

Wisconsin Speech-Language Pathology and Audiology Association

GUIDELINES FOR ASHA CO-SPONSORSHIP OF CONTINUING EDUCATION (CE) ACTIVITIES

The Wisconsin Speech-Language Pathology and Audiology Association (WSHA) will individually administer co-sponsorship of CE activities that meet ASHA required guidelines. All events and topics must conform to ASHA guidelines for professional or related content. Speaker must possess professional qualifications. The focus of the activity must not be for the sale of a specific product.

Promotional Brochure

ASHA provides set guidelines for content that must be in the promotional brochure. These include:

- Time Ordered Agenda
- Learner Outcomes
- ASHA CE Paragraph

To insure your brochure conforms to these guidelines, please submit your brochure to the WSHA Office for review during the development phase. After WSHA reviews the brochure, the ASHA CE Paragraph (with the appropriate language) will be provided for inclusion in the brochure.

Prior to Event

1. The **Continuing Education Activity Approval Worksheet** must be completed and received from a facility or an organization (not an individual) **a minimum of 60 days prior to the event** for adequate time to process.

The following items are needed at the time of application submission:

- Continuing Education Activity Approval Worksheet with requested corresponding documentation.
- \$250 check payable to ASHA as a processing fee (**purchase orders are not accepted**).
- \$100 refundable deposit payable to WSHA (**purchase orders are not accepted**).

2. The facility/organization must submit a processing fee of \$250 made payable to ASHA at the time the paperwork is sent to WSHA. Do NOT send this check directly to ASHA.
3. The facility/organization must submit a \$100 refundable deposit made payable to WSHA. This security deposit will be returned by WSHA once all documentation and payment are received from facility/organization. In the event the activity is cancelled, WSHA will return \$50 of the security deposit.
4. The WSHA CE Administrator will notify the facility/organization of ASHA's approval/rejection or changes needed to be made immediately upon receiving such information from ASHA.
5. If an activity fee is charged, WSHA members will receive a reduced registration fee of at least \$10. This must be noted in the brochure.
6. At least 10 days prior to the activity, the WSHA Office will electronically send the following document to the partner organization:
 - CEU Participant Form

It is the responsibility of the partner organization to duplicate and distribute necessary forms to the participants. Care should be taken in duplicating these forms so they are not altered from their original format.

During the Event

7. A person (preferably activity chair or coordinator) must be available at the activity to present the required CE forms, collect them and compile completed forms according to the guidelines.
8. Participants requesting sponsored hours must sign in and sign out of the conference, complete the CEU Participant Form in its entirety and complete a learning assessment/evaluation form.

After the Event

9. Upon completion of the activity, the following must be returned to the WSHA office by the facility or organization within two (2) weeks of the event or a **late fee** of \$25.00 will be charged.
 - CEU Participant Forms (alphabetized by last name)
 - Alphabetical listing of participant names and addresses
 - Sign-In Sheet
 - Learning Assessment/Evaluation Forms
 - Final brochures, announcements, program, etc. that were not included when activity was initially submitted
10. The above information **must be accompanied** by a check for a processing fee of \$5.00 per attendee (not CE recipient) made payable to WSHA (purchase orders are not accepted). The hosting facility/organization may want to consider incorporating this fee into registration fees. CE forms will not be processed without payment of this fee.
3. Failure to include ALL attachments required on either the CE Approval Worksheet or ASHA Activity Checklist or to meet the required deadlines can jeopardize the ability of the co-sponsoring organization to receive CE approval for the activity. In addition, failure to return the participant forms by the required deadline may result in an ASHA instituted fine of up to \$150, forfeiture of future co-sponsorship approval and forfeiture of the WSHA security deposit.
4. This policy will be reviewed and revised as needed.

Total Costs to Co-Sponsor CE Activity

\$250.00	Processing fee made payable to ASHA
\$100.00	Refundable Deposit made payable to WSHA
\$5.00	Per attendee fee (i.e. 50 attendees = \$250.00) (if participation is less than 20 attendees, a minimum \$100 payment is required)

WSHA Office
563 Carter Court, Suite B
Kimberly, WI 54136
1-800-545-0640
1-920-882-3655 (fax)
wsha@wisha.org

The following resources/examples are available on the WSHA website under “Continued Education:”

- Content Guidelines
- Sign In/Out Forms
- Evaluation Form
- Instructional Level
- Learner Outcomes
- CEU Record
- Assessment of Learning