

Pilot Study Report Form
American Speech-Language-Hearing Association
Continuing Education Registry

Instructions: The Pilot Study Report Form along with the Course and Offering Registration Form and required attachments must arrive at the ASHA CE Registry no fewer than 30 calendar days prior to the proposed start date of the course. See the CEB manual, *Procedures for Planning CE Courses with Alternative Delivery Mechanisms*, for information on conducting a pilot study and *Instructions for Completing the Pilot Study Report*.

Note: The CEB reserves the right to adjust CEU amounts after reviewing the data and analysis provided. The course may not be advertised for ASHA CEUs until the Provider receives the Course Registration Confirmation.

Date of report: _____

Provider code: /__/__/__/_/ Course number: /__/__/__/_/

Title of course: _____

A. Methodology

| | |
|---|--|
| Start date* of pilot: | End date* of pilot: |
| Number of pilot testers (no fewer than 10): | |
| Activity components piloted (check all that apply): | |
| <input type="checkbox"/> Reading time | <input type="checkbox"/> Exercise completion |
| <input type="checkbox"/> Assessment of learning | <input type="checkbox"/> Participant course evaluation |
| <input type="checkbox"/> Other (please specify): | |

* Pilot study must be conducted within 12 months prior to registration of non-periodical products.

B. Course/Product description

| If a periodical (newsletter/journal)* | All other activities |
|--|---|
| Page size (check one) <input type="checkbox"/> 8 ½ X 11 <input type="checkbox"/> 11 X 14 <input type="checkbox"/> Other (please specify): | Activity/Product includes (check all that apply) <input type="checkbox"/> Videotape <input type="checkbox"/> Audio cassette <input type="checkbox"/> Electronic slide show <input type="checkbox"/> Manual <input type="checkbox"/> CD-ROM <input type="checkbox"/> Electronic threaded discussion <input type="checkbox"/> Learner assessment <input type="checkbox"/> Participant course evaluation <input type="checkbox"/> Other (please specify): |
| Number of columns per page (please specify): | |
| Number of words in issue (please specify): | |

*Complete and submit Table II: Periodical Enduring Materials Formula

C. Data/Analysis/CEU Calculation

Table I: Summary of Pilot Data

Enter pilot participants' names and his/her pilot data (in exact minutes). Fill in the information requested below or attach your data, analysis and ASHA CEUs in a similar format.

| | Name | Reading Time | Exercise completion | Assessment of learning | Participant evaluation | Other | Total minutes per participant | |
|------------------------|------|--------------|---------------------|------------------------|------------------------|-------|-------------------------------|---|
| 1 | | | | | | | 0 | |
| 2 | | | | | | | 0 | |
| 3 | | | | | | | 0 | |
| 4 | | | | | | | 0 | |
| 5 | | | | | | | 0 | |
| 6 | | | | | | | 0 | |
| 7 | | | | | | | 0 | |
| 8 | | | | | | | 0 | |
| 9 | | | | | | | 0 | |
| 10 | | | | | | | 0 | |
| | | | | | | | | |
| | | | | | | | Mean for product | 0 |
| | | | | | | | Mode for product | 0 |
| | | | | | | | Median for product | 0 |
| | | | | | | | | |
| CEU Calculation | | | | | | | | |
| | | | | | | | | 0 |

Table II: Periodical Enduring Materials Formula

Complete only when piloting periodicals

Use the process below to establish a formula for calculating CEUs for future issues of your newsletter or journal.

| | |
|---|----|
| A. Number of words in journal or newsletter you piloted | A= |
| B. Mean or median reading time | B= |
| C. Divide the total in step "A" by the number in step "B" | C= |

Words per minute average "C"= _____

| | |
|---|----|
| A. Number of questions in learning assessment | A= |
| B. Mean or median learning assessment completion time | B= |
| C. Divide the total in step "A" by the number in step "B" | C= |

Learner assessment questions per minute average "C"= _____

| | |
|---|----|
| A. Number of questions in course evaluation | A= |
| B. Mean or median course evaluation completion time | B= |

| | |
|---|----|
| C. Divide the total in step “A” by the number in step “B” | C= |
|---|----|

Course evaluation questions per minute time average “C”= _____

D. Confirmation and signature

I have reviewed the Pilot Study Report and ensure implementation according to the requirements established by the Continuing Education Board.

 ASHA CE administrator’s name (please print or type)

 Original signature of the ASHA CE administrator

 Date

Table III: Future Journal/Newsletter CEU calculation

Use the process below to calculate the number ASHA CEUs the *next time* you register an issue of this journal or newsletter. These calculations must be provided when registering the subsequent issue of the journal/newsletter.

| | |
|--|----|
| A. Number of words in journal/newsletter | A= |
| B. Divide the number of words in journal/newsletter “A” by established words per minute average | B= |
| C. Number of questions in learning assessment | C= |
| D. Divide the number of questions in learning assessment “C” by established questions per minute average | D= |
| E. Number of activity evaluation questions | E= |
| F. Divide the number of activity evaluation questions in “E” by established activity evaluation questions per minute average | F= |
| G. Add the number of minutes calculated in step “B” to the number of minutes calculated in step “D” and to “F” | G= |
| H. Divide the number calculated in step “G” by 60 to arrive at average number of hours to complete the activity | H= |
| I. Divide the average number of hours calculated in “H” by 10 | I= |
| J. Round number calculated in “I” down to the nearest hour or half-hour increment | I= |

Total number of ASHA CEUs “J”= _____