Instructions to add and delete assistant and intern supervisees using the online form

Please note that the online system is only for licensed speech-language pathologists and audiologists who are eligible to supervise and meet the following requirements:

- A licensee must have two years of professional experience in providing direct client services in the area of licensure in order to supervise an intern or assistant. The licensee's internship year shall be counted toward the two years of experience.

- A licensee may not supervise an individual that is related to the licensee within the first degree of consanguinity, as determined under Government Code, Chapter 573, Subchapter B.

- A supervisor of an intern in speech-language pathology must be a licensed speech-language pathologist who is approved by the department and who possesses at least a master’s degree with a major in one of the areas of communicative sciences or disorders.

- A supervisor of an assistant in speech-language pathology must be a licensed speech-language pathologist who is approved by the department.

- A supervisor of an intern in audiology or an assistant in audiology must be a licensed audiologist who is approved by the department.

If you are eligible to supervise, you may use the online system to add and delete assistant and intern supervisees. The new online system replaces the process of submitting paper Supervisory Responsibility Statement forms, and Intern Plan of Agreement and Supervision forms. This function only allows supervisors to add or delete assistants and interns who are currently licensed. It is not available to add or delete applicants.

To begin, go to the login page and enter your login information in the Returning User box.
When you have logged in, under the Manage your license information heading, highlight Manage Supervisee from the drop-down box and press Select.
If you do not meet the requirements to supervise, you will receive an error message and will be directed to the contact information for speech-language pathology and audiology customer service. If you are eligible to supervise (based on TAC§111.154), you will be able to proceed to the next screen.
When you receive the screen above, select the Next button (highlighted). Upon selecting Next, the Related Licenses Listing screen will appear. This screen will list any assistants and interns currently under your license.
If you wish to add a supervisee, you will select the type of licensed supervisee between assistant or intern in the drop-down box. You will enter the proposed supervisee’s license number in the License Number box, then click Add. If you do not click Add, you will not be able to proceed to the next screen. Once you click Add, then you must click Next (highlighted). See example below.

If you wish to delete a supervisee who is already on your license, you will click on the Delete Relation link. Please note that if you do not see the Add function, it means that you already have four supervisees under your license, and you must delete a supervisee before you are able to add a new supervisee. When you click on Next, you will see a Summary screen which lists all of the assistants and interns you would like to have under your supervision.
This is the Application Summary screen:

Once you review the screen and see that the licensee information is correct, please click on Submit (highlighted above).

After clicking on Submit, you will be given an Attestation screen. On the Attestation screen you must select “Yes” to agree to the attestation, and click Next.
If you click “No” on the attestation, your proposed supervisee changes will not be saved.

The final screen will allow you to view or print out a summary of your relationships.