

COMPONENTS OF THE CLINICAL EDUCATION REQUIREMENTS

Students in Speech-Language Pathology are required to complete a number of security checks, certification programs, and tests designed to insure that individuals providing services are suitable to do so. Various governmental agencies have established standards for the practice of speech-language pathology that disqualify individuals with a criminal background from practice, assure that providers are appropriately qualified to provide assistance in medical emergencies, are proficient in basic education skills, and understand their obligations in meeting legal safeguards designed to protect personal health information. These **Clinical Education Requirements** are in addition to Rangos School of Health Sciences pre-clinical **Health Requirements**, which serve to insure those providing care will do so in a way which safeguards the health of those in the clinical work environment. [For information about the Rangos School of Health Sciences Pre-Clinical Health Requirements, go to: www.duq.edu/health-sciences/.]

Documented completion of the Clinical Education and Health Requirements are required to observe and participate in services at the University Speech-Language-Hearing Clinic and at externship sites in the community. This document is intended assist students in understanding their obligations and how/when they are to be completed.

Students must provide documentation of completion of all requirements at specific times in their program of study. Keep your documentation in a safe place as it is your responsibility to demonstrate *current* status upon request. The information below provides a list of items, contact information, expiration dates, and other facts relative to the **Clinical Education Requirements**.

THE REQUIREMENTS

Security Checks

1. **Child Abuse Clearance - Pennsylvania State Police** (Act 33/151)
2. **Criminal Record Clearance - Pennsylvania State Police** (Act 34)
3. **Federal Bureau of Investigation – Fingerprint Clearance**

Certifications

1. **CPR** (Cardio-Pulmonary Resuscitation)
2. **HIPAA**
3. **Bloodborne Pathogens Training**

Tests

1. **PAPA** (Pre-service Academic Performance Assessment)
2. **Fundamental Subjects: Content Knowledge**
3. **Speech-Language Pathology** (ASHA Exam)

COMPLETING THE SECURITY CHECK REQUIREMENTS

Child Abuse Clearance. You must submit your application via the mail using form **CY 113 (UF) 6/11** [the form number is located in the bottom right corner of the form]. The form and the address to which it is mailed is available at:

http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/S_001087

Be sure to indicate “*School*” when asked the Purpose of the Clearance. There is a \$10.00 charge to process the Clearance application. It is valid for one year and must be re-submitted each year.

Criminal Record Clearance. Application for the Clearance may be made online (through PATCH) or by submitting a form (**SP4-164**) to the PA State Police. Access to the online application portal or a copy of the form to be submitted is available at:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2>

The site contains current information on both means of applying. There is a \$10.00 charge for the Clearance. It is valid for one year and must be re-submitted each year.

Federal Criminal History Background Check (FBI Fingerprinting). This process requires multiple steps. Applicants begin the process by registering and paying (\$28.75) online at www.pa.cogentid.com. Be sure to register for the “**Department of Education**” clearance as other types of clearances or other venues of obtaining FBI clearance will not be accepted. After registering, applicants report to a designated location to be fingerprinted. Be sure to get (and save) a hardcopy of these results.

A complete, more detailed description of the entire FBI fingerprint process may be found at:

http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493/federal_criminal_history_background_checks/601327

The FBI Clearance is considered *current* as long as you are continuously enrolled as a student at Duquesne University. Consequently you only need to obtain the FBI Clearance one time.

THERE ARE SAMPLES OF THESE SECURITY CHECK DOCUMENTS ON BLACKBOARD

***IMPORTANT:** Students are responsible for maintaining a “current” Criminal Record and Child Abuse Clearances and producing documentation upon request. Please note that some externship sites may have additional health or clinical education requirements with which students assigned to those sites must also comply.*

COMPLETING CERTIFICATION REQUIREMENTS

CPR You must provide proof of *current* CPR status to the SLP Department. CPR certification classes must be taken through the **American Heart Association (AHA)**, resulting in the “**Basic Life Support for Health Care Providers**” certificate. The CPR card must look EXACTLY like the sample provided on Blackboard. Any deviation from the sample card will not be accepted, and you will need to do it over again. To insure you get the right credential we HIGHLY RECOMMEND using DU Public Safety; but it’s your time and your money.

