

**DOCTOR of AUDIOLOGY  
GRADUATE STUDENT CHECKLIST  
THE ADVISEMENT - GRADUATION – CERTIFICATION – LICENSURE – EMPLOYMENT PROCESS**

**ISU Department of Communication Sciences and Disorders Website:**  
<http://www.csd.ilstu.edu/>

**Year 1 – First Term**

\_\_\_\_\_ **PROJECTED SCHEDULE** - At the Graduate Orientation Program, you will receive a **projected** schedule indicating which courses and practicum you are to complete to earn your degree.

\_\_\_\_\_ **TRANSFER OF CLINIC LOGS** - If you did not receive your bachelor's degree from ISU, you must obtain a signed copy of all clinical observation and contact hours earned as an undergraduate student. This information should be submitted to Mrs. Mary Brelsfoard in FH 204. Her email is [mvbrels@ilstu.edu](mailto:mvbrels@ilstu.edu) if you earned direct contact hours; you need to meet with Dr.Pyle to get these hours added to your clinic log.

\_\_\_\_\_ **CAPSTONE PROJECT OPTIONS AVAILABLE**– At the Orientation meeting you will be provided with information about the capstone project options available to students. More information about these options will be presented in future terms. You can also view the capstone information in the Department Manual: <http://csd.illinoisstate.edu/about/departmentManual.shtml>

\_\_\_\_\_ **KASA INFORMATION** Be familiar with the KASA standards and policies found in the Department Manual: <http://csd.illinoisstate.edu/about/departmentManual.shtml> KASA completion from your academic coursework will be housed online in the Typhon web-based program. Clinical KASA standards will be tracked on grading forms and maintained in your department file. This information will be used at the time you submit your paperwork for ASHA certification at the end of your program.

**Year 1 – Second Term**

\_\_\_\_\_ **CAPSTONE** – Use these two terms to continue thinking about possible options for your Capstone Project. Before the start of the second-year students should have selected a mentor (one of the academic faculty) and started to narrow down the research area to a specific research question or topic See this site for timeline requirements: <http://csd.illinoisstate.edu/graduate/audiology/capstone.shtml>

**Year 2**

\_\_\_\_\_ **CAPSTONE PROJECT SELECTION** – Continue to actively work on your Capstone Project to ensure completion. This is a large project that you must NOT procrastinate! See this site for timeline requirements: <http://csd.illinoisstate.edu/graduate/audiology/capstone.shtml>

### **Year 3 – Before you leave campus!**

\_\_\_\_\_ **IMPORTANT DATES AND DEADLINES** – This document, available at the Graduate School Website, <http://grad.illinoisstate.edu/academics/graduation> should be printed during the third term and retained until graduation. It contains all important dates and deadlines for students graduating within the calendar year. This is particularly important for writers of theses.

\_\_\_\_\_ **NATIONAL EXAM IN AUDIOLOGY** - At the end of your *last semester on campus*, register to take the national examination in audiology. The exam is one of the *Praxis II: Subject Assessments and Specialty Area Tests*, and is required for ASHA certification, ABA certification and Illinois licensure. The test is called Audiology (code 5342). Registration information, test dates, lists, fees and testing centers can be found on the ETS website: <http://www.ets.org/praxis/asha/>. Be sure to request original test scores be sent to ISU (code RA0073), the Illinois Department of Professional Regulation (IDPR) (code R7219) and ASHA (code R5031). Note: You can purchase study materials through ETS for this exam.

### **Year 4 -- While you are completing your Residency**

\_\_\_\_\_ **DOCTORAL DEGREE AUDIT** – You must complete the *Doctoral Degree Audit*, online. The Graduate School wants all of this information sent to them (from Verticchio) electronically. Go to: <http://grad.illinoisstate.edu/academics/forms/>. Select the WORD format of the Doctoral Degree Audit. This is a 3 page document. You need to complete pages 2 and 3, and your Name/UID on page 1. Verticchio will complete all other information on Page 1. Your major should be listed as Audiology and your sequence left blank. The department number for CSD is 472. You must list all courses and clinics in the order that you took or will take them. Once you have this word document completed you will save it (all 3 pages) as your last name TDA.doc, for example, verticchioTDA.doc Email this 3 page WORD document to Verticchio as an attachment from YOUR ISU email to MY ISU email ([hrfritz@ilstu.edu](mailto:hrfritz@ilstu.edu)). Once this is processed you will get an email from Verticchio as well as the Graduate School indicating completion.

\_\_\_\_\_ **APPLICATIONS FOR GRADUATION AND COMMENCEMENT PARTICIPATION** – You must submit an *Application for Completion of Degree*, available: <http://grad.illinoisstate.edu/academics/graduation>. The commencement participation form can be completed at the same time. If you plan to participate in the commencement ceremony, view the Student Affairs website for directions on cap/gown/hood information, ceremony dates/times at [www.commencement.ilstu.edu](http://www.commencement.ilstu.edu).

\_\_\_\_\_ **ASHA CERTIFICATION APPLICATION** – ASHA certification instructions and forms can be downloaded from: <http://www.asha.org/certification/AudCertification/>. Prior to the beginning of your clinical residency Dr. Pyle will discuss how to complete these forms.

\_\_\_\_\_ **ABA CERTIFICATION APPLICATION** – ABA certification instructions and forms can be found here: <http://www.boardofaudiology.org/board-certified-in-audiology/why-certify.shtml>. Prior to the beginning of your residency, Dr. Pyle will discuss how to complete these forms.

\_\_\_\_\_ **TRANSCRIPT REQUEST** Information about transcript request can be found at the following website: <http://www.registrar.ilstu.edu/transcripts/> An official transcript will need to be sent to ASHA in order to apply for your Certificate of Clinical Competency to verify your degree—once your degree is posted. Have this transcript sent to you. **DO NOT OPEN THIS.** You will send this transcript sealed to ASHA when you submit your ASHA application. You will also need to have an official sealed transcript sent directly from ISU to IDFPR. This transcript will also need to be sent *once your degree is posted*. Have this transcript sent to: Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

\_\_\_\_\_ **ILLINOIS LICENSE IN AUD** – While you’re completing your fourth year residency, apply for a permanent license through IDFPR by following the instructions at: <http://www.idfpr.com/profs/SpeechLangAudio.asp>. The application includes an ED form that must be sent to the Registrar’s Office to be signed & notarized. Bring the whole application to the final clinic meeting prior to beginning your residency. The clinic director will go over the procedures for completing the application. During your third term of CSD 598, complete the application mail it back to the Dr. Pyle. She will forward your “ED Form” along with your final grade to the Registrar. The form will be completed and returned to you immediately for inclusion in your application. You will send the entire application to IDFPR when you receive it: Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

\_\_\_\_\_ **QUESTIONS????** – Contact:  
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