

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.



Online Licensing Services

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Welcome to the Texas Department of Licensing and Regulation Online Licensing Services

Attention former DSHS licensees: You can use your DSHS User ID and Password to access your account. You don't need to create a new account with TDLR.

Check License Status or Search for a License

It is not necessary to register or login to view or search for a license or certification. Begin your [license search](#) here to verify that a license holder has a current license with the Texas Department of Licensing and Regulation. You can search by name, license type, city or county.

Apply for a New License

To apply for an initial license, please [register as a new user](#). If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

Renew Your License, Change Your Mailing Address, or Pay Fees

To renew an existing license, change the mailing address for a license, or pay fees, please login with your existing user ID and password, or [register as a new user](#). Your mailing address includes the email address we will use to send you renewal reminders, so please keep it updated.

File a Complaint

To report a violation by a licensed or unlicensed individual or company, click the link below.

<https://www.tdlr.texas.gov/Complaints/>

Returning User

User ID:
Password:

[Forgot user ID?](#)
[Forgot password?](#)

New User

 Create a new online account as a first time user. Log in with the password emailed to you to access online services.

[Register as a new user](#)

When you have logged in, under the Manage your license information heading, highlight Manage Supervisee from the drop-down box and press Select.



TEXAS DEPARTMENT OF LICENSING & REGULATION

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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

- Manage your license information

Speech Language Pathologist #9999 Manage Supervisee Select
- Apply for a New License

What are you applying for?

<Choose Program> ▼

<Choose Application> Select
- View Application Status

Check Status of Your Applications (20) Select
- Additional Activities

Add Licenses To Registration Select

License Information

Show Details

License Number: # 9999

License Type **Speech Language Pathologist**

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Last Updated Jan 01, 2017

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.



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Speech Language Pathologist
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Manage Supervisee (Licensed Only) - Introduction

Follow the instructions on each screen to complete your application.

You will need the license number of the Speech Intern or Assistant you are adding as a supervisee. You may not add an applicant who is not yet licensed.

This form serves as an online Supervisory Responsibility Statement and Intern Plan of Agreement and Supervision.

Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

Next
Cancel

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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.



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Manage Supervisee (Licensed Only) - Related Licenses Listing

You may not supervise more than four (4) Interns/Assistants, so you may need to Delete to see the option to Add Supervisee.

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking the Delete hyperlinks.

Add any optional related licenses using the Add a New Relationship section.

Related Licenses

Relation Name: SLP Supervisor (Required: N)

Your Role: SLP

Other Party Role: SLP Assistant/Intern
Doe, Jane [Delete Relation](#)

Speech Language Pathologist - 99999
Current Active - 2018-09-11

Add a New Relationship

License Type of SLP Assistant/Intern

License Number

Previous
Next
Cancel

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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.

The screenshot shows the TDLR web application interface. At the top, there is a header with the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, there is a navigation bar with "Speech Language Pathologist" on the left and "Logged in as" on the right. A secondary navigation bar contains links for "Main Menu", "Update Profile", "Logout", and "Contact Us".

The main content area is divided into a left sidebar and a main panel. The sidebar has four menu items: "Introduction", "Function Suitability", "Related Licenses Listing" (which is highlighted), and "Application Summary".

The main panel is titled "Manage Supervisee (Licensed Only) - Related Licenses Listing". It contains the following text:
You may not supervise more than four (4) Interns/Assistants, so you may need to Delete to see the option to Add Supervisee.
Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking the Delete hyperlinks.
Add any optional related licenses using the Add a New Relationship section.

Below this text is a section titled "Related Licenses" with a table containing one entry:
Relation Name: SLP Supervisor (Required: N)
Your Role: SLP
Other Party Role: SLP Assistant/Intern
Doe, Jane
Speech Language Pathologist - 99999
Current Active - 2018.09.11
A "Delete Relation" link is positioned to the right of the entry.

Below the "Related Licenses" section is a section titled "Add a New Relationship" with a yellow background. It contains a form with the following fields:
License Type of SLP Assistant/Intern: Speech Language Pathologist - Assistant (dropdown menu)
License Number: 7777777 (text input field with a clear 'x' button and an "Add" button)

At the bottom right of the "Add a New Relationship" section, there are three buttons: "Previous", "Next" (highlighted in yellow), and "Cancel".

At the bottom of the page, there is a footer with the text: "Department of Licensing and Regulation", "The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.", and "Last Updated Jan 01, 2017".

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:

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Speech Language Pathologist 9999 Logged in

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Manage Supervisee - Application Summary
Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application	License Type:	Speech Language Pathologist
	Application Date:	02/17/2017

Related Licenses	Relation Name	SLP Supervisor (Required:N)	Edit
	Your Role	SLP	
	Other Party Role	SLP Assistant/Intern	
	Other Party Name:	Doe, Jane	
	Lic Type:	Speech Language Pathologist	Lic Number: 99999
	Lic Status:	Current Active	Lic Expiry: 09/11/2018
	Relation Name	SLP Supervisor (Required:N)	
	Your Role	SLP	
	Other Party Role	SLP Assistant/Intern	
	Other Party Name:	Deer, John	
	Lic Type:	Speech Language Pathologist - Assistant	Lic Number: 77777
	Lic Status:	Current Active	Lic Expiry: 06/30/2017

[Previous](#) [Submit](#) [Cancel](#)

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.



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Introduction Function Suitability Related Licenses Listing Application Summary	<h3>Manage Supervisee - Attestation</h3> <p>Press "Previous" to return to the previous section. Press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu.</p> <p>I swear or affirm that all information provided on this application is true and correct. I further certify, by submission of this application, that I am authorized to execute this document.</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <div style="text-align: right; margin-top: 10px;"> Previous Next Cancel </div>
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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.



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Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
 Press "Return" to return to the main menu.

Return
View PDF Summary Report


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