There are two acceptable paths to CPR training through DU Public Safety:

- (1) The first is to contact Lt. Speer (**x4935**) at DU Public Safety to enroll in a CPR course. The course takes about 3 hours, costs \$30 and the certificate is valid for 2 years. A group of students can schedule the course to be taken at a mutually convenient time.
- (2) The second path to getting CPR is a two-step process. First, take the online instruction component and receive a certificate of completion. Go to www.onlineaha.org. Under the “**Course Catalog**” box, click on “**health professionals.**” Choose “**BLS for Healthcare Providers Online part 1**” (See screen shot below). The online training costs \$22. Then, contact Lt. Speer at DU Public Safety (**x4935**) and complete the Skills Test component of CPR. The Skills Test costs \$5 and leads to CPR certification that is valid for two years

The screenshot displays the American Heart Association's OnlineAHA.org Course Catalog. The page is filtered for 'Healthcare Professionals'. A green arrow points to the 'BLS for Healthcare Providers Online part 1' course. The course details include 'HeartCode® BLS Part 1', 'Watch Demo', 'Course Details', and a 'Purchase' button. Other courses listed include ACLS, PALS, and Stroke Training.

HIPAA (Health Information Portability and Accountability Act) Workers, primarily in healthcare settings, must be knowledgeable of the rights of clients/patients and the laws which safeguard the confidentiality of personal health information under the federal HIPAA laws. Students complete HIPAA training online on Blackboard. **Specific instructions will be provided in SLP 350.** Your HIPAA certificate is considered current as long as you are currently registered as a Duquesne University student.

Bloodborne Pathogens Bloodborne Pathogens training is offered on Blackboard through Duquesne's program in Occupational Health and Safety (OHS). The Department forwards names and email addresses of eligible students to OHS. The Blackboard site is then available for students to complete training and pass a test at their convenience. OHS notifies the Department of the students who pass the examination. **Specific instructions will be provided in SLP 350.** Students only need to complete once during their program at Duquesne.

COMPLETING TESTING REQUIREMENTS

PAPA (Pre-Service Academic Performance Assessment) The reading, writing and math components of the PAPA must be completed before entering the 1st year of the professional phase. Students can register for the PAPA at www.pa.nesinc.com Your scores will be sent directly to the PA Department of Education and DU School of Education, BUT YOU MUST provide a hardcopy to the SLP Department. Your scores will be available on line for 45 days following completion of the test. **BE SURE TO download and print a copy of your scores for your records and to submit to the SLP Department.**

Fundamental Subjects: Content Knowledge Students can register for this Praxis test at www.ets.org/praxis This test must be completed in the 1st year of the professional phase. You must have your scores sent directly to the PA Department of Education and provide a hardcopy of your scores to the SLP Department. Your scores will be available on line for 30 days following completion of the test. Praxis tests are transitioning to computer-based testing, therefore the test code is **0511** for the paper-based version and **5511** for the computer-based version. **BE SURE TO download and print a copy of your scores to submit to the SLP Department and maintain in your records.**

Speech-Language Pathology (Also known as the ASHA test or the “Boards”) You can register to take this test at www.ets.org/praxis during the Spring semester of the 2nd year of the professional phase. You should have your test results sent to ASHA, the SLP Department, PA Department of Education, and the PA State Licensing Board. Check the *Clinic Policies and Procedures Manual* for the specific codes for each of these institutions. Taking this exam Spring semester is important for securing a teaching certificate in time to be eligible to apply for jobs following graduation. Your score will be available on line after completion of the test. Praxis tests are transitioning to computer-based testing, therefore the test code is **0330** for the paper-based version and **5330** for the computer-based version. **BE SURE TO download and print a copy of your scores to submit to the SLP Department and maintain in your records.**

DUE DATES FOR SECURITY CHECK DOCUMENTAION

A timeline displays this same information in table form.

Child Abuse Clearance:

Must be submitted to the SLP Office at the **beginning of Fall semester in the 3rd year** of the program. Clearances can take up to 10 weeks to process; students should plan accordingly.

Criminal Record Clearance:

Must be handed in at the SLP Office at the **beginning of Fall semester in the 3rd year** of the program. Clearances can take up to 10 weeks to process; students should plan accordingly.

FBI Fingerprinting:

Must be turned in to the SLP Office at **the beginning of Fall semester in the 3rd year** of the program. Students should register and be fingerprinted in June of the 2nd year of the program.



Keep your copies of you documentation in a safe place where you will not lose them and can locate them when called upon to demonstrate current status.

INFORMATION AND COSTS ENTAILED IN ACQUIREING SPECIFIC REQUIREMENTS IS SUBJECT TO CHANGE WITHOUT NOTICE.

