



## **WASHINGTON SPEECH LANGUAGE HEARING ASSOCIATION PROVISION OF OSPI CONTINUING EDUCATION CLOCK HOURS (CECH)**

CECH's are authorized the Office of the Superintendent of Public Instruction (OSPI) for Washington State and are utilized by school district employees for educational advancement and certification. The Washington Speech Language Hearing Association (WSLHA) has been granted the authorization by OSPI to offer CECH's for continuing education activities. Persons, organizations or agencies desiring to obtain OSPI CECH's through WSLHA must provide specified information in order to be eligible of OSPI CECH's.

### **TO RECEIVE OSPI CECH'S through WSLHA the following stipulations apply:**

1. The continuing education activity has direct application to the professional practice of Speech Language Pathology 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, manufacturing representative).
3. All submission time lines specified within this document **MUST** be adhered to or WSLHA reserves the right to refuse provision of OSPI CECH's to any applicant based on continuing education administrator and/or committee review of the application information as it applies to above stipulations.

### **CONTINUING EDUCATION CLOCK HOURS**

The minimum length of activities to receive CECH's is three (3) hours. One contact hour equals one CECH. Breaks, passing time, organized meal time or other recesses held within an inservice program can be included in the total number of CECH's as long as their total time does not exceed one hour per five hours of approved CECH's. Round credit hours down to the nearest half hour of credits actually completed. (i.e., 3 hours 45 minutes = 3.5 CECH's). It is recommended that when ASHA CEU's are being offered, the number of CECH's correspond to the number of CEU's (i.e., .6 CEU's = 6 CECH's). The accurate number of clock hours available must be clearly indicated on the promotional materials

### **PROCEDURES:**

#### **Prior to the Activity**

1. The provider must complete the WSLHA Continuing Education Application and submit a **\$50.00** check made out to WSLHA at least **45 days** before the activity.
2. CECH sponsorship will be granted or denies following the application review by WSLHA's CE Administrator. The WSLHA Administrator maintains the right to accept or decline requests for CECH sponsorship. The provider will be notified within two weeks from receipt of the application.

3. **The provider must complete and submit the following information to the CE Administrator at least 60 days prior to the activity.**
  - Curriculum vitae of speaker(s)
  - An abstract of the presentation
  - Learner objectives
  - Time ordered agenda
  - Publicity brochure (draft copy acceptable)
  
4. The following forms will be sent to the provider at least one week prior to the activity and the Provider is responsible for making the appropriate number of copies for the participants.
  - OSPI Continuing Education Clock Hour Credit Inservice Registration forms signed by the CE Administrator
  - Sign-in sheet
  - Receipt with WSHA logo to use if needed.

#### **DURING THE WORKSHOP/ACTIVITY**

Each participant:

1. Must sign in on the Sign-in sheet (initial daily if more than one day activity). If participant is only attending a portion of the course, they must indicate on this form the actual number of CECH's earned. (minimum is 3 clock hours). Failure to sign this form may result in OSPI not granting the CECH's
2. Must complete an OSPI continuing education clock hour registration form. This form will be presigned by the WSLHA CE Administrator. **PARTICIPANTS KEEP THE OSPI FORM FOR THEIR RECORDS.**
3. Must pay indicated processing fee payable to WSLHA. Members and non-members all pay \$10.00 per workshop for CECH's.

#### **FOLLOWING THE ACTIVITY**

The Provider:

1. Must complete a summary of the evaluation forms. Use a blank evaluation form and indicate the number of participants in the activity.
2. Send in the **ORIGINAL** Sign in Sheets
3. Send in all CECH checks for the activity to the CE Administrator
4. Convert any cash to checks

Send Materials to: [patriciabanas@comcast.net](mailto:patriciabanas@comcast.net)

**Patty Banas**  
4010 Ava Lane  
Bellingham, WA 98226

**Phone: (360) 520-5949**  
**E-mail: patriciabanas@comcast.net**