**Verifying a Program Accredited by ASHA Template**

The template below is intended solely for Registrars, Deans, or Program Directors who can verify that a student has earned a master`s degree in **speech-language pathology** from a program accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). If applicable, this template is also intended for these officials to verify that within this degree the student also completed a clinical practicum consisting of 100 on-site hours in a public school or an approved private school setting.

Authorized officials may be in a position to provide such a letter, but it is not a requirement or expectation of ESE.

- Required Letter Components -

* Must be printed on official college/university letterhead;
* Must include student’s Name and MEPID (your graduate will have a MEPID number if they have applied for a license in Massachusetts and they should provide that to you);
* Must be signed by the Registrar, Dean, or Program Director.

Documents may be uploaded into an applicant’s ELAR account or mailed to the Office of Educator Licensure. Information regarding the uploading and mailing of documents may be found at http://www.doe.mass.edu/licensure/elar/upload-documents.html

**Master`s Degree in Speech-Language Pathology from a Program Accredited by ASHA Template Letter for College/University**

| * [**Insert the student’s name and MEPID**] completed a master’s degree program in speech-language pathology accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
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| **Letter should include the statement noted below only if applicable:** The student also completed a clinical practicum consisting of 100 on-site hours in a public school or an approved private school setting within this master’s degree.**I attest that the statements above are true and accurate:** |
| Print Name: |  |
| Title: |  | Signature: |  |
|  *(*Registrar, Dean, or Program Director*)* |
|  |
| **Must Be on Official School Letterhead** |
| **Please note:** The Department may contact signees if any clarification is needed. Documents may be uploaded into your ELAR account or mailed to the Office of Educator Licensure. Information regarding submitting documents may be found [here](http://www.doe.mass.edu/licensure/elar/). |