TIMELINE of DUE DATES for CLINICAL EDUCATION REQUIREMENTS

Year in Program	Item	Due Date
2 nd Year Pre-Professional Phase	Start the application process in June so you will be prepared for the start of Fall semester of 3 rd Year.	
3 rd Year Pre-Professional Phase	<ul style="list-style-type: none"> • Child Abuse Clearance • Criminal Record Clearance • FBI Fingerprint Clearance • CPR • HIPAA • Bloodborne Pathogens • PAPA Tests 	<ul style="list-style-type: none"> • Start of Fall semester • Start of Fall semester • Start of Fall semester • Start of Fall semester • Completed in SLP 350 • Completed in SLP 350 • <u>Prior to 1st Year Professional Phase</u>
1 st Year Professional Phase	<ul style="list-style-type: none"> • Child Abuse Clearance • Criminal Record Clearance • CPR** • Fundamental Subjects Praxis Test 	<ul style="list-style-type: none"> • Insure “current” status • Insure “current” status • Insure “current” status • <u>Prior to 2nd Year Professional Phase</u>
2 nd Year Professional Phase	<ul style="list-style-type: none"> • Child Abuse Clearance • Criminal Record Clearance • CPR** • Speech-Language Pathology Praxis Test 	<ul style="list-style-type: none"> • Insure “current” status • Insure “current” status • Insure “current” status • Spring semester

** Some CPR certificates are valid for two years. As a consequence, the date necessary to submit a renewed certificate varies.

Save time and money by maintaining original documents of your security checks, certifications, and test results. If you cannot document completion of a requirement you will have to do it again = more time, more money.



This information is current as of the date of revision. When requirements or processes change, we will try to inform you in a timely manner, but ultimately the student is responsible for completing the correct requirements at any point in time.

TEST INFORMATION FOR TEACHER CERTIFICATION, ASHA CERTIFICATION AND STATE LICENSURE

Students take a series of assessments for Teacher Certification and a separate examination for ASHA Certification and State Licensure. PAPA is administered by Pearson Education; all others are administered by ETS (Praxis). Information about the exams for each is presented below.

Pennsylvania Teacher Certification:

	<u>Test Code #</u>	<u>Passing Score</u>	<u>Test Length</u>	<u>Test Fee</u>	<u>When to Take Test</u>
Pre-service Academic Performance Assessment (PAPA)					
Reading		220	45 min	\$37	} Prior to the 1 st Year of the Professional Phase
Writing		220	75 min	\$37	
Math		220	60 min	\$37	
Fundamental Subjects					
Content Knowledge	0511 or 5511	150	2 hrs	\$75	During 1 st Year of Prof Phase
Speech-Language Pathology	0330 or 5330	600	2 hrs	\$75	Spring 2 nd Year of Prof Phase

This same exam is also required for CCC and PA Licensure (see below); you only need to pass it once.

★ **Very Important:** When applying to take the *Praxis tests*, you will need to indicate the “**Attending**” Institution (the university at which you are enrolled) and the “**Recipient**” Institution (where the test scores are to be sent).

Attending Institution: Duquesne University **A2196**
 Recipient Institution: PA Department of Education **R8033**

BE SURE TO DOWNLOAD YOUR OWN COPY OF YOUR TEST SCORES FOR ALL TESTS

ASHA Certification & PA State Licensure: [The ASHA Exam] Same the test as above

Speech-Language Pathology	0330 or 5330	600	2 hrs	\$75	Spring 2nd Year Grad
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★ **Very Important:** You must indicate the “**Attending**” and “**Recipient**” Institutions:

Attending Institution: Duquesne University **A2196**
 Recipient Institution: ASHA **R5031**
 SLP @ DU **R2196**
 PA State Licensing Board **R8053** (only for PA License)
 PA Dept of Education **R8033** (as above for PA Teacher Certification)

CAUTION: Some states (such as Ohio) require that you pass the ASHA exam to be eligible for state license. So, if you graduate and have not yet passed the ASHA exam, you may not be able to work in that state until you do. (However, this is not the case in Pennsylvania.)

For information or to register for test on-line, go to:

ETS - www.ets.org/praxis
 Pearson – www.pa.nesinc.com

This information is subject to change without notice. Students are ultimately responsible for taking the correct tests. Please report any discrepancies in the information above to the Clinic Director. Students are responsible for determining the state licensing and teacher certification requirements in states other than Pennsylvania.