

Instructions for Completing Course and Offering Registration Form

- **Deadlines:** The Course and Offering Registration Form must be received by the CEB no fewer than:
 - Group (i.e., live) or blended learning experience: a minimum of 15 calendar days before the first course offering's starting date;
 - Individual learning experience (i.e., self-study requiring peer review): a minimum of 30 calendar days before the first course offering's starting date.
 - Cooperative course and offering: a minimum of 30 calendar days before the first course offering's starting date;
 - Course requiring pilot study to determine CEU amount: a minimum of 30 calendar days before the first course offering's starting date.

- Course and Offering Registration Form and required attachments (including cooperative offering fee(s)) received after the 15-day or 30-day deadline must be appealed to the Continuing Education Board.

- Course and Offering Registration Form and all required attachments must be complete and compliant with CEB Requirements by the deadline (see above). Incomplete or non-compliant registrations must be appealed to the Continuing Education Board.

- Type or print clearly all information on the Course and Offering Registration Form.

- Observe the limitations on the character limit for both the **Course Title** (60 characters) and the **Course Description** (300 characters). Characters include spaces and punctuation.

- Submit the Course and Offering Registration Form and its attachments (including co-op fees if applicable) to:
 - Fax: 301-296-8574, or
 - Mail: American Speech-Language-Hearing Association, ASHA Continuing Education Registry, #340, 2200 Research Blvd, Rockville, MD 20850
 - Mail cooperative offerings with fees: American Speech-Language-Hearing Association, ASHA Continuing Education Registry, P.O, Box 1160 #340, Rockville, MD 20849

I. Course Information and Description:

Provider Code	Enter the 4-letter code assigned to the Provider by ASHA (e.g., ABXX).
Name of ASHA Approved CE Provider	Enter the name of the ASHA Approved CE Provider.
Course Number	Assign the course a unique number. Do not use a course number more than once.
Course Title	The title should clearly reflect the overall content of the course and use person-first language. This title will appear on the ASHA CE Registry transcripts of individuals successfully complete the course. <i>See CEB Manual, Section 3.</i>

Course Description	A complete but concise description should include key learning outcomes or key elements of the course. It must be written in past tense using person-first language. The description appears on the ASHA CE Registry transcripts of individuals successfully complete the course. <i>See CEB Manual, Requirement 3 and Section 3.</i>
Subject Code	Select the subject code that best describes the course’s overall subject matter and scope. Subject Codes and descriptions are found in the <i>CEB Manual, Requirement 3 and Appendix K.</i>
Content Code	Enter the content code that corresponds to the selected subject codes. This must match the code listed in the CEU sentence found in the course’s promotional materials. Content codes and definitions are found in the <i>CEB Manual, Requirement 3, Section 3 and Appendix K.</i>
Instructional Level	Enter the appropriate instructional level. This must match the level listed in the CEU sentence found in the course’s promotional materials. Instructional level and definitions are found in the <i>CEB Manual, Requirement 3, and Appendix L.</i>
Offered more than once?	Check yes if: <ul style="list-style-type: none"> • there are multiple dates scheduled, or • if there is only one date scheduled when submitting the Course and Offering Registration forms, however; you intend to register additional offerings at a later date.
Type of Learning Experience	<ol style="list-style-type: none"> 1. <u>Group</u>: Learning with a cohort of other learners; participants in the same learning event and often in the same location at the same time. 2. <u>Individual</u>: Learners interact with the learning materials according to their schedules. Typically, requires peer review and may also require a pilot study to determine CEU amount. 3. <u>Blended</u>: Learners participate in both group and individual learning experiences. May require a pilot study to determine CEU amount.
Details if Individual Learning Experience	Check the appropriate item and supply requested information
List on Course Search?	Check yes if you’d like to have the course offering(s) listed on ASHA’s <u>Course Search</u> web page.
Registration Contact	Provide phone number, email or web address where individuals may register for the course. The information as provided will appear on Course Search and the Provider is responsible for informing ASHA CE of any changes.

