

**Program: Certificate of Advanced Professional Development: Speech-Language Pathology Assistant (SLPA)
Fieldwork Experience****Document:** Document Guidelines and Additional Applicant Guidance [v1.1]**How to Compose and Format Your Application Documents**

During the application process, you will be asked to submit a statement of purpose, and unofficial transcripts. To help you prepare your documents, please use the following instructions. Additional guidelines for applicants about recommendations and instructions for providing supervisor and clinical practicum site information is also included in this document.

1. Instructions for Uploading Your Statement of Purpose (SOP):

SOP Content: Your Statement of Purpose should answer the following three prompts (100 – 500 words per prompt):

- Discuss your relevant work or volunteer experience (if any) with children and/or adults with speech and language disorders or other types of disabilities? What qualities do you possess that you believe are important and will enable you to work with clients with disabilities?
- Tell us about yourself as follows:
 - A. Discuss your background, including languages other than English that you are able to speak, read, write (including level of fluency)
 - B. Describe extracurricular activities in which you have participated
- Describe your professional goals and the reasons why you believe that a person with speech, language or hearing disabilities would benefit from your services as a SLPA

SOP Formatting: Please use the following guidelines to properly format your Statement of Purpose:

- Double-spaced, 12-point type, Times New Roman font
- Include your full name and the page number at the top of each page (e.g. Matty Matador 1)
- PDF or Word file formats only

2. Instructions for Uploading Your Unofficial Transcripts:

Unofficial Transcripts: attach copies of unofficial academic records/transcripts from **any/all** academic institutions you have attended in the past, in doc, docx, pdf, jpeg, img, tif and txt formats only.

Please note that these transcripts are unofficial copies only. Official copies of your transcripts still must be sent per the instructions on the Application Instructions webpage.



3. Recommendation Instructions for Applicants:

Applicants will need three (3) recommendations submitted to the department as a part of the program application. These recommendations should be from either academic or professional sources, not personal references.

During the application, you will be asked to provide the name and email of three recommenders who will be sent electronic recommendation requests by email once you complete your online application.

As a reminder, recommendations requests are **only sent once your online application is submitted** to the email addresses you provide, so please give your references ample time to complete their recommendation. Please advise recommenders that these requests will be sent by “CSUN Adobe Sign” from the echosign@echosign.com, and to check their spam and/or junk mail filters before contacting our office.

4. Proposed Supervisor and Fieldwork Site Instructions for All Applicants:

Applicants will also need to secure an SLPA supervisor and fieldwork site for the 100 hours of clinical fieldwork before starting the program. As all placements must be approved by the University fieldwork experience coordinator, applicants will be asked to provide the following contact information during the application:

1) Contact information of a California licensed and ASHA certified speech language pathologist who will be the applicant’s supervisor during the program

- a. **Your proposed supervisor will receive a separate email form to confirm their credentials and the site information after you submit your application, so please ensure you provide them ample time to respond and complete the form.** If you have also listed your supervisor as one of your recommenders, please advise them that they will receive two different email requests from CSUN’s Adobe Sign platform, and that **both** will need to be completed and submitted by the application deadline. Please advise your supervisor to look for an email from “CSUN Adobe Sign” at echosign@echosign.com, and to check their spam and/or junk mail filters.
- b. Please use the [“Supervision Requirements for Clinical Fieldwork Experience”](#) document to help facilitate the discussion with your supervisor. For more information on securing your practicum site and supervisor, contact Sherry Foldvary at sherry.foldvary@csun.edu

2) Information on your Clinical Practicum Site, including the contact information of a person authorized to sign/verify the Clinical Practicum Agreement with CSUN

- a. The person authorized to sign the Clinical Practicum Agreement with CSUN can be any of the following:
 - Private Practice - owner(s) of the private practice,
 - Public Schools - *human resource representative, school board president, etc.*

Your supervising SLP is not authorized to sign the Clinical Practicum Agreement **unless**, he or she is the owner or director of the fieldwork experience site. Please check with your supervisor/fieldwork experience site to determine the appropriate individual to include in your application.



- b. **Special Note for Students in the Los Angeles area:** please note that LAUSD does not take calls from students regarding placements. Any requests must come directly from the university and their priority is to place graduate students. Do not call LAUSD regarding a SLPA placement.

What If I Have Content Questions or Technical Issues?

For help with content: Please contact The Tseng College Office of Graduate and Professional Education (GPE) at (866) 873-6439 / programs@csun.edu (Mon-Fri, 8AM-5PM).

If you need technical assistance, please review our "[Helpful Tips](#)" page if you encounter any problems while completing the online application. If you are still having problems, you may email collexl@csun.edu and a staff member will assist you (Mon-Fri, 8AM-5PM).