

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 who are eligible to supervise and meet the following requirements:

- (a) 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.
- (b) A licensee may not supervise an individual that is related to the licensee within the first degree of consanguinity.
- (c) A department-approved supervisor of an intern in speech-language pathology must possess at least a master's degree with a major in one of the areas of communicative sciences or disorders.

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: <https://vo.licensing.tdlr.texas.gov/datamart/login.do> and enter your login information in the Returning User box.

The screenshot shows the TDLR Online Licensing Services login page. At the top, there is a blue header with the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, the page is divided into two main sections: "Online Licensing Services" on the left and a login area on the right. The "Online Licensing Services" section contains a welcome message, a yellow box with instructions for former DSHS licensees, and several service links: "Check License Status or Search for a License", "Apply for a New License", "Renew Your License, Change Your Mailing Address, or Pay Fees", and "File a Complaint". The login area on the right has a "Returning User" section with fields for "User ID" (containing "Myname@yahoo.com") and "Password" (masked with dots), and a "Sign In" button. Below this is a "New User" section with an information icon and text: "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". At the bottom of the page, there is a footer with the text "Department of Licensing and Regulation" and links for "Statewide Search", "Homeland Security", and "Texas.gov".

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

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Logged in
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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.

License Information [Show Details](#)
License Number: # 9999
License Type: **Speech Language Pathologist**

Manage your license information
Speech Language Pathologist #9999 **Manage Supervisee** [Select](#)


Apply for a New License
What are you applying for?
<Choose Program> [Select](#)
<Choose Application> [Select](#)

View Application Status
Check Status of Your Applications (20) [Select](#)

Additional Activities
Add Licenses To Registration [Select](#)

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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 customer service. If you are eligible to supervise (based on TAC§111.154), you will be able to proceed to the next screen.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Speech Language Pathologist
Logged in as [username]

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

At the bottom right of the main panel 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 Status:	Current Active	
	Lic Number:	99999	
	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 Status:	Current Active	
	Lic Number:	77777	
	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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<ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Introduction <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Function Suitability <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Related Licenses Listing <li style="background-color: #e6f2ff; padding: 2px 5px;">Application Summary 	<h3 style="margin: 0;">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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