II. Course CEUs

CEU Amount	Fill in the maximum number of CEUs that will be offered for this course. This must match the CEUs found in the CEU sentence found in the course’s promotional materials. <i>See CEB Manual, Requirement 3 and Section 3 for</i>
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	<i>instructions on calculating CEUs.</i>
Method for determining CEU amount	Check off each item used to calculate the CEUs for this course. Attach supporting documentation as requested.
Partial Credit	Indicate, yes or no, as to whether the course design allows an individual to earn less than the course's maximum ASHA CEUs. <i>See CEB Manual, Requirement 3 and Section 3.</i>
Partial Credit Reasons	If the course is appropriate for partial credit, check the mechanism by which course participants will demonstrate achievement of the course's (or session's when a convention) learning outcomes.

III. Promotional Materials

Promotional Materials	Attach the course's primary promotional materials. This must include your provider's ASHA Approved CE Brand Block and CEU sentence. <i>See CEB Manual, Requirement 3 and Section 3.</i>
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IV. Course Design

Needs Assessment	Check the mechanisms used to determine the educational need for this course content. <i>See CEB Manual, Requirement 4 and Appendix G.</i>
Learning Outcomes	Attach the course's learning outcomes. For conventions, provide either convention outcomes that are keyed to each session or provide learning outcomes for each session. <i>See CEB Manual, Requirement 5 and Appendix H.</i>
Assessment of Learning Outcomes	Check all the tools used to assess the degree to which course participants have achieved the course's (or session's) learning outcomes. <i>See CEB Manual, Requirement 9 and Appendix I.</i>
Instructional Methodology	Check all the methodologies that will be used to support achievement of the course's learning outcomes. <i>See CEB Manual, Requirement 8.</i>

V. Planning and Instructional Personnel

Instructional Personnel	Acknowledge by checking the box that your organization has a process for identifying and selecting instructional personnel that is compliant with the CEB's Requirement 6. <i>See CEB Manual, Requirement 6.</i>
Evidence-Based CE	Let us know if you're utilizing the evidence-based CE resources available at http://asha.org/ce/for-providers/ResourcesForPresenters.htm . This is a data collection question. Don't complete if your organization has not used evidence-based CE resources.
Disclosure of Conflicts of Interest	Check all the ways in which you will disclose instructor conflicts of interest and affiliations to course participants before the course begins. <i>See CEB Manual, Requirement 6.</i>

VI. Satisfactory Completion and Course Evaluation

Satisfactory Completion	Check each of the ways used to determine a participant's satisfactory completion of the course. <i>See CEB Manual, Requirement 9.</i>
Course Evaluation	Acknowledge by checking the box that your organization has processes for collecting course evaluation data, analyzing evaluation data, and responding to the results of the analysis that are compliant with the CEB's Requirement 11. <i>See CEB Manual, Requirement 11.</i>

VII. Course Offerings

Dates	<p>For group or blended courses, provide all of the scheduled course offerings starting dates and ending dates in MM/DD/YY format.</p> <p>For individual (i.e., self-study), provide a schedule for reporting course participants. For example, if you'll report monthly, the start date of the first offering might be 01/01/XX and the end date 01/31/XX and so on.</p> <p>Attach the Additional Multiple Offering form(s) if you have more than twelve offerings scheduled when submitting the Course and Offering Registration form.</p> <p>ASHA CE is now assigning offering numbers. The course registration letter will contain the offering numbers assigned.</p>
City, State, Country	Provide the physical location where the course will be offered. Leave blank if distance learning.
Cooperative Offering?	Check yes for each course offering to be conducted with another organization. <i>See CEB Manual, Section 3.</i>
Cooperative Organization	<p>Provide the name of the cooperative organization, the name of the contact person at the cooperative organization and a phone and email address of the contact.</p> <p>Attach a list of offering dates and the name of the cooperative organization/s, the name of the contact person at the cooperative organization and a phone and email address if there are multiple cooperative organizations.</p>
Cooperative Payment Information	<p>The appropriate cooperative offering fee must be submitted with the Course and Offering Registration form unless the cooperative organization is also an ASHA Approved CE Provider. See the fee schedule in the CEB manual or on ASHA's website.</p> <p>Attach a check (payable to ASHA) in the appropriate amount or complete all credit card information requested.</p>

VIII. Attestations and Signature

Attestations	Read and check each item to indicate your agreement.
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Signature and Date	Sign and date.
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