CERTIFICATION RENEWAL POLICY PACKET
Listening and Spoken Language Specialists
LSLS Cert. AVT™
LSLS Cert. AVEd™

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CERTIFICATION RENEWAL POLICIES AND PROCEDURES

OVERVIEW

• Certified LSLS must complete a renewal process every two years to maintain active certification.
• Renewal forms and fees must be submitted before the certification lapse date (found on the LSLS certificate issued at the time of certification).
• Each continuing education activity must be approved by the AG Bell Academy for Listening and Spoken Language (the Academy) either by the program provider or by the individual attendee:
  o For the application for pre-approval of an educational event as a provider, click here
  o For the application for approval of an educational event as an individual attendee, click here
• LSLS certified professionals must earn at least 15 Academy-approved continuing education units (CEUs) during each two-year certification period.
• It is the sole responsibility of the LSLS certified professional to renew their certification by their renewal deadline. LSLS receive courtesy reminders from the AG Bell Academy before their LSLS certification is due for renewal.

CONTINUING EDUCATION ACTIVITIES

Continuing Education hours are approved in one of two ways:

• Programs/workshops/conferences (“programs”) are pre-approved by the Academy to offer LSLS CEU credit:
  o Continuing education providers and LSLS employers apply to have their educational and in-service programming approved to offer LSLS CEU credit.
  o Program content and other information are reviewed by the Academy.
  o Learning objectives cover one or more of the nine LSLS domains.
  o The Academy assigns the number of CEUs based on approved instructional hours.
  o Approved programs are given a program code (that participants must report on their renewal form) and are listed on the Academy’s website.
  o Attendees of pre-approved programs receive a “CEU Request Form” from the provider with all necessary information for submission with their certification renewal materials.
  o Program administrators will send a list of program participants to the Academy.
• Individual activities may be approved by the Academy:
  o Activities must be submitted for approval within six weeks of completing the activity.
  o Activities must meet learning objectives in at least one of the nine LSLS domains.
  o Eligible activities include participation in an independent research study group, development of a new course or university curriculum, editorial review of an article or book, structured observation of an auditory-verbal program or practice, and participation in a relevant workshop or seminar that hasn’t been pre-approved to offer LSLS CEU credit.
  o Approved activities will be assigned a program code that participants will then report on their renewal form.
QUALIFYING CONTINUING EDUCATION HOURS

The following activities are typically pre-approved for LSLS CEUs by the Academy when the program scope covers a subject that falls within one of the nine LSLS domains: Renewal forms and fees must be submitted before the certification lapse date (found on the LSLS certificate issued at the time of certification).

- Staff in-service programs, workshops/lectures, clinical training and conference/convention education sessions that pursue clear learning objectives with a measurable outcome.
- Traditional university courses, moderated online classes, on-demand tutorials or other ongoing educational activities in which student participation is determined by the completion of one or more knowledge assessments.

The following individual activities* are typically approved for LSLS CEUs by the Academy when an individual activity credit application is submitted within six weeks of completing the activity and the program scope covers a subject that falls within one of the nine LSLS domains:

- Development of a new course or university curriculum to teach auditory-verbal practice.
- Observation of an auditory-verbal program or practice other than one's own employer.
- Publishing a peer-reviewed article

*See the CEU grid on page 4 for detailed information on categories of continuing education activities.

REQUIREMENT FOR RENEWAL

LSLS certified professionals must earn at least 15 hours of Academy-approved LSLS CEUs within every two-year certification period. Failure to earn and document at least 15 hours of Academy-approved LSLS CEUs credit will result in lapsed certification status.

DOCUMENTATION OF CEU ACTIVITY

LSLS certified professionals must submit a completed Continuing Education Report showing completion of at least 15 hours of Academy-approved LSLS CEU credits, along with copies of corresponding CEU Request Forms acquired to verify attendance at a pre-approved program with their biennial renewal every two years. The Academy will maintain records of all approved programs/participants and approved individual activities and will use those records to verify the information provided on the Continuing Education Report, if necessary. Additional supporting documentation is NOT required unless requested by Academy staff.

