



## Recently received your Masters degree in Speech Language Pathology and want to work at Camp Yakety Yak?

The Oregon Board of Examiners for Speech-Language Pathology has strict requirements that you will need to follow to work at Camp Yakety Yak. Since you are going to be a recent graduate and do not have your Certificate of Clinical Competence, working at CYY will actually count towards your Clinical Fellowship Year, therefore you must be fully registered with the Board and have your Conditional License in place before July 1st. Below are the steps you need to follow to be in good standing with the Board of Examiners, and we outlined what steps can be done while still in graduate school.

### **THESE SHOULD BE DONE IMMEDIATELY TO BEGIN YOUR APPLICATION:**

1. Go to this website: <http://www.oregon.gov/bspa/Pages/Apps.aspx> and read all of the requirements. You are ultimately responsible for correctly navigating this path but we are providing the steps to help you. Be sure to use an email address that you will maintain in the future as this is the way the Board will contact you for questions and renewals.
2. Complete the Conditional License form:  
<http://www.oregon.gov/bspa/Documents/Conditional%20License%20Application.pdf>
3. In the spring term **before you graduate**, you should submit this completed form, along with payment by check for the application, background check and fingerprints. Be sure the form is accurate and complete as it is used to do the Background Check. This way the Board of Examiners has all parts of your application processed BEFORE you graduate and it speeds up the process.
  - You will see that there is a section for the Clinical Supervisor information - it is ok to leave this blank for now as we suspect you do not know who your supervisor will be in the Fall. You can add your fall supervisor on a later form with the Board of Examiners. Perhaps asking them for the form now would be helpful.
  - If your role is **Camper Service** in nature (i.e., has you primarily working with kids and staff using camp curriculum to help children, such as a Class Instructor), you will require supervision because you are using the skills you acquired in graduate school. Please list **Heather Eason** as your 1st CF Supervisor. Email her at [heather@campyaketyyak.org](mailto:heather@campyaketyyak.org) for any other pieces of information needed and to arrange obtaining a signature. If you already know the name of your fall supervisor, list them as your 2nd CF supervisor, an arrange for signature (or you can add them later in the fall on a follow-up form).
  - If your role is **Administrative** in nature (i.e., Admin Assistant, Operations, etc), you may leave this section blank since your job description does not entail using the clinical skills you have gained in graduate school.
4. Schedule your fingerprint appointment here: <https://www.fieldprintoregon.com/>. You will need a code from the Board of Examiners to complete this step and it is listed on the application.

**ONCE YOUR DEGREE IS CONFERRED:**

1. Communicate with the department at your university that confers degrees and find out what date they are likely to have this complete. Explain the time sensitive nature of sending your official transcript to the Board of Examiners at: 800 NE Oregon Street Suite 407/ Portland, Oregon 97232 as soon as it is conferred. It may be that you have specific paperwork you need to complete and a fee to have the transcript sent.
2. Follow up with the Board of Examiners by phone or email to let them know the transcript was sent, then ask about the timing for the approval of the Conditional License. There are only two staff members at the Board of Examiners so they may need a few days to get back to you.

*If you have any questions regarding this process, please reach out to David or Erin at the Board of Examiners for Speech-Language Pathology. It is their job to know the governing rules and regulations regarding licensure, and it is your job to make sure you complete the process. This is simply a guide provided by Camp Yakety Yak to help you start the process in a timely manner so you are eligible to work with us this summer.*