

WASHINGTON SPEECH LANGUAGE HEARING ASSOCIATION PROVISIONS OF ASHA CONTINUING EDUCATION UNITS CEU'S

WSLHA is approved by the Continuing Education Board of the American Speech –Language and Hearing Association (ASHA) to provide continuing education activities in speech-language and audiology. Persons, organizations and agencies desiring to obtain ASHA CEU's through WSLHA must provide specified information in order to be eligible for ASHA CEU's. It is imperative that the following guidelines, timetables etc. be honored, or your organization may not be able to get sponsorship.

To receive ASHA CEU's through WSLHA, the following stipulations apply:

1. The continuing education activity has direct application in the professional practice of speech-language and/or audiology.
2. Persons presenting information at the continuing education activity must:
 - a. have professional degree(s) in speech-language pathology or audiology or in a related field as it pertains to the topic of the activity AND/OR
 - b. have experience, training and/or special qualifications pertaining to the topic of the activity (i.e., computer specialist, manufacturer representative).
3. ***All submission time lines specified within the document MUST be adhered to or WSLHA will not enter in the CEU provision with the applicant.***
4. The applicant agrees to pay the specified fee to WSLHA for processing the application.
5. WSLHA reserves the right to refuse provisions of ASHA CEU's to any applicant based on committee review of application information as it applies to the above stipulations.

GENERAL REQUIREMENTS

1. As per ASHA guidelines, the WSLHA CE Administrator or designated representative shall have active involvement in the planning, conduct and evaluation of co-sponsored activities. **WSLHA must be contacted at the onset of planning of the workshop or event.**
2. All announcements must display the ASHA CE signature (logo) with the promotional material clearly identifying **Washington Speech Language Hearing Association** as the co-sponsor for the continuing education units.
3. The provider must establish a method for documenting attendance and number of CEU's earned and the collecting of processing fees.
4. ASHA requires sponsors and providers to disclose each instructor's/speaker's:
 - a. Proprietary interest in any product, instrument, device, service or material discussed in the activity.
 - b. The source of compensation related to the presentation. This disclosure is to be used to inform CE participants of any commercial interest on the part of the instructor. This information must be made available to the participants prior to the activity and **MUST** be conveyed through promotional materials.

- c. This information must also appear at the beginning of the presenter's slides.

PROCEDURES

Prior to the Activity

1. The provider will be sent the following forms by WSLHA CE ADMINISTRATOR:
 - WSLHA provisions of ASHA continuing education units (CEU's) instructions
ASHA continuing education application.
 - Co-Sponsorship Contract for signature

Promotional/publicity materials-including the CEU required statements with logo. The instructional level, content area, and CEU amount will be determined by the CE Administrator once the submission is reviewed. ***Do not have promotional material printed until this information is deemed correct by the CE Administrator.***

2. CEU sponsorship will be granted or denied following application review by the WSLHA CE administrator. The CE administrator maintains the right to accept or decline requests for CEU sponsorship. The provider will be notified within two weeks of receipt of the application if sponsorship is accepted or denied.
3. **The provider must complete and submit the following forms and fees to the CE Administrator at the onset of planning of the event.**
4. WSLHA application plus application fee of **\$50.00** in a check payable to **WSLHA**. Additional workshops of the same title in other cities will be charged an additional \$25 per site.
 - ASHA Activity Registration Form
 - Co-Sponsor signed contract
 - A draft of the registration brochure may be used but must be clearly labeled.
 - **Check for \$325 made out to ASHA CE Registry. Credit card is acceptable.**
5. On your promotional materials, tell the participants to bring their ASHA numbers.
6. The following items will be sent to the provider:
 - ASHA CEU participant forms
 - Evaluation summary of the event
 - Attendance registration list

PUBLICITY/ PROMOTIONAL MATERIALS

The following information is required by ASHA and must appear in the continuing education promotional materials such as the brochure:

- ASHA Logo and promotional paragraph must appear – *do not change paragraph content.*
- **WSLHA** must appear on all promotional materials
- Written objectives for learner outcomes – optional but advised
- Brief description of instructor’s qualifications (i.e., degrees, experience)
- Presenter(s) financial and non-financial disclosure statements.
- Date and location of continuing education activity.
- Specification of all individual fees
- Policy for cancellation and refunds must be stated on the registration materials.

DURING THE ACTIVITY – THE PROVIDER NEEDS TO:

1. Have every participant sign in or collect hours earned on an Attendance Grid and sign it.
2. Provide each participant with an ASHA CEU form which needs to be returned at the end of the activity.
 - Have a designated place to return the CEU forms
 - ASHA does not send confirmation of the CEU to each participant
 - Participants can contact ASHA to pay for the registry fee; we do not process that fee.
3. Collect processing fee of \$10 (WSLHA member) or \$15.00 (nonmember) from participants
4. Make sure that any learning assessments are returned to you
5. Collect evaluations of the presentation

FOLLOWING THE ACTIVITY

Send the following materials back to the CEU Administrator within 14 days of the activity

- Sign in sheet verifying attendance
- ASHA CEU participant forms
- Checks for CEU’s made out to WSLHA
- Summary of evaluation
- Total number of participants and total number getting CEUs.

FEES

1. \$50.00 application fee payable to WSLHA
2. \$325.00 co-sponsor fee payable to ASHA via check or credit card

Send all materials to:

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