**Graduate Student Checklist**

**Masters in Speech-Language Pathology**

**\_\_\_\_\_ CSD Academic and Clinical Education Manual**

* This [manual is online](https://csd.illinoisstate.edu/about/team/department-manual/) and available through the CSD website.
* Graduate students are responsible for knowing and understanding all content included in this manual.
* This manual is minimally updated annually. You need to use and review this throughout your SLP program continually.

\_\_\_\_\_\_ **Create an ELIS Account**

* You will need to have an ELIS account before you complete your content test for the Professional Educator License.
* This system will track you test scores, degree(s), and endorsement for the Illinois State Board of Education.
* [This site provides detailed instructions (and helpful videos) on creating an account](https://teachercenter.illinoisstate.edu/students/gateways/elis/).
  + You will need your social security number, address, phone number, and email to do this.
* You need to **create this account by the end of the finals week of your first fall term**.

\_\_\_\_\_\_ **Degree Option Requirement**

* Each student will be required to select one of the following degree options **by the end of the final week of the first spring semeste**r:
  + Comprehensive Exams
  + Independent Study
  + Master’s Thesis
* See the department manual for specific guidelines and requirements for each option (link above)
* When you have determined your FINAL selection, **please submit this form before the date listed above:** <https://forms.illinoisstate.edu/forms/graduate_degree_option_selection>

**\_\_\_\_\_ Dates and Deadlines of the Graduate School**

* The Graduate School provides [dates and deadlines](https://grad.illinoisstate.edu/students/graduation/) that should be referred to *throughout* your graduate program.
* The graduating term should be used to find appropriate dates and deadlines.

\_\_\_\_\_**Content Test for IL Educator License**

* **You must have created an ELIS account BEFORE you take this test.**
  + See directions above if you have not done this.
* This test is a requirement for the Illinois Educator License
* Students must register and pass the non-teaching speech-language pathology content test (test code 232) prior to licensure.
  + We recommend that you complete this exam by the end of **the fall term of the second year**.
* Choose ISU as a recipient of your scores so your tests can be verified for your milestones/licensure processing.
  + ISU code is 018.
* See detailed information with links to study resources below:

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**\_\_\_\_\_ Master’s Degree Audit**

During your last semester of academic coursework (likely **fall term of the 2nd year**), you will complete and submit your master’s degree Audit to Mrs. Verticchio.

* Mrs. Verticchio will send you a template to complete to initiate this process.
* It will be a 3-page document.
  + On page 1, you will need to type in your personal information at the top of the page (Last Name, First Name, UID)
  + On pages 2-3, type in your Name, UID, Address, Email, and Phone numbers, and enter the grade you earned for each course listed.
    - For grades not yet awarded, leave them blank.
* Save this document as your last nameMDA (ex. VerticchioMDA) and email it to Mrs. Verticchio at [hrfritz@ilstu.edu](mailto:hrfritz@ilstu.edu)

**\_\_\_\_\_ Application for Graduation AND Commencement Participation**

**During the fall term of your 2nd year,** you will [complete your application to graduate and participate in commencement](https://grad.illinoisstate.edu/students/graduation/).

* Under Submission Requirements, you can complete the application for graduation (and pay the fee) using the Online Form.

\_\_\_\_\_ **Intent to File for Certification**

* Follow these steps to initiate your process for the [Illinois Educator License.](https://education.illinoisstate.edu/teacher/licensures/)
  + Select Graduate/Advanced Licensure
  + Complete the Intent for Licensure form.
  + Complete all other steps outlined on this web tab for Graduate/Advanced Licensure

**\_\_\_\_\_Praxis: National Exam in Speech-Language Pathology**

* Students should register and complete this exam during their last semester of academic coursework, which is typically in the **Fall term of the 2nd year.**
* Register for this exam through [ETS/Praxis](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)
* To be certified in speech-language pathology, students complete the Praxis Subject Assessment in Speech-Language Pathology (Test Code 5331).
* [ETS/Praxis study materials](https://www.ets.org/praxis/prepare/materials/5331) can be purchased.

\_\_\_\_\_ During your last semester of the program **(**Spring **term of 2nd year),** you will meet on-campus with the Director of Clinical Experiences-Speech-Language Pathology.  All the following paperwork components will be addressed at that time:

* ASHA Certification Application
* Illinois Professional Educator License
* Illinois License in Speech-Language Pathology--Temporary and Permanent
* Transcript Requests
* Documentation to complete during your CF.

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