

SLP Licensure Renewal Resource

FAQ

1. **How do I renew my license?** You must submit a renewal application (online or paper) and the supporting documentation for the renewal request.
2. **Where is the renewal form?** The paper licensure application is located on the website at the following link: <https://www.mdek12.org/OEL/Forms> or you may submit an application requesting renewal in your Educator Licensure Management System (ELMS) account after entering in your professional development through your “Professional Development” page.
3. **How do I submit the CEUs on my ASHA transcript?** You must upload the official ASHA CE Registry transcript when prompted via the “Professional Development” page if you are submitting an online renewal application; you must upload the official ASHA CE Registry transcript through your “Correspondence” page if you are submitting a paper licensure application requesting renewal.
4. **Must I list each course individually or can I just submit the total?** You must enter the total amount as our system will not calculate CEUs that are less than 0.5.
5. **How do I submit the CEUs that are NOT on my ASHA transcript?** You must upload the CEU certificate when prompted via the “Professional Development” page if you are submitting an online renewal application; you must upload the CEU certificate through your “Correspondence” page if you are submitting a paper licensure application requesting renewal.
6. **What if I don’t have an ASHA transcript?** You must upload the CEU certificate that reflects 0.5 CEUs or above when prompted via the “Professional Development” page if you are submitting an online renewal application; you must upload the CEU certificate that reflects 0.5 CEUs or above through your “Correspondence” page if you are submitting a paper licensure application requesting renewal.
7. **Is an official transcript required or will a printout from the ASHA website suffice?** The official ASHA CE Registry transcript is required for review if you are using CEUs granted through ASHA.

SLP Licensure Renewal Resource

Instructions on Submitting an Online Renewal Application

(Using ASHA CEUs)

1. After logging into your ELMS account, go to the “Professional Development” page
2. After accessing the “Professional Development” page, click “Add CEU”
3. Select “Other” in the drop-down menu for “CEU Course”
4. Enter ASHA CE Registry as the course name in the “Course Name (not listed):” section
5. Enter 5.0 in the “Units:” section
6. Enter the “Start Date” and “End Date”
7. Enter the “Facilitator” as ASHA
8. After uploading the ASHA CE Registry transcript, the system will redirect the applicant back to the “Professional Development” page
9. The online renewal application will be located under the “Renewal History” section

SLP Licensure Renewal Resource

Instructions on Submitting an Online Renewal Application

(Not Using ASHA CEUs)

1. After logging into your ELMS account, go to the “Professional Development” page
2. After accessing the “Professional Development” page, click “Add CEU”
3. Select “Other” in the drop-down menu for “CEU Course” if the name of the course is not listed
4. Enter the name of the course in the “Course Name (not listed)” section
5. Enter 0.5 or above in the “Units” section
6. Enter the “Start Date” and “End Date”
7. Enter the “Facilitator” as the name of the institution or approved CEU granting agency from the Resource List of Classes and CEUs for Educator Renewal (<https://www.mdek12.org/OTL/OEL/CEUs>)
8. After uploading the CEU certificate, the system will redirect the applicant back to the “Professional Development” page
9. The online renewal application will be located under the “Renewal History” section