

2018 AUDIOLOGY

CERTIFICATION HANDBOOK OF THE AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION



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I. INTRODUCTION

Background

The *Certification Handbook of the American Speech-Language-Hearing Association: Audiology* describes the process by which individuals obtain and maintain the Certificate of Clinical Competence in Audiology (CCC-A) from the American Speech-Language-Hearing Association (ASHA). It includes the requirements and standards that must be met by all individuals to obtain CCC-A certification. The handbook provides detailed information about the application process and the forms needed to apply for and maintain certification.

This *Certification Handbook* is a quick reference guide, designed to provide a fluid, high-level outline of the most important components of your certification. If you would like more information in a particular area, links have been provided that will take you to a web page with greater detail.

Purpose

The CCC-A is a voluntary, entry-level credential recognizing audiologists who have met established criteria and standards of practice to deliver high quality clinical service. The CCC-A provides assurance to consumers, clients, healthcare professionals, employers, state licensure boards and third party payers that certified individuals are keeping up with rapid changes in the professions' scopes of practice.

The CCC-A designation demonstrates clinical skills and knowledge for independent practice as an audiologist in all primary employment settings, including schools, hospitals, clinics, and private practice. The certification program is developed for audiology practitioners throughout the United States. Individuals outside of the U.S. may apply for certification, however, the requirements for certification are set to U.S. practice.

As defined by ASHA's Council for Certification in Audiology and Speech-Language Pathology (CFCC), the purpose of certification is:

- to promote excellence in the practice of the professions of audiology and speech-language pathology through the development and implementation of standards,
- to identify individuals who meet standards established as necessary to provide clinical services, and
- to protect and inform the public by recognizing individuals who meet the certification standards.

ASHA Overview

ASHA is the national professional, scientific, and credentialing association for [191,500 members and affiliates](#) who are audiologists; speech-language pathologists; speech, language, and hearing scientists; audiology and speech-language pathology support personnel; and students. Audiologists specialize in preventing and assessing hearing and balance disorders as well as providing audiologic treatment, including hearing aids. Speech-language pathologists identify, assess, and treat speech and language problems, including swallowing disorders.

ASHA Vision

Making effective communication, a human right, accessible and achievable for all.

ASHA Mission

Empowering and supporting audiologists, speech-language pathologists, and speech, language, and hearing scientists through:

- advancing science,
- setting standards,

- fostering excellence in professional practice, and
- advocating for members and those they serve.

ASHA Core Values

- Excellence
- Integrity
- Diversity
- Commitment
- Responsive
- Member-centric
- Research-based

Council for Clinical Certification in Audiology and Speech-Language Pathology

The CFCC is a semi-autonomous body that is charged with developing, interpreting, and applying the certification standards; formulating procedures for applications, examinations, and review; awarding certification to qualified individuals; and hearing and adjudicating appeals of certification decisions.

The CFCC consists of 15 voting members, including a chair, five audiologists, five speech-language pathologists, two board-certified specialists, and two public members. In addition, non-voting participants include liaisons from the ASHA Board of Directors, the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA), the National Student Speech Language Hearing Association (NSSLHA), and the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD), as well as National Office ex officio member.

All members, with the exception of the public members and National Office ex officio member, must hold current ASHA certification in the appropriate area(s). Individuals from the profession of audiology and individuals from the profession of speech-language pathology must hold ASHA membership as well.

Role and Value of Certification

Being “certified” means holding the Certificate of Clinical Competence (CCC), a nationally recognized professional credential that represents a level of excellence in the field of Audiology (CCC-A) or Speech-Language Pathology (CCC-SLP).

ASHA certification is voluntary. Once certified, employers, regulatory bodies, third party payers, clients, and peers know that you have gone beyond the minimum requirement of state licensure. Clients and their families have the assurance that you have the knowledge, skills, and experience to provide high-quality clinical services. Employers, clients, and related professionals know that you actively engage in ongoing professional development.

Holding ASHA Certification offers increased opportunities for employment, mobility, career advancement, professional credibility, and more, because it is recognized by nearly every state’s regulatory agency.

The CCC validates and provides assurance—to consumers and clients; other health care professionals; and employers, state licensure boards, and third party payers—that, through participation in continuous professional development activities, certificate holders are keeping up with rapid changes in the professions’ scopes of practice.

Certification and Membership Categories

Certified Membership is open to individuals applying for or who currently hold the CCC. To be eligible, you must meet the audiology and/or speech-language pathology standards that are in effect at the time of your application. Certified Members are afforded the full benefits of membership and certification.

Certificate Holder Only is designated for an individual who holds the CCC but who has not become a member of the Association. Non-member certificate holders are not eligible for member benefits.

