

APPLICANT/ ASSISTANT INFORMATION

Name: _____ Phone: _____

Last 5 digits of social: _____ License Number: _____
 (If applicable)

SUPERVISOR INFORMATION

Name: _____ Title: _____

License Number (Required): _____ Phone: _____

Number of SLP Assistants Currently Supervising: **Full-Time:** _____ **Part-Time:** _____

If supervisory responsibility is shared, provide us with the name(s) and license numbers of the other supervisor(s).

Name: _____ License No.: _____ Name: _____ License No.: _____

EMPLOYMENT INFORMATION

Company: _____ Phone: _____

Physical Location (No PO Boxes, include city, state, zip): _____

Mailing Address (if different): _____
 (Include City, State and Zip code)

Proposed Start Date: _____ Setting (See below): _____

Type	Description	Type	Description	Type	Description
1	Private Practice	7	Habilitation Facility	13	Out-Patient Facility
2	Physician's Office	8	Home Health	14	Academic Setting
3	Hospital	9	Nursing Home	15	Military Setting
4	Public School	10	Other Government Facility	16	Hearing Aid Dealer or Franchiser
5	Private School	11	Other Private Facility	17	Industrial Setting
6	Rehabilitation Facility	12	Unknown		

ON-THE-JOB TRAINING AND SUPERVISION:

Note: The activity plan must comply with [Regulation 115-\(2\)\(E\) and \(F\)](#)

Activity to be Performed by Assistant	How Activity will be Taught/Supervised
1. Conduct speech-language or hearing screenings	<ul style="list-style-type: none"> • Supervisor will model procedures/ techniques for appropriate speech language and/or hearing screenings. • Assistant will observe Supervisor and implement techniques learned. • Supervisor will review, monitor and give feedback related to skills.
2. Implements plan of care designed by the supervisor	<ul style="list-style-type: none"> • Supervisor and Assistant will meet to review and evaluate Plan of care for each client prior to start of services. • Assistant will provide direct implementation as supervisor observes and provides feedback during weekly meetings. • Co-treat and observe with clients to analyze progress as needed.
3. Records information relative to client performance	<ul style="list-style-type: none"> • Supervisor will provide examples of adequate documentation for Assistant to follow, monitor and observe weekly. • Assistant will complete session record to document client performance for every session. • Supervisor and Assistant will review and critique documentation for client performance and progress.
4. Maintain clinical records	<ul style="list-style-type: none"> • Supervisor will provide sample clinical records for Assistant and provide feedback for proper procedure to meet internal and external compliance. • Supervisor and Assistant will conduct periodic internal file audit. • Supervisor and Assistant will review and critique documentation for compliance on a regular scheduled basis.
5. Report changes in client performance to supervisor	<ul style="list-style-type: none"> • Supervisor and Assistant will conduct weekly conferences to discuss client changes in performance and progress. • Assistant will contact Supervisor immediately following any change/s in client status.
6. Prepare clinical materials	<ul style="list-style-type: none"> • Assistant will observe Supervisor and assist the Supervisor in choosing clinical materials. • Prepare materials as outlined in client’s plan of care. • Assistant will review with Supervisor specific materials to be used with each client.
7. Test equipment for performance	<ul style="list-style-type: none"> • Supervisor will provide appropriate in-service regarding all testing equipment. • Assistant will independently test equipment as Supervisor observes and provides feedback.

