

experience.” This also applies to professionals acting as mentors and especially when acting as a mentor for a mentee of a different designation. When a LSLS professional is acting as a mentor and the mentee is NOT of the same designation, the mentor may need to seek the input of another certified professional. This may occur when the professional experience of the mentor is outside the scope of practice of the mentee. In this instance the mentor shall collaborate with a LSLS of the mentee’s intended designation (AVT/AVEd) in order to provide an appropriate mentorship.

The mentor will provide structured feedback and guidance to professionals seeking certification upon observations of sessions and classes via the Mentor’s Evaluation Form (included in the LSLS application packet). All mentors must be currently certified as a LSLS professional.

### **Finding a Mentor**

Professionals seeking certification must identify a certified LSLS professional willing to be a mentor during their training process. Currently, any professional who holds a current LSLS certification in good standing is eligible to serve as a mentor.

To find a LSLS in your area, please refer to the Locate a Listening and Spoken Language Specialist page of the Academy’s website. Select your locale and information can be found for individual LSL professionals including their mentoring status. Mentors may provide much or all of the required supervision remotely, using live or recorded video technology.

## **APPLICATION SUBMISSION**

Professionals seeking certification must submit their documentation online via the Academy’s secure FTP site, or by mail in a three-ring binder with tabbed section dividers on single-sided, three-hole punched paper.

All application materials must be submitted in English.

### **Application Deadlines**

The Academy posts quarterly application deadlines. Applications must be received by the Academy by the deadline posted on the Academy’s website in order for an applicant to be approved to take the examination in the following quarter. Applications received after deadline dates are forwarded for consideration for the next eligible test quarter. For example, consider this scenario. The deadline for applications is August 1 for the fourth quarter (Oct-Nov-Dec). If your application does not reach the AG Bell Academy by that deadline, your application would be forwarded for consideration for the next test quarter (Jan-Feb-March).

The information provided on the application form and accompanying documents will be used by the Academy’s Certification Committee to determine the applicant’s eligibility to take the exam.

1. Please type or clearly print the information on your application.
2. Enclose all supporting written documentation/attachments (see Written Documents Checklist).
3. Enclose the appropriate application fee.
4. Upload (or mail) one complete application, along with payment information.

### **Online Application (Preferred):**

To access the FTP server to upload the LSLS application packet (as a single PDF/.zip file), applicants can use Web-based JAVA FTP Client from any Windows computer:

http://Files8.cyberlynk.net/client

Username: Acad\_Apply

Password: Acad\_Apply

All electronic submissions must be named after the applicant (last name, first name). Applicants will not be able to see that their file has been uploaded due to security measures in place to protect the privacy of all applicants; however, they will receive a confirmation email from Academy staff to verify receipt of the submission. Files must be uploaded by the published application deadline. Incomplete applications will not be reviewed until the next application review deadline, and when a completed application is submitted. Please see the Instructions for Uploading Applications on the Academy website for more information.

For online application submissions, the applicant must mail their passport photos to the Academy and include a letter stating their name, and the desired test quarter (e.g. Jan-Feb-March or 1st quarter).

### **Hard Copy Application Binder:**

#### **Mail to:**

AG Bell Academy for Listening and Spoken Language  
3417 Volta Place, NW  
Washington, DC 20007

Professionals seeking certification should keep a complete copy of the application for their own records as application materials will not be returned to them.

Completed applications must be received by the published deadline for the preferred test quarter. Any applications submitted with missing components will not be reviewed until the next application review deadline, and when a completed application is submitted.

Applications received after an application deadline will not be considered until the following LSLS examination administration. The information that you provide on the application form and accompanying documents will be reviewed by the Academy's Certification Committee to determine eligibility to take the LSLS examination.

- The Academy does not confirm receipt of applications. If you would like to know whether or not your application was received, you may choose to send your application using a service that can confirm delivery; please do not require a signature upon delivery. The Academy does not accept any responsibility nor make exceptions for any delays that may occur due to delivery confirmation or a signature requirement.
- Late and incomplete applications will not be considered under any circumstances.
- Faxed applications will not be accepted under any circumstances.
- Applicants are encouraged to keep a photocopy of their application.
- Applications will not be returned for any reason.
- Please do not contact the Academy seeking an exception.