Retired Certification is available to certificate holders in good standing who are not providing or supervising the provision of clinical services. Currently, you must be retired from the professions, have held your CCC for 25 total years, or be at least 65 years of age. Retired certificate holders are not required to meet the certification maintenance professional development requirements. Retired certification is irrevocable, and if a retired certificate holder decides to return to practice after their certification status is retired, they will be subject to the procedures for reinstatement that are in effect at that time they wish to regain active certification. This may include, but is not limited to, completing professional development hours and taking the Praxis exam. Retired certified members who are also ASHA members may be eligible for a reduction in their annual membership fees.

II. 2012 AUDIOLOGY STANDARDS AND IMPLEMENTATION PROCEDURES

Development and Implementation of Standards

The CFCC is charged with defining the standards for clinical certification, applying those standards in granting general and specialty certification to individuals, and having the final authority to withdraw certification in cases where certification has been granted on the basis of inaccurate information. The CFCC is also charged with administering the certification maintenance program.

[A Practice and Curriculum Analysis of the Profession of Audiology](#) was conducted in 2007 under the auspices of the CAA and the CFCC. The survey analysis was reviewed by the CFCC, and revised standards were developed to better fit current practice models.

The [2012 standards and implementation procedures for the CCC-A](#) are in effect and are listed below. [Internationally educated applicants for certification](#) have similar requirements and must adhere to these standards.

Summary of Standards

Standard I: Degree

Applicants for certification must have a doctoral degree. The course of study must address the knowledge and skills necessary to independently practice in the profession of audiology.

Standard II: Education Program

The graduate degree must be granted by a program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).

Standard III: Program of Study

Applicants for certification must complete a program of study that includes academic course work and a minimum of 1,820 hours of supervised clinical practicum sufficient in depth and breadth to achieve the knowledge and skills outcomes stipulated in Standard IV. The supervision must be provided by individuals who hold the ASHA Certificate of Clinical Competence in Audiology (CCC-A).

Standard IV: Knowledge and Skills Outcomes

Applicants for certification must have acquired knowledge and developed skills in six areas: foundations of practice, prevention/identification, assessment, (re)habilitation, advocacy/consultation, and education/research/administration.

Standard IV- A: Foundations of Practice

The applicant must have knowledge of:

- A1. Embryology and development of the auditory and vestibular systems, anatomy and physiology, neuroanatomy and neurophysiology, and pathophysiology
- A2. Genetics and associated syndromes related to hearing and balance
- A3. Normal aspects of auditory physiology and behavior over the life span
- A4. Normal development of speech and language
- A5. Language and speech characteristics and their development across the life span
- A6. Phonologic, morphologic, syntactic, and pragmatic aspects of human communication associated with hearing impairment
- A7. Effects of hearing loss on communication and educational, vocational, social, and psychological functioning
- A8. Effects of pharmacologic and teratogenic agents on the auditory and vestibular systems
- A9. Patient characteristics (e.g., age, demographics, cultural and linguistic diversity, medical history and status, cognitive status, and physical and sensory abilities) and how they relate to clinical services
- A10. Pathologies related to hearing and balance and their medical diagnosis and treatment
- A11. Principles, methods, and applications of psychometrics
- A12. Principles, methods, and applications of psychoacoustics
- A13. Instrumentation and bioelectrical hazards
- A14. Physical characteristics and measurement of electric and other nonacoustic stimuli
- A15. Assistive technology
- A16. Effects of cultural diversity and family systems on professional practice
- A17. American Sign Language and other visual communication systems
- A18. Principles and practices of research, including experimental design, statistical methods, and application to clinical populations
- A19. Legal and ethical practices (e.g., standards for professional conduct, patient rights, credentialing, and legislative and regulatory mandates)
- A20. Health care and educational delivery systems
- A21. Universal precautions and infectious/contagious diseases

The applicant must have knowledge and skills in:

- A22. Oral and written forms of communication
- A23. Principles, methods, and applications of acoustics (e.g., basic parameters of sound, principles of acoustics as related to speech sounds, sound/noise measurement and analysis, and calibration of audiometric equipment), as applicable to:
 - a. occupational and industrial environments
 - b. community noise

- c. classroom and other educational environments
- d. workplace environments
- A24. The use of instrumentation according to manufacturer specifications and recommendations
- A25. Determining whether instrumentation is in calibration according to accepted standards
- A26. Principles and applications of counseling
- A27. Use of interpreters and translators for both spoken and visual communication
- A28. Management and business practices, including but not limited to cost analysis, budgeting, coding and reimbursement, and patient management
- A29. Consultation with professionals in related and/or allied service areas

Standard IV-B: Prevention and Identification

The applicant must have knowledge and skills necessary to:

