

# Interested in Offering ASHA CEUs for Your Next Activity?

The Texas Speech-Language Hearing Association (TSHA) is approved by the Continuing Education Board of the American Speech-Language-Hearing Association (ASHA) to provide continuing education activities in Speech Language Pathology and Audiology. If you are interested in entering into a Cooperative Agreement with TSHA to offer a program for ASHA CEUs please follow the steps below.

TSHA will individually consider co-sponsorship of CEU activities that meet required guidelines.

## The Process

1. Contact the ASHA CE Administrator for TSHA to request an application and instructions. The CE Administrator will review all aspects of the event with you, helping you plan as needed.

CE Processor  
2001 K Street NW, 3<sup>rd</sup> Floor North  
Washington, DC 20006  
[ceprocessor@txsha.org](mailto:ceprocessor@txsha.org)

2. Send completed application to the CE Processor at the above address, along with payment at least 60 days in advance of your activity.
3. The TSHA State Office will send you a cooperative course agreement to outline each parties' responsibilities. Return a signed copy to [ceprocessor@txsha.org](mailto:ceprocessor@txsha.org).
4. If confirmed, you will be sent a packet of materials for use at the event. Make sure that the participants complete the paperwork.
5. Send the materials back to the CE Processor within 2 weeks following the event.

## Key Points to Keep in Mind When Developing Course

- The Provider must ensure that the sale and promotion of products or services are not the focus of CE course content and related materials.
- The Provider must use its process for identifying relevant conflicts of interest, determining if such conflicts disqualify individuals from being involved in course planning and delivery, and disclosing conflicts of interest to learners.
- The Provider must manage and disclose all financial and in-kind support.
- The Provider must appropriately manage exhibits and advertisements associated with a CE course.
- The Provider must ensure that all required disclosures are made in promotional materials and at the start of the course.

## Rights and Options for ASHA CEUs

TSHA reserves the right as an ASHA Continuing Education provider to decline requests for offering ASHA CEUs. In such a case, you can contact ASHA to explore other options. If you wish to conduct your event in cooperation with TSHA (as one method for offering ASHA CEUs) you must abide by all of TSHA's requirements.

## Deadlines

Allow 6-8 weeks prior to the event for processing. After the event, return all CE materials within 2 weeks.

## Fees and Penalties

Current fees are \$425.00 payable to TSHA. (Of the \$425.00 submitted, \$325.00 is submitted to ASHA and \$100.00 is retained by TSHA for CE processing.) For multiple presentations of the same course within a calendar year, the fee is \$425.00 for the first offering and \$65.00 for each subsequent offering.

If you miss an ASHA deadline, you will be responsible for any late fees that ASHA may impose.

## Rescheduling

If you reschedule an activity after the CE Administrator has registered it ASHA, TSHA's \$100.00 administrative fee may be charged again to cover additional copying and mailing expenses. ASHA's fee only has to be paid once in such cases.

## Who is Eligible to Earn ASHA CEUs?

Effective July 1, 2011, individuals must meet at least one of the following conditions in order to be eligible to earn ASHA CEUs:

- Be an ASHA Member (includes Life member and International affiliates)
- Be an ASHA Certificate of Clinical Competence (CCC) Holder
- Be licensed by a state or provincial regulatory agency to practice speech-language pathology (SLP) or audiology
- Be credentialed by a state regulatory agency to practice SLP or audiology
- Be credentialed by a national regulatory agency to practice SLP or audiology
- Be engaged in a Clinical Fellowship (CF) under the supervision of an individual with their ASHA CCC
- Be currently enrolled in a masters or doctoral program in SLP or audiology

Please communicate eligibility criteria to your course attendees. We encourage you to post ASHA CEU eligibility criteria on your website, in promotional materials, and at your live events.

If an attendee is not an ASHA member or CCC holder but meets any one of the other criteria, they may provide their eligibility on the ASHA CEU Participant form at the course or inform the ASHA CE Registry of their eligibility by completing the web form.

If an attendee does not meet the eligibility criteria, they should not fill out the ASHA CEU Participant form.