

PERSONAL FOLDER

Students are required to have the following records in their personal folder, located in 452 Dauer Hall. Your application for ASHA will not be approved unless this folder is continuously and accurately maintained.

ASHA Certification Requirement Records:

- 1) Practicum Summary
- 2) Log of Observation Hours
- 3) Clinical Practicum Reports
- 4) Cumulative Hours Letter
- 5) Record of Clock Hours from Other Universities
- 6) Evaluation of Clinical Skills in SLP from each supervisor
- 7) Proof of liability insurance
- 8) Immunization record
- 9) Fingerprint Card and Background Check
- 10) KASA Form
- 11) PITA form
- 12) HIPAA Training Certificate

Duplicate copies of your clinical practicum reports are required each semester before your clock hours will be verified as complete.