- B1. Implement activities that prevent and identify dysfunction in hearing and communication, balance, and other auditory-related systems
- B2. Promote hearing wellness, as well as the prevention of hearing loss and protection of hearing function by designing, implementing, and coordinating universal newborn hearing screening, school screening, community hearing, and occupational conservation and identification programs
- B3. Screen individuals for hearing impairment and disability/handicap using clinically appropriate, culturally sensitive, and age- and site-specific screening measures
- B4. Screen individuals for speech and language impairments and other factors affecting communication function using clinically appropriate, culturally sensitive, and age- and site-specific screening measures
- B5. Educate individuals on potential causes and effects of vestibular loss
- B6. Identify individuals at risk for balance problems and falls who require further vestibular assessment and/or treatment or referral for other professional services

The applicant must have demonstrated knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. The applicant must have demonstrated the ability to integrate information pertaining to normal and abnormal human development across the life span.

Standard IV-C: Assessment

The applicant must have knowledge of:

- C1. Measuring and interpreting sensory- and motor-evoked potentials, electromyography, and other electrodiagnostic tests for purposes of neurophysiologic intraoperative monitoring and cranial nerve assessment

The applicant must have knowledge and skills in:

- C2. Assessing individuals with suspected disorders of hearing, communication, balance, and related systems
- C3. Evaluating information from appropriate sources and obtaining a case history to facilitate assessment planning
- C4. Performing otoscopy for appropriate audiological assessment/management decisions, determining the need for cerumen removal, and providing a basis for medical referral
- C5. Conducting and interpreting behavioral and/or electrophysiologic methods to assess hearing thresholds and auditory neural function

- C6. Conducting and interpreting behavioral and/or electrophysiologic methods to assess balance and related systems
- C7. Conducting and interpreting otoacoustic emissions and acoustic imittance (reflexes)
- C8. Evaluating auditory-related processing disorders
- C9. Evaluating functional use of hearing
- C10. Preparing a report, including interpreting data, summarizing findings, generating recommendations, and developing an audiologic treatment/management plan
- C11. Referring to other professions, agencies, and/or consumer organizations

Standard IV-D: Intervention (Treatment)

The applicant must have knowledge and skills in:

- D1. The provision of intervention services (treatment) to individuals with hearing loss, balance disorders, and other auditory dysfunction that compromises receptive and expressive communication
- D2. Development of a culturally appropriate, audiologic rehabilitative management plan that includes, when appropriate, the following:
 - a. Evaluation, selection, verification, validation, and dispensing of hearing aids, sensory aids, hearing assistive devices, alerting systems, and captioning devices, and educating the consumer and families/caregivers in the use of and adjustment to such technology
 - b. Determination of candidacy of persons with hearing loss for cochlear implants and other implantable sensory devices and provision of fitting, mapping, and audiologic rehabilitation to optimize device use
 - c. Counseling relating to psychosocial aspects of hearing loss and other auditory dysfunction, and processes to enhance communication competence
 - d. Provision of comprehensive audiologic treatment for persons with hearing loss or other auditory dysfunction, including but not exclusive to communication strategies, auditory training, speechreading, and visual communication systems
- D3. Determination of candidacy for vestibular and balance rehabilitation therapy of persons with vestibular and balance impairments
- D4. Treatment and audiologic management of tinnitus
- D5. Provision of treatment services for infants and children with hearing loss; collaboration/consultation with early interventionists, school based professionals, and other service providers regarding development of intervention plans (i.e., individualized education programs and/or individualized family service plans)
- D6. Management of the selection, purchase, installation, and evaluation of large-area amplification systems
- D7. Evaluation of the efficacy of intervention (treatment) services

Standard IV-E: Advocacy/ Consultation

The applicant must have knowledge and skills in:

- E1. Educating and advocating for communication needs of all individuals that may include advocating for the programmatic needs, rights, and funding of services for those with hearing loss, other auditory dysfunction, or vestibular disorders
- E2. Consulting about accessibility for persons with hearing loss and other auditory dysfunction in public and private buildings, programs, and services
- E3. Identifying underserved populations and promoting access to care

Standard IV-F: Education/Research/Administration

The applicant must have knowledge and skills in:

- F1. Measuring functional outcomes, consumer satisfaction, efficacy, effectiveness, and efficiency of practices and programs to maintain and improve the quality of audiologic services
- F2. Applying research findings in the provision of patient care (evidence-based practice)
- F3. Critically evaluating and appropriately implementing new techniques and technologies supported by research-based evidence
- F4. Administering clinical programs and providing supervision of professionals as well as support personnel
- F5. Identifying internal programmatic needs and developing new programs
- F6. Maintaining or establishing links with external programs, including but not limited to education programs, government programs, and philanthropic agencies

Standard V: Assessment

Applicants for certification must demonstrate successful achievement of the knowledge and skills delineated in Standard IV by means of both formative and summative assessments:

Standard V-A: Formative Assessment

The applicant must meet the education program's requirements for demonstrating satisfactory performance through ongoing formative assessment of knowledge and skills.

