

Record Keeping Form for Professional Development Hours (PDH) Audit

3-year maintenance interval:

Do not report CEUs included on your CE Registry transcript. List each of your professional development activities on a separate line. Be sure the activities were completed during your 3-year maintenance interval. Calculate the PDHs.	Area of certification: □ Audiology □ Speech-Language Pathology □ Dually certified						
List each of your professional development activities on a separate line. Be sure the activities were completed during your 3-year maintenance interval. Calculate the PDHs.	Instructions						
Be sure to attach the documentation of participation/attendance/completion for each activity you list on the Record Keeping Form. Incomplete Record Keeping forms and/or documentation will delay your certification maintenance process. If you have questions, please call 800-498-2071or send an email to certification @asha.org. You may send your form and supporting documentation to: ASHA, attn: Certification Unit, 2200 Research Bivd. #313, Rockville, MD 20850-3289 Activities will not be accepted without appropriate documentation* Title of Activity Completion Date Organization/Third Party Number of PDHs PDHs Documentation Orlification Unit, 2000 Research Bivd. #313, Rockville, MD 20850-3289 Activities will not be accepted without appropriate documentation* Organization/Third Party PDHs Organization*				rities were completed during y	your 3-year maintenance i	nterval.	
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	Title of Activity				1		

ASHA ID #:

*Documentation Required for Audit (only if selected): Acceptable documentation of participation is a copy of a certificate of participation, a copy of the college transcript, and/or a copy of a transcript of activities from other professional organizations. Sign-in sheets, registration fees receipts, and/or course descriptions and brochures are not acceptable. If you cannot obtain acceptable documentation for activities, they cannot be used to earn PDHs.