

Graduate Student Checklist Doctor of Audiology

_____ CSD Academic and Clinical Education Manual

This manual is online at <http://csd.illinoisstate.edu/about/departmentManual.shtml> Graduate students are responsible for knowing and understanding all content included in this manual.

_____ Capstone Requirements

Capstone requirements can be found online and in the department manual <http://csd.illinoisstate.edu/graduate/audiology/capstone.shtml>

_____ Dates and Deadlines of the Graduate School

The Graduate School provides dates and deadlines that should be referred to throughout your graduate program. Dates and deadlines for the graduating term should be used.

<https://grad.illinoisstate.edu/academics/graduation/>

_____ Praxis: National Exam in Audiology

Students should register and complete this exam during their last semester of academic course work. To be certified in audiology, students complete the Praxis Subject Assessment in Audiology (Test Code 5342). Register for this exam here: <https://www.ets.org/praxis/asha/>

Test scores should be sent to the following locations:

- ISU (code RA0073)
- ASHA (code R5031) (required for ASHA certification)
- Illinois Department of Financial and Professional Regulation (IDFPR) (code R7219) (required to work in Illinois)

Study materials can be found here: <https://www.ets.org/praxis/prepare/materials/5342>

_____ Doctoral Degree Audit

During your last semester of academic course work, you will complete and submit your Doctoral Degree Audit to Mrs. Verticchio.

To complete this go to: <https://grad.illinoisstate.edu/academics/graduation/>

- Under Submission Requirements, select Doctoral Degree MSWord (it's a 3-page document). You will complete pages 2 and 3. You need to type in your information in the order that you completed courses and clinic. The department number for CSD is 472. Include department number, course number, title (can be abbreviated), semester hours of each course/clinic, grade earned (leave blank if not assigned yet, and the semester/year taken (ex. Sp19).
- Save this document as your last nameDDA (ex. VerticchioDDA) and email it to Mrs. Verticchio at hrfritz@ilstu.edu

_____ **Application for Graduation AND Commencement Participation**

During your last semester of academic course work, you will complete your application to graduate and participate in commencement.

To complete this go to: <https://grad.illinoisstate.edu/academics/graduation/>

- Under Submission Requirements, you can complete the application for graduation (and pay the fee) using the Online Form.
- You also need to complete and submit the Doctoral Commencement Data Form found on this page too.

_____ **ASHA Certification Application**

For students seeking ASHA certification, please follow the procedures outlined here:

<https://www.asha.org/Certification/AudCertification/>

_____ **ABA Certification Application**

For those students seeking certification from the American Board of Audiology, please follow procedures outlined here: <http://www.boardofaudiology.org/>

_____ **Transcript Request**

Information about sending transcripts from ISU can be found here:

<http://registrar.illinoisstate.edu/transcripts/>

- You should indicate for transcripts to be sent after your degree has been posted. You will need an official transcript to submit with your ASHA certification application. You should have this sent to you – Do NOT open it!
- If you are working in Illinois, you will need to send one to IDFPR. If you are seeking certification from the American Board of Audiology, you will need to send one to them.

_____ **Illinois License in Audiology**

For students seeking employment in Illinois, please follow the procedures outline by IDFPR for your Illinois license in audiology: <https://www.idfpr.com/profs/SpeechLangAudio.asp>

Director of Advisement:

Heidi Verticchio

hfr Fritz@ilstu.edu

309.438.3266

www.csd.ilstu.edu