Standard V-B: Summative Assessment

The applicant must pass the national examination adopted by ASHA for purposes of certification in audiology.

Standard VI: Maintenance of Certification

Demonstration of continued professional development is mandated for maintenance of the Certificate of Clinical Competence (CCC) in Audiology. The renewal period will be three (3) years. This standard will apply to all certificate holders, regardless of the date of initial certification.

III. INITIAL CERTIFICATION PROCESS FOR AUDIOLOGY

Basic Requirements for Certification

To obtain ASHA certification, individuals must submit a completed application, supporting documents, and the appropriate dues and fees. All applicants for certification must meet the currently published audiology standards and follow all of the published policies and procedures. Individuals who are in the certification process must abide by [ASHA's Code of Ethics](#).

Summary of Steps to Certification

- An [application for certification](#) may be submitted any time *after* the necessary academic course work and practicum have been completed and the required graduate degree has been awarded from a CAA-accredited academic program or a program admitted to CAA candidacy. [Internationally educated applicants](#) have similar requirements.
- The Verification by Program Director form within the application must be completed, signed, and dated by the program director or official designee and submitted with the application.

- The official graduate transcript must include the date the degree was awarded and the name of the degree conferred.
- A passing score on the [Praxis examination](#) must be reported directly from the Educational Testing Service (ETS).
- [Payment of dues and fees](#) must be submitted with the application.

Application Instructions

An application will be accepted after all the necessary academic course work and clinical supervision hours have been completed and after the required graduate degree has been awarded from a CAA-accredited academic program or a program admitted to CAA candidacy. An application should not be submitted if the degree has not been awarded.

Transcript Requirements

The official doctoral degree transcript may arrive directly from the higher education institution or may be sent by the applicant with the application. The transcript must indicate when the degree was awarded and must name the degree that was earned. In lieu of a transcript, a letter from the college/university registrar may be sent. It must indicate that the degree requirements were met, the date the degree was awarded, and the name of the degree that was earned. If a letter from the registrar is submitted for the official transcript and, if, for any reason, your application must be reviewed by the CFCC, an official transcript will still be required for the review. Verification of the doctoral degree is required before the CCC is awarded. The official doctoral degree transcript or letter from the registrar must be received by the ASHA National Office no later than 1 year from the date the application was received.

Disclosure Questions

You are required to answer the following disclosure questions:

1. Have you have been convicted, found guilty, or entered a plea of guilty or *nolo contendere* to any misdemeanor involving dishonesty, physical harm to the person or property of another, or a threat of physical harm to the person or property of another, or any felony?
2. Are you presently indicted on or charged with any misdemeanor involving dishonesty, physical harm to the person or property of another, or a threat of physical harm to the person or property of another, or any felony?
3. Have you been disciplined or sanctioned by any professional association, professional licensing authority or board, or other professional regulatory body, or denied a license or a professional credential by any professional association, professional licensing authority or board, or other professional regulatory body?

An answer of “yes” to any of the mandatory questions requires the following:

- *Certified copy* of each court record or docket entry of the finding, conviction, or plea
- If applicable, a *certified copy* from the governmental agency or agencies that includes the pleas and/or convictions and demonstrates remediation

- *Certified copy* of documentation from that professional agency or agencies that includes the denial, discipline, or sanctions imposed and demonstrates, if applicable, remediation
- *Résumé* reflecting your work history since the time of the offense

A *certified copy* is a copy of an original document where that copy has been officially certified as a true and correct copy by an authorized person. The person may certify the copy of the original document through a dated stamp, a dated written notation, or both.

An application that is received with a “yes” response to a disclosure question will require additional processing time and will need to be reviewed by the CFCC. Answering “yes” to any disclosure questions will not automatically prevent certification and/or membership from being awarded. All relevant factors are given consideration in the review process.

Visit the ASHA website for additional information about [certification disclosure](#).

Verification by Program Director Form

The program director or designee must complete the Verification by Program Director form (page 4 of the application) and indicate that graduate course work and clinical practicum were successfully completed at a CAA-accredited program or a program in candidacy for CAA accreditation. The program director must sign and date the form. The form must indicate the date when the academic course work and clinical practicum were completed. The person who signs this form must be listed as an authorized signer for the academic program in ASHA’s database; if not, the form will not be accepted.