LSLS certified professionals need only to show that they have met the minimum requirement of 15 hours of Academy-approved LSLS CEU credits, as outlined in the figure below. Completion of additional hours/credit beyond the required minimum is encouraged, but will not be recorded or recognized by the Academy. Extra CEUs may not be carried over to future certification periods.
The 15 mandatory CEUs for certified LSLS professionals must fall within the limits listed below and be approved by the Academy prior to submitting the application for certification renewal:

<table>
<thead>
<tr>
<th>Continuing Education Activity Option</th>
<th>Minimum Required</th>
<th>Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Academy-approved educational programs</td>
<td>5 CEUs per renewal period</td>
<td>15 CEUs per renewal period</td>
</tr>
<tr>
<td>Development and/or presentation of an Academy-approved program</td>
<td></td>
<td>5 CEUs per renewal period</td>
</tr>
<tr>
<td>Publishing a peer-reviewed article</td>
<td></td>
<td>5 CEUs per renewal period</td>
</tr>
<tr>
<td>Structured observation of certified LSLS professionals - must be accompanied by a copy of the appropriate application attachment for each of the 10 hours of observation</td>
<td></td>
<td>2 CEUs per renewal period</td>
</tr>
<tr>
<td>Service on a board of committee in a LSLS related organization</td>
<td></td>
<td>2 CEUs per renewal period</td>
</tr>
<tr>
<td>Mentoring an LSLS applicant (must be accompanied by a Mentor’s Evaluation Form from the LSLS applications)</td>
<td></td>
<td>5 CEUs per renewal period</td>
</tr>
</tbody>
</table>

**RENEWAL FEE**

The renewal fee for LSLS certified professionals is $195.00. The fee covers renewal form processing, verification of continuing education credit and delivery of a new LSLS certificate. The renewal fee must be included with the renewal form and Continuing Education Report.

**RENEWAL DEADLINE**

The deadline for renewal for all LSLS certified professionals is the “certification lapse date” printed on the active LSLS certificate, as issued by the Academy. The Academy will provide courtesy reminders approximately 30 days before a certificant’s lapse date. Every LSLS is responsible for completing the renewal process before their current certification lapses. Failure to complete the renewal process before the deadline will result in lapsed certification.
LAPSED CERTIFICATION

LSLS certified professionals are considered “lapsed” the day after their recertification deadline, if a completed renewal package, documentation of at least 15 approved CEUs within the recertification period and/or payment is not received by the Academy.

Once lapsed, a professional may not use the LSLS Cert. AVEd™ or LSLS Cert. AVT™ title after their name, nor can they provide approved mentor services to LSLS applicants until they are reinstated.

Lapsed LSLS professionals will not appear on the Academy’s LSLS registry until the time they have reinstated their LSLS certification and are in good standing with the Academy.

REINSTATEMENT OF LAPSED CERTIFICATION

To ensure that a LSLS certified professional has maintained the body of knowledge comprised in the nine LSLS domains of knowledge, individuals with a lapsed certification status may follow the procedure below to reinstate their LSLS certification:

• Within 60 days of the lapse date, certification may be reinstated provided the LSLS submits documentation for 15 CEUs earned within the recertification period and a fee of $295 USD.
• Within 90 days of the lapse date, certification may be reinstated provided the LSLS submits documentation for 15 CEUs plus an additional 3 CEUs (total of 18) earned within the recertification plus 90 days period and a fee of $395 USD.
• Any LSLS’s appeal for recertification made to the Academy after this 90-day grace period must re-take and pass the LSLS examination, and pay the current exam/application fees to do so.
• Professionals with lapsed certification will have up to two calendar years from their lapse date to re-take and pass the examination to reinstate their certification.
• After two years, a lapsed individual must reapply for the LSLS examination under the requirements outlined in the current LSLS application materials.

Exceptions to this policy will be considered by the Academy’s Certification Committee only for individuals who submit a written request (at least 15 days prior to their lapse date) for an extended recertification deadline due to:

• Medical disability
• Extension for an extenuating circumstance.*
• Active military deployment
• Retired status request

*Requests for an extended recertification deadline because courtesy reminders were not received will not be considered an “extenuating circumstance,” and will not be considered by the Academy’s certification committee.
RETIREMENT INFORMATION

Individuals holding LSLS certification who wish to retire from practice have the option of changing their certification status to “retired” by submitting a written request for retirement. Upon approval, a final certificate indicating “retired” status will be issued and the LSLS record will be amended on the LSLS Registry. Retired LSLS may continue to list their credentials. If a retired individual decides to return to practice, certification must be earned in accordance with the Academy’s certification policies. The “retired” status will not expire with time.

