



Course Offering Report Form

American Speech-Language-Hearing Association
ASHA Continuing Education Registry

A Provider, Course and Offering Information

Course Title (please print)

ASHA Approved CE Provider Name

This course offering was (mark one):

Held (Complete Section B through I) Canceled (Complete Sections B, C, D, F and I)

Rescheduled (Fill in new dates below and complete sections B, C, D and I)

new start date / / and end date / /

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INSTRUCTIONS

- Block A: Print course title and name of Provider. Indicate whether offering was held, canceled, or rescheduled.
- Block B: Use 4-letter Provider code assigned to you by the ASHA Continuing Education Board.
- Block C: Verify that course number matches the number assigned to this course on the Course Registration Form.
- Block D: Verify that offering number matches the number assigned to this offering on the Multiple Offerings list. If not a Multiple Offering, use 001.
- Block E: Count only the forms of participants who will receive ASHA CEUs. Submit only one form per person. Write and fill in leading zeros.
- Block F: Use 2 digits for month, day and year. This date should correspond to the completion date indicated on the Course Registration Form.
Example: June 21, 2011 = 06/21/11
- Block G: Indicate the total number of people attending the offering. Write and fill in leading zeros.
- Block H: Indicate whether course was offered for partial credit. If so, select the reason for offering partial credit. On the ASHA CEU Participant form, complete the special use box for those participants who should receive less than full credit.
- Block I: This block must be signed and dated by the ASHA CE Administrator.

Place this form on top of the completed, alphabetized, ASHA CEU Participant Forms and mail them together to:

Continuing Education Registry
American Speech-Language-Hearing Association
2200 Research Boulevard #340, Rockville, MD 20850

Revised 8/2010

22457

IN ORDER FOR THE FORMS TO BE PROCESSED, ALL REQUESTED INFORMATION MUST BE PROVIDED ON THIS FORM. FORMS MUST BE MAILED FLAT IN A LARGE ENVELOPE OR BOX AND MUST NOT BE FOLDED OR STAPLED.