If the program director answers “no,” indicating that the applicant has not successfully completed the academic program and/or has not qualified for any of the standards on the Verification by Program Director form, an explanation for each “no” response must be provided. The program director must include which aspect of the standard was not met and how the applicant may meet the standard. If this information is not included, your application will be delayed until a member of the ASHA Certification staff speaks with the program director.

If the program director will not sign the Verification by Program Director form, the applicant may file an appeal to the CFCC to have the academic course work and clinical practicum accepted. The procedures for filing an appeal may be found in Section V of this handbook.

Determining Dues and Fees

ASHA’s Certification and Membership programs are based upon a calendar year and are subject to the rates listed below. Applications received between September 1 and December 31 will be processed for the current year but will include membership and certification through the following year.

Please submit payment in full with your application according to your selected category below. *All dues/fees payments are nonrefundable.*

NSSLHA Member Discount: \$286

To qualify for the NSSLHA Member Discount, a student must be a national member in NSSLHA the year before and the year of their master's or doctoral graduation and must apply for ASHA membership and certification by August 31 of the year following graduation.

Recent Graduate Discount: \$461

To receive this discount, a student must send their application for ASHA membership and certification to the National Office within 12 months of graduation. An applicant who uses the Recent Graduate Discount is not eligible for the NSSLHA Member Discount.

Certification and ASHA Membership: \$511

This rate applies to individuals who are not eligible for the NSSLHA Member or Recent Graduate discounts.

Certification Without ASHA Membership: \$455

This rate applies to individuals who want to be certified without membership in ASHA. If you elect to be certified without membership in ASHA, you will not be eligible for the Gift to the Graduate benefit or receive any membership benefits.

Dual Certification: \$256

Individuals already certified or in the process of certification in one area who wish to apply for certification in the other area pay this rate. Note: Individuals who apply for certification in both areas at the same time pay fees for a single certification application only.

Gift to the Graduate Benefit

The [Gift to the Graduate](#) is a benefit available to national members of NSSLHA as well as to non-members. It extends ASHA membership for up to 18 months in the first year of ASHA membership and certification. In order for you to receive this incentive, your application for ASHA membership and certification must be received at the ASHA National Office between May 1 and August 31 annually.

If you are unclear about the documents that should be submitted with your application, please contact the ASHA Action Center for assistance at 800-498-2071.

Review of Application Materials by National Office Staff

When an application is received at the National Office, it is initially opened in the Accounts Receivable Department. An account will be established for you if you do not already have an account—for example, if you are a member of NSSLHA, you may already have an account. The fees that you authorized to be charged to your credit card or that you sent via check will be credited to your account. You will be notified if, for any reason, your credit card information or check was rejected, and payment will need to be received before your application can be processed. The notice from the Accounts Receivable Department will provide instructions for making the payment to ASHA.

The Accounts Receivable Department will then forward your application materials to the Certification Department for processing. Once your application materials are in the Certification Department, Certification staff will check your application to ensure that the following criteria and materials have been completed and/or included:

- Doctoral degree information: Where it was completed and the dates of initiation and completion.
- Verification by Program Director form signature: The person signing the form must be an authorized signatory in ASHA's database for CAA-accredited programs and those in candidacy.
- Program director verification: "Yes" or "no" was checked for successful completion of the program, and follow-up information has been included for each statement that was checked "no."
- Certification application contains original signatures for you and your program director.
- Disclosure questions: Questions must be checked "yes" or "no," and any questions checked "yes" have appropriate follow-up materials included.
- Official graduate transcript or letter from the university/college registrar: Degree name and award date have been noted.

- Praxis Examination in Audiology: If “yes” has been checked, staff will verify that your score has been received from ETS and that it is a passing score.

Name of Higher Education Institution/Completion Dates for Academic Program

The name of your institution and attendance dates provided will assist the Certification staff in knowing whether or not your program is CAA-accredited or in candidacy. If your program was not accredited or in candidacy during the time you attended, your application will be returned.

Program Director Signature/Date When Academic Course Work and Practicum Completed

The person who signs your Verification by Program Director form must be a current authorized signatory in ASHA’s database for CAA-accredited programs. The college or university will be contacted if the signatory’s name is not in the database. If the person is found not to be an authorized signatory, the form will be returned to you, and you will need to submit a new Verification by Program Director form signed by the appropriate person at your college or university. You will have 90 days to resubmit this form.

The date that the program director indicates you completed the academic course work and supervision must be before the degree-awarded date on your transcript. If there is a discrepancy in the dates, the form will be returned to you, and you will need to submit a new Verification by Program Director form with the corrected date. You will have 90 days to resubmit this form.

