

Licensure and Continuing Education Requirements Reference Guide

AGENCY	RENEWAL PROCESS	RENEWAL CYCLE	CONTACT HOURS REQUIRED	PROOF REQUIRED	FEE	MANDATORY OR OPTIONAL
Ohio Speech and Hearing Professionals Board (OSHPB) Visit: www.shp.ohio.gov	Renew OSHPA license online through eLicense every 2 years between 10/2 to 12/31 of each even year, e.g., 2024, 2026, 2028, etc. CE Broker is recommended to track continuing education hours. Board randomly selects licensees for verification of CE hours. License renewal information available at: https://shp.ohio.gov/staying-licensed/renewal	2 year practice cycle. Must renew between 10/2 to 12/31 of each even year, e.g., 2024, 2026, 2028, etc. Licensees randomly selected for CE verification who do not use free basic account in CE Broker	20 hours, including 2 hours related to ethics; 10 hours must be specific to the clinical area of license	Documentation verifying completion/attendance such as certificate of attendance, CE transcript, etc., if selected for CE verification	\$120 renewal fee; Dual renewal fee \$170; a \$120 late renewal fee if license not renewed by renewal deadline of 12/31 (even year); or for failed CE verification; total, with late renewal fee is \$240 or \$290 for Dual license	MANDATORY to practice in any setting in the State of Ohio
Ohio Department of Education and Workforce (ODEW) – Office of Educator Licensure/Pupil Services Licensure and Registration Visit: https://sboe.ohio.gov/educator-licensure/apply-for-a-new-license/pupil-services-licensure-and-registration	Renew online at: https://sboe.ohio.gov/educator-licensure/apply-for-a-new-license/pupil-services-licensure-and-registration	5 year cycle. Licensure period is from July 1 st to June 30 th every five years for ODEW pupil service license or pupil service registration.	ODEW defers to OSHPB's continuing education requirements	Submit renewal application, fee & A COPY of OHIO SPEECH AND HEARING PROFESSIONAL BOARD'S LICENSE	\$250 Pupil Service License every 5 years; \$200 Pupil Service Registration every 5 years	MANDATORY for school-based practice
American-Speech-Language-Hearing Association Visit: www.asha.org	Must sign affirmation statement every 3 years attesting to accumulation of 30 contact hours to keep CCC's valid. Audits are randomly selected	Renew AHSA membership/certification annually by 12/31. Contact hours are required every 3 years. Continuing education cycles vary.	30 contact hours, including 1 hour related to ethics and 1 hour related to DEI to keep your CCC's current. 1 hour in supervision required to supervise CFs. Contact hours completed for OSHPB's CE requirements can also be used for ASHA.	Proof of contact hours such as Certificates of Attendance, University transcript or ASHA CE registry if audited	Visit ASHA's website to confirm annual renewal fee for CCC's and membership. Additional fees optional to join specific special interest groups	CCC's and membership in ASHA is OPTIONAL for practice in Ohio under your license. If you hold ASHA CCC's you MUST follow continuing education requirements to keep your CCC current