

Graduate Student Checklist

Masters in Speech-Language Pathology

CSD Academic and Clinical Education Manual

- The [CSD manual is available online](#).
- 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 ELIS account](#).
 - 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 semester**:
 - 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 complete this form before the date listed above to communication your degree option](#).

Dates and Deadlines of the Graduate School

- Familiarize yourself with the Graduate School [dates and deadlines](#) 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.
- Currently, 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.

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 Dr. Verticchio.

- Dr. 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 Dr. Verticchio at hfr Fritz@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](#).

- 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](#).
 - 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](#)
 - 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](#) 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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