Successful Completion of the Academic Program

To assist your application in moving smoothly through the certification process, your program director should be checking “yes” to indicate that you have successfully completed all the required course work and clinical supervision at a CAA-accredited program. [If you have been educated internationally, please visit the ASHA website for more information.](#)

If your program director checks “no” to successful completion of the academic program and clinical supervision, it is assumed that there will be other statements or standards that have been checked “no.” The form must provide reason(s) for each “no” and the recommended remediation plan; a form should not be submitted that does not provide a plan for changing a “no” to a “yes.” The Certification staff will need to contact the program director if no remediation plan is evident; this will delay the processing of your application.

You and your program director should work together to remedy any “no” checks before your application is submitted. If the program director will not sign your Verification by Program Director form or provide a remediation plan for any “no” that was checked, you may need to ask the CFCC to review your application. The process for doing this can be found in Section V.

There are many reasons why a program director may not agree to sign the Verification by Program Director form, all of which will require a remediation plan. Possible reasons include the following:

- The applicant completed the program before the current program director was employed by the university or college; the program director, therefore, does not feel able to confirm that the requirements were met by the applicant.
- The applicant was a doctoral student in the program and did not complete the clinical supervision requirements of that program.
- The applicant completed the program before the current standards were in place, particularly those related to clinical supervision. The program director cannot confirm that all required observation and clinical clock hours were completed to meet the current standards.

- The course work and/or practicum was completed at multiple institutions.

Disclosure Questions

If you checked “yes” for any of the disclosure questions, the Certification staff confirms that you have sent the necessary documents related to the disclosure. These documents are then to be forwarded to the director of certification for review and a decision. Additional information may be requested, and the information may need to be reviewed by the Disclosure Committee or by the CFCC before a final decision can be made.

Official Transcript of Graduate Courses/Letter From the Registrar

The official transcript or letter from the registrar confirms that you have received your degree and when. You have 1 year from the time the application is received to submit your transcript or letter; any delay in sending this information to ASHA will delay the processing of your application. It is important to inform ASHA if your name on the application is different from your name on the transcript or letter from the registrar. If the Certification staff is not able to match your transcript or letter to your application, processing of your application will be delayed.

Praxis Examination in Audiology

ASHA receives Praxis examination scores from ETS on a regular basis, provided that you have listed ASHA as a score recipient. Your score should be available within 2 weeks of the date you took the exam. The Certification staff attempts to find your score based on your name; if they cannot find a match by name, they will use your Social Security Number. You should inform ASHA if the name you used on your certification application and the name you used for the exam are different.

The passing score on the Praxis examination must be no more than 5 years old when the application is postmarked. If you have not taken the exam when you submit your application or if you have failed the exam, you have 2 years from the time your application is received to obtain a passing score. Detailed information is provided in Section IV about the Praxis examination.

Application Checklist

Use this checklist to ensure that you have completed all the requirements for submission:

- Complete all appropriate sections of the application.
- Sign and date the application form.
- Have your program director sign and date your Verification by Program Director form and include the date that you completed your academic course work and clinical supervision.
- Include verification of your doctoral degree in the form of an official transcript or letter from the registrar sent directly to ASHA from your institution.
- List ASHA as a score recipient for your Praxis examination score.
- Include the appropriate dues and fees with the application.
- Review the 2012 audiology standards to confirm that you meet all of the current requirements for certification.
- Make a copy of your completed application materials for your records.

Applicant Confidentiality

Information about a candidate/certificant will only be released to that candidate/certificant unless release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicants/certificants with an initial application, certification maintenance renewal, or reinstatement application is considered confidential. All application information is confidential and will not be shared with any party other than ASHA's examination development or administration vendors for certification processing purposes. An individual's certification status as well as aggregate, unidentifiable exam score summary data is not considered confidential and will be made available on the ASHA website or as requested by phone or in writing.

IV. PRAXIS EXAMINATION IN AUDIOLOGY

General Information

The [Praxis Examination in Audiology \(5342\)](#) is an integral component of ASHA certification standards. The development of the exam is commissioned by ASHA and is facilitated by ETS to provide a system of thorough, fair, and carefully validated assessments. The Praxis Examination in Audiology is owned and administered by ETS as part of The *Praxis II*®: Subject Assessments.

- Passing Score
 - The CFCC makes the final determination for the passing score in audiology. The current passing score for purposes of ASHA certification is **170**.
- Reporting Scores
 - Results of the Praxis Examination in Audiology submitted for certification must come directly to ASHA from ETS and must have been obtained no more than 5 years prior to the submission of the certification application.
 - Scores older than 5 years will not be accepted for certification.
- Preparing for the Exam
 - It is important to be aware of the unique requirements of [preparing for the Praxis examination](#) because taking the Praxis examination is different from taking university exams.
 - Become familiar with the format and the content of the exam.
 - Develop a study plan based on the exam content and your knowledge in each topic area.
 - Take advantage of available test preparation materials and practice questions.
- Registering for the Exam
 - Learn how to [register for the exam](#).
 - Register directly with ETS for the test date and location that best meets your needs.
 - Upon registration, indicate ASHA as a recipient for your final score.