THE LSLS PROFESSIONAL’S CONTINUING EDUCATION (CE) QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>Deadline to Earn CEUs</th>
<th>Within your current two-year certification period and ending with the date printed on your LSLS certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Number of CEUs for Renewal</td>
<td>15 LSLS CEU credits every two years</td>
</tr>
<tr>
<td>Calculating Credit Earned</td>
<td>1 hour of instruction = 1 LSLS CEU Credit</td>
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<tr>
<td>Applicable Activities</td>
<td>Any program that has been pre-approved by the Academy to offer LSLS CEU credit</td>
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<td>Local programs may be approved after the fact if submitted via the Individual Activity Credit Application</td>
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<td></td>
<td>Individual activities approved upon submission of a completed Individual CEU Activity Credit Application</td>
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<td>Required Topics</td>
<td>Activity must meet learning objectives in at least one of the nine LSLS domains:</td>
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<tr>
<td></td>
<td>• Hearing &amp; Hearing Technology</td>
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<td></td>
<td>• Auditory Functioning</td>
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<td></td>
<td>• Spoken Language Communication</td>
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<td></td>
<td>• Child Development</td>
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<td></td>
<td>• Parent Guidance, Education and Support</td>
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<td></td>
<td>• Emergent Literacy</td>
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<td></td>
<td>• Strategies for Listening and Spoken Language Development</td>
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<tr>
<td></td>
<td>• History, Philosophy and Professional Issues</td>
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<td></td>
<td>• Education</td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>$195 every two years</td>
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<tr>
<td>Contact for Information</td>
<td>The AG Bell Academy for Listening and Spoken Language: (202) 204 - 4700 or <a href="mailto:academy@agbell.org">academy@agbell.org</a></td>
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BIENNIAL RENEWAL FORM (page 1 of 2)

Please print your information below

Name: __________________________________________________________

LSLS ID # _______________________________________________________

Certification date as listed on your LSLS certificate ___________________________

End Degree and Certification (e.g. Cindy Wilson, M.A., CCC-A/SLP, LSLS Cert. AVT)
___________________________________________________________________

Address: _________________________________________________________

City, State, Zip: ___________________________________________________

Country: _________________________________________________________

Email: __________________________________________________________

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<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Fees</td>
<td>Certified LSLS Renewal Fee</td>
<td>$195.00</td>
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Payment is accepted in US dollars only

TOTAL DUE $195.00

Payments postmarked after the LSLS certification lapse date are subject to additional reinstatement fees. Renewal will not be processed unless the reinstatement fee has been paid.

Please make checks payable to: AG Bell Academy for Listening and Spoken Language

Payment Method: [ ] Check (in US dollars) [ ] Money Order (in US dollars)

Credit Card: [ ] Visa [ ] MasterCard [ ] American Express

Card #: __________________________ Expiration Date: ___________________

Security Code: __________________________ Amount to Charge: ________________

Print Name as it Appears on Card: ________________________________

Signature of Cardholder: __________________________________________

Please mail or email completed forms and CEU documentation to:

3417 Volta Place, NW
Washington, DC 20007
Email: academy@agbell.org
BIENNIAL RENEWAL FORM (page 2 of 2)

LSLS Continuing Education Report
Include certificates of attendance, CEU verification forms or transcripts listed to verify all CEU activities.

<table>
<thead>
<tr>
<th>Academy Approval Code</th>
<th>Program Title or Activity Description</th>
<th>Activity Date</th>
<th># of CEU Credits</th>
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Total LSLS CEUs Listed Above =
(A minimum of 15 CEUs are required - include CEU documents)

I certify that the statements made by me on this form are complete and accurate. I understand that a false statement may be cause for revocation of certification. Furthermore, by signing below, I agree to uphold the Academy’s Professional Code of Ethics and will adhere to the proper use of the “Listening and Spoken Language Specialist” credential and my earned designation, “LSLS Cert. AVEd” or “LSLS Cert. AVT” and the Definition of Terms associated with the same.

I have read and agree to uphold:

☐ LSLS Principles
☐ AG Bell Academy Principles of Professional Behavior and Professional Code of Conduct

Signature: ___________________________________________ Date: ____________________