PROVISIONS OF ASHA CONTINUING EDUCATION UNITS CEUS

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

To receive ASHA CEUs through WSLHA - the following stipulations apply:

A. The continuing education activity has direct application in the professional practice of speech-language and/or audiology or related area.

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

B. 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 association and co-sponsored activities.
   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 CEUs 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 may be conveyed
through promotional material. Any non-financial disclosures must also be made.

c. Any sponsor assisting in providing financial assistance to/for the even must be listed on the advertising.

C. Procedures:

1. Prior to the activity the provider will be sent the following forms by WSLHA CE Administrator:
   a. WSLHA provisions of ASHA continuing education units (CEU’s) instructions
   b. WSLHA continuing education application
   c. ASHA continuing education application
   d. ASHA Co-sponsor contract

2. The provider must complete the WSLHA continuing education application form, submit a $50.00 application fee as a check made out to WSLHA and send it in with the application materials. If more than one similar event is being registered a $25.00 additional fee per event is required.

3. CEU sponsorship will be granted or denied following application review by the WSLHA CE administrator and the committee. The CE administrator maintains the right to accept or decline requests to CEU sponsorship. The provider will be notified within two weeks of receipt of the application if sponsorship is accepted or denied.

4. The provider must complete and submit the following forms and fees to the CE Administrator at least 60 days prior to the activity.
   a. ASHA Application and Co-sponsor Contract if applicable.
   b. A draft of the registration brochure may be used but must be clearly labeled.
   c. Check for $325 payable to ASHA CE Registry. Starting in 2021 the fee will be $400. Payment by credit card can be arranged.

5. The following items will be sent to the provider:
   a. ASHA CEU participant form
   b. WSLHA evaluation form if provider wants to use it
   c. Attendance registration list with cost of CEUs at $15.00 Non Members, $10.00 for WSLHA members

D. Publicity Promotional Materials

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

1. ASHA Logo and promotional paragraph must appear – do not change paragraph content.

2. WSLHA must appear on all promotional materials

3. Written objectives for learner outcomes – optional but advised

4. Brief description of instructor’s qualifications (i.e., degrees, experience)

5. Date and location of continuing education activity.

6. Specification of all individual fees

7. Policy for cancellation and refunds must be stated on the registration
materials.
8. Disclosures statements of sponsors and presenters.

E. During the Activity – The Provider Needs To:
   1. Have every participant sign in on day one and initial on day two or three or use personal attendance grid if attending multiple sessions in the same event such as a convention
   2. Provide each participant with an ASHA CEU form which needs to be returned at the end of the activity. It is very important to tell participants they need to return the ASHA CEU form at the conclusion of the activity, as it needs to be sent to ASHA.
   3. ASHA does not send confirmation of the CEU to each participant
   4. Participants can contact ASHA to pay for the registry fee; WSLHA does not process that fee.
   5. Collect **$15.00** CEU for non-members of WLSHA and **$10.00** for WSLHA members
   6. Course evaluations from the participants need to be collected.

F. Following the Activity
   Send the following materials back to the CEU Administrator within **14 days** of the activity:
   1. Original sign-in sheet verifying attendance
   2. ASHA CEU participant forms
   3. Checks for CEUs made out to WSLHA
   4. Summary of evaluation forms with any written feedback.
   5. WSLHA must keep all sign-in sheets and evaluation summaries for seven years

G. Fees
   1. $50.00 application fee for WSLHA
   2. $325.00 co-sponsor fee payable to ASHA. The fee is $400 starting 2021
   3. $15.00 CEU participant fee for non-members of WSLHA and $10.00 for WSLHA members

**PROVISION OF OSPI CONTINUING EDUCATION CLOCK HOURS (CECH)**

CECHs are authorized by 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 CECHs 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 CECHs.

A. To receive OSPI CECHs 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 CECHs to any applicant based on continuing education administrator and/or committee review of the application information as it applies to above stipulations.

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

C. Procedures Prior to the Activity
   1. The provider must complete the WSLHA Continuing Education Application and submit a $50.00 check made payable to WSLHA at least 60 days before the activity. Additional courses of same topic will be an extra $25.00.
   2. CECH sponsorship will be granted or denied following the application review by WSLHA’s CE Administrator and CE content review committee. 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.
      a. brief description of instructor’s qualifications (i.e., degrees, experience)
      b. abstract of the presentation
      c. learner objectives
      d. time ordered agenda
      e. publicity brochure (draft copy acceptable)
      f. the WSLHA logo and/or name must be present on all media advertising the event as sponsor of CECHs.
   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.
      a. OSPI Continuing Education Clock Hour Credit Inservice Registration forms signed by the CE Administrator
      b. WSLHA evaluation forms for each participant desiring CECHs
c. WSHLA Inservice Registration List

d. Receipt with WSLHA logo to use if needed.

D. During the Workshop/Activity

1. Each participant must sign in on the WSLHA registration list (initial day if more than one day activity).
2. Each participant must complete an OSPI continuing education clock hour registration form. If participant is only attending a portion of the course, they must indicate on this form the actual number of CECHs earned. (minimum is 1 clock hour). Failure to sign this form may result in OSPI not granting the CECHs.

This form will be pre-signed by the WSLHA CE Administrator.
3. Each participant must pay indicated processing fee payable to WSLHA. Members and non-members all pay $10.00 per workshop for CECHs.
4. Participants keep the OSPI form for their records.

E. Following the Activity

1. The provider must complete a summary of the evaluation forms. Use a blank evaluation form and indicate the number of participants in the activity.
2. The provider must send in the ORIGINAL sign in sheet.
3. Send in all CECH checks for the activity to the CE Administrator. Any cash must be converted to a check.
4. All sign in sheets and evaluation summaries must be kept by WSLHA for seven years.

PROVISION OF OSPI (CECH) FOR THE INDIVIDUAL

As of 2019 the OSPI is accepting ASHA CEUs toward CECH requirements. Any continuing education you take for your state license can now be used toward the CECH requirements. Some school ESA SLPs still require OSPI clock hours. This is due to school districts requiring them for salary advancement. The school districts may still require a 3 hour minimum.

If you still need OSPI clock hours for district salary advancement the following procedures can be followed.

The minimum length of activities to receive CECHs is 1 hour. One contact hour equals one CECH. CECH hours will be awarded in accordance with the number of hours offered by ASHA, EAA, AAA etc. You can earn individual clock hours for courses in or out of state for workshops or conferences where other types of CEU hours are offered such as ASHA, EAA, or AAA events. The following procedures must be followed prior to the event.

A. Procedures

1. Submit the application at least 2 weeks prior to the event. Application available at https://2020 convert ceus to ospi clock hours application.pdf Please make sure this link
is still current with the new version of the WSLHA Application for Conversion of CEUs to Clock Hours

2. Submit the application, a copy of the course brochure or web link with the number of hours in course, and the following fees:
   a. $20 for 1-5 people attending the course, plus $10.00 for each person’s CECHs.
   b. $30.00 for 6 or more attending the course, plus $10.00 for each person’s CECHs.

   All fees must be paid prior to the course. Make checks payable to WSLHA.

3. WSLHA reserves the right to deny CECH sponsorship if the criteria is not met.

4. Send the above items to the CE Administrator.

B. Following the Activity

A copy of a certificate of completion and/or a transcript must be submitted to the CE Administrator. Each participant will be sent a completed OSPI form for record keeping. CE Administrator will keep the certificate of completion for seven years.