Many states require the Praxis examination for professional licensure and/or teacher credentials, so be sure to [check your state for its specific requirements](#).

V. CFCC POLICIES AND PROCEDURES RELATED TO CERTIFICATION APPEALS

The CFCC does not accept appeals to the standards for certification or reinstatement. The CFCC only accepts further consideration appeals related to the decision(s) of program directors, clinical supervisors, the CFCC's Disclosure Committee, and the CFCC related to the revocation of certification.

Program Director Appeals

If a Program Director Does Not Recommend the Applicant for Certification

If a program director does not recommend the applicant for certification, the program director must sign the application and state the reason(s) for the negative recommendation. In addition, the program director may send a letter explaining the reason(s) for the negative recommendation and supporting documents to the CFCC. When appropriate, this information may be shared with the applicant.

The [applicant may request that the CFCC accept and approve](#) the application in spite of the program director's negative recommendation. In this case, the applicant must submit the signed application, a letter of explanation, and compelling documents to support his or her claim that the CFCC should approve the application in spite of the negative recommendation of the program director. This information may be shared with the program director.

An Initial Determination Team of the CFCC, composed of four members of the Council, will review the file within 45 days of receipt. The team will reach a decision based on a preponderance or greater weight of evidence. In an Initial Determination letter, the chair of the CFCC will inform the applicant of the Council's decision within 15 days of the decision having been rendered.

Certification Disclosure Appeals

When the CFCC Disclosure Committee votes to deny certification, the notification will include the justification for the decision and will inform the applicant of the opportunity to [request a Further Consideration review](#) of the decision by the CFCC and, subsequently, appeal the decision to an Appeal Panel.

Certification Revocation Appeals

The CFCC will review any complaint regarding the application or supporting materials of a certification applicant, reinstatement applicant, certificate holder, and certified member. These complaints may include but are not limited to the authenticity of application materials, misrepresented credentials, Praxis examination scores, misrepresentation of required affirmative disclosures, tampering with official documents, or cases where certification may have been granted in error.

If the CFCC withdraws certification based on misrepresentation of credentials, authenticity of application materials, nondisclosure of criminal offenses, disciplinary action by regulatory bodies, or certification granted in error, the applicant may [request that the CFCC reconsider its decision](#) in accordance with the appropriate policies and procedures.

VI. MAINTAINING THE CCC

Individuals who hold the CCC-A must accumulate 30 certification maintenance hours (CMHs) of professional development during every [3-year certification maintenance interval](#). Intervals are continuous and begin January 1 of the year following award of initial certification or reinstatement. Please maintain records of CMHs by collecting certificates of completion or having the sponsoring party complete [verification of attendance form](#).

Dual certificate holders only need to accumulate 30 total CMHs. The hours can be earned in either the profession of audiology or speech-language pathology; however, dual certificate holders must [submit a Certification Maintenance Compliance Form](#) for both areas of certification. ASHA conducts random audits of certificate holders, who then are required to provide documentation of the earning of their 30 CMHs.

Accrual of professional development hours, adherence to the [ASHA Code of Ethics](#), submission of certification maintenance compliance documentation (when required), and payment of annual dues and/or certification fees are required for maintenance of certification.

If renewal of certification is not accomplished within the 3-year period, certification will expire. Individuals wishing to regain certification must [submit a reinstatement application](#) and meet the standards in effect at the time the reinstatement application is submitted.

If you have not submitted your Compliance Form by August 1 of the year following the end of your maintenance interval, you will not receive an invoice for your dues/fees for the next year. (Once you submit your Compliance Form, you will receive your invoice.) If you are still not compliant by December 31—one year after the end of your maintenance interval—you will lose your certification.

Continuing Education Requirement

The ASHA clinical certification standards define *continuing education* or *professional development* as an instructional activity that is related to the science or contemporary practice of audiology, speech-language pathology, or the speech, language, and hearing sciences. It results in the acquisition of new knowledge and skills, or the enhancement of current knowledge and skills necessary for independent practice in any practice setting and area of practice.

[Activities that are acceptable](#) are within the [Scope of Practice in Audiology](#). Activities do not need to carry ASHA CEUs in order to be counted as meeting the certification maintenance requirement.

Some examples of acceptable activities include the following:

- Teacher-oriented content that is not related to the professions but enhances your ability to better serve your clients.
- Business and management content that will help you manage your private practice more effectively.
- Supervisory and leadership content for individuals employed in supervisory or management positions.
- Employer-sponsored in-service activities such as Grand Rounds, special education workshops (e.g., Americans with Disabilities Act requirements), manufacturer-sponsored formal training sessions on equipment used in the evaluation or treatment of your clients, and professional activities (e.g., professional ethics, diversity issues, reimbursement issues).
- Other continuing education activities such as state association workshops, and seminars offered through other professional associations like those offered for continuing medical education (CME) units, university scientific symposia, and formal online, noncredit courses offered through a university (e.g., courses on autism, literacy, neurological disorders, genetics, and ethics).
- College or university course work at any level (undergraduate, graduate, or doctoral) offered by regionally accredited programs (can be via distance learning) in any area that meets the definition of professional development (e.g., courses on foreign languages needed to communicate with your client population; courses on early childhood development, autism, literacy, neurological disorders, genetics, or ethics).

No prior approval of an activity is needed. You determine that the activity's content meets the certification maintenance standard's definition of professional development. You are responsible for obtaining and maintaining documentation of participation for each activity.

Length of Certification Maintenance Interval

A maintenance interval is 3 years and is assigned based on the date you were awarded certification. It begins January 1 following the year you received initial certification or reinstatement. ASHA does not grant interval changes.

The CFCC determined that 30 hours of professional development or 30 CMHs every 3 years is the minimum number of hours that would demonstrate a commitment to lifelong learning and ensure currency in the field. If more than 30 CMHs are earned during the interval, they may not be carried over to the next interval.

Certification Maintenance Compliance Form

All certificate holders must submit a [Certification Maintenance Compliance Form](#) to verify completion of the certification maintenance requirement. This is due on or before December 31 of the year your interval is completed, but it may be submitted at any time within your 3-year maintenance interval after the hours have been accumulated.

You can quickly and easily submit your Compliance Form online through the “My Account” section of the ASHA website, or you may print, fill out, and submit the form via regular mail or fax.

Random Audits of Certificate Holders

An *audit* is a random evaluation of an individual's certification maintenance records. The audit is used to verify compliance of the standards for certification maintenance. You will be notified if you have been [randomly selected for the certification maintenance audit](#) immediately after submitting your online Compliance Form or via e-mail if the Compliance Form is mailed or faxed.

Individuals who participate in the ASHA Continuing Education (CE) Registry and have 30 CMHs registered in their 3-year interval will not need to submit any additional documentation to ASHA if they are randomly selected to be part of the maintenance audit.

Individuals who do not participate in the ASHA CE Registry program are required to maintain records of activities. If randomly selected for the audit, these individuals will be required to submit the following documentation to the ASHA National Office within 60 days of notification:

- Completed Record Keeping Form
- Copy of a certificate of completion for each course taken
- Copy of the college transcript (if appropriate)

If you are selected for the CMH audit, you will have 60 days to provide the required documentation listed above. Once ASHA receives the required documents, you will be notified of your certification maintenance status within 2–4 weeks.

CE Registry

The [ASHA CE Registry](#) is the only service that tracks the [ASHA CEUs](#) you earn. The ASHA CEUs are recorded on a transcript that lists all the continuing education courses you have taken through ASHA's network of Approved Continuing Education Providers.

The ASHA CE Registry functions much like a college registrar. In addition to maintaining a permanent, cumulative record of ASHA CEUs, official transcripts are also issued upon request. The ASHA CE Registry is

open to ASHA/NSSLHA members; those who are ASHA certified; individuals licensed or credentialed by a national, state, or provincial regulatory agency to practice audiology or speech-language pathology; a Clinical Fellow under the supervision of an individual with their ASHA CCC; and someone currently enrolled in a master's or doctoral program in audiology or speech-language pathology.

The annual CE Registry fee is \$28 for ASHA members and \$38 for non-members.

Non-ASHA continuing education is not eligible to be tracked in the CE Registry.

VII. CERTIFICATION FORMS

- [Application for Certification \[PDF\]](#)
- [Verification by Program Director Form \[PDF\]](#)
- [Certification Maintenance Compliance Form \[PDF\]](#)
- [Audiology Reinstatement Application \[PDF\]](#)
- [Recordkeeping Form for Certification Maintenance Hours \(CMHs\) Audit \[PDF\]](#)

VIII. APPENDIX LINKS

- [Frequently Asked Questions About ASHA Certification](#)
- [Required Dues and Fees](#)
- [Code of Ethics](#)
- [Issues in Ethics: Clinical Services Provided by Audiology and Speech-Language Pathology Students](#)
- [Scope of Practice in Audiology](#)
- [ASHA Surveys, Research, and Reports](#)
- [How to Contact ASHA](#)