

Quick Guide to the ASHA CE Electronic Course and Offering Registration Form

Introduction

This electronic course and offering registration form provides you with an alternative to faxing or mailing the paper course registration forms to ASHA CE.

The electronic form is a third option, in addition to faxing and mailing, for you to submit your course registration materials to ASHA CE. The electronic registration form asks you for the same information and in the same order as the paper registration form. The electronic registration form has several features that the paper form does not have:

- You can enter and save a draft so you can edit it at your convenience.
- You can create the course description in a Word document and cut and paste it into the form. Or, you can type the course description on the form.
- You can create the required attachments in Word or scan documents into PDF files and upload the files using the form. The form allows you to browse your own computer files so you can upload the required attachments.
- The form will assign the additional offering numbers as you enter them.
- Easy Login: Your login is your 4-letter provider code.

The electronic registration form is organized exactly the same way the paper registration form is organized:

1. Course Information and Description
2. Course CEUs
3. Promotional Materials
4. Course Design
5. Planning and Instructional Personnel
6. Satisfactory Completion and Course Evaluation
7. Course Offerings
8. Attestations and Signature

Please review the [Frequently Asked Questions](#) for additional Instructions and Guidelines for using the electronic course & offering registration form.

Instructions to get you started

1. Due dates:

The electronic registration form and all required attachments, including the Cooperative Offering fee, if applicable, must be received by the CEB no fewer than:

- 15 calendar days before the first course offering start date.

- 30 calendar days before the first course offering start date for Individual Learning Experience (self study) courses. You must upload the Self Study Product Information Form, Peer Reviewer Comment Form, Peer Reviewer Credentials Form, CEA Response to Peer Reviewer Comments, and Pilot Study Forms. (if applicable)
- 30 calendar days before the first course offering start date for Cooperative Offerings.

2. Save as you go:

- If you do not have all required information needed to complete the form AND you want to "save as you go," you can type an X in any required field (marked with the red asterisk).
- When you get to the bottom of the form, you will press the CONTINUE button.
- When you get to the Review Information Tab you will see the instructions for Save & Edit later. This way, you can access the draft version of your form when you do have all the required information, and fill in the correct information.
- Fields NOT marked as required can be left blank.
- Print a copy of your draft by pressing the printer icon with the words Print Preview under it.
- Then press on the Save and Edit Later button. This will take you to a screen with a Thank You! Tab.
- You must press the green button Print Confirmation. This generates a copy of what you have entered into the form so far. The Confirmation page contains your login and password.
- Your login is your email address and the Password is a unique code that is generated by the form. The unique Password code is required to access the form you saved.
- You will not be able to access the form you saved if you do not have the Print Confirmation.
- Your Login and Password used for the ASHA website WILL NOT WORK HERE.

3. Required Attachments:

- Prior to entering information into the electronic registration form, you should create the required attachments in either a .doc file or a .pdf file.
- For Individual Learning Experiences you will need to scan the required Self-study forms into a .doc file or a .pdf file.
- You will be able to browse your computer to upload the following required attachments:

Required for all course registrations:

- Learning Outcomes
- Time-ordered Agenda
- Primary Promotional materials must include the ASHA Approved CE Provider Brand Block and CEU sentence

Required for Individual Learning Experiences (self-studies) registrations:

- Self Study Product Information Form
- Peer Reviewer Comments Form
- Peer Reviewer Credentials Form
- CEA Response to Peer Reviewer Comments Form
- Pilot Study Forms (if needed)

Uploading required documents:

You will submit the required attachments in Word (.doc) or scan documents into Adobe (.pdf) by uploading the files to the electronic form. The electronic form allows you to browse your own computer files so you can upload the required attachments. Please note: you will not be able to click on the link that appears in the upload field to make sure you uploaded the correct document. You will need to Save & Edit Later when you reach the end of the form, and when you access the course to Edit Later, you will see the name of the file above the upload field. You will be able to click on the link and see the document you uploaded. If it is incorrect, you can delete it, browse your computer, and upload the correct document.

OPTIONS for uploading one document that includes all required attachments:

1. If you have one document that includes the Time-ordered Agenda, the Brand Block & CEU Sentence (Primary Promotional Materials), and the Learning Outcomes you should upload it in section III.B. You do not need to upload an individual brochure if you have already uploaded your Time-ordered agenda, Learning Outcomes, and Promotional Materials as separate documents.

The document must be .doc or .pdf file format.

-OR-

2. If you do not have all 3 of the required attachments in one document, you should upload them individually in the following sections:
 - Section II.B.1 (Time-ordered Agenda)
 - Section III.A (Promotional Materials - must include Brand Block and CEU Sentence).
 - Section IV.B. (Learning Outcomes)

Documents must be in .doc or .pdf file formats.

Options for uploading promotional materials (must include ASHA approved CE Provider Brand Block and CEU sentence):

1. If your Brand Block and CEU sentence are on a web page, please upload a screen shot of that page here. The document with your screen shot must be .doc or .pdf

-OR-

2. If your Brand Block and CEU sentence are in a separate document, you should upload it in Section III.A.

-OR-

3. If your Brand Block and CEU sentence are in a brochure that also includes the Learning Outcomes and the Time-ordered agenda, you should leave this blank. You should upload the brochure in section III.B.

Documents must be in .doc or .pdf format.

4. Options for uploading the Time Ordered Agenda or Learning Outcomes

If your Time-ordered agenda is in a separate document, please upload it in section II.B.1.

If your Learning Outcomes are in a separate document, please upload it in section IV.B.

5. If your Time-ordered agenda is in a brochure that also includes Learning Outcomes and the Brand Block/CEU sentence, you can leave Section IV.B blank. You can upload the brochure in section III.B. Documents must be in .doc or .pdf format.

Browsing the ASHA web page for documents required for Individual Learning Experiences:

6. The following links take you to the ASHA web page where all of the forms and instructions for Individual Learning Experiences (self-study) can be downloaded to your computer. Click on the link below for each form you'll need to prepare, scan, and upload:

- [Self-Study Product Information form \[RTF\]](#) or a copy of the self-study product/course components/assignments piloted. **Note:** Self-study registrations received after July 1, 2007, must use the form in lieu of submitting the product.
- [Peer Review Response Form \[RTF\]](#) (if applicable; minimum two peer reviewers)
- [Peer Reviewer Credentials Form \[RTF\]](#) for each reviewer (if applicable)
- [Response to Peer Reviewers' Comments Form \[RTF\]](#) (if applicable)

[Pilot Study Report \[PDF\]](http://www.asha.org/ce/for-providers/admin/pilot_study_orientation.htm) (explained in detail at http://www.asha.org/ce/for-providers/admin/pilot_study_orientation.htm)

Entering Offering information

Just one offering:

If you know you will only offer the course content one time, you will not enter any Additional Offerings. Examples would be an annual conference, a journal club series of sessions, or a workshop that will be offered only one time. Instructions for registering just one offering:

1. Fill in the information in section VII.D. for the one offering of the course.

More than one offering:

Examples are an ethics course required by your state that will be repeated one time each month, a seminar that will be offered four times a year in different locations, or an individual learning experience available for individuals to complete every three months.

If you know the dates and locations of the additional offerings, enter that information into each Additional Offering fields in section VII.B. The form will assign the offering number for you.

If you intend to register more than one offering, but do not have the dates and locations:

- Enter the first offering of the course on the form
- Do not fill in the additional offering fields on the form
- Submit an [Additional Offering Form](#) to register the other offerings at a later time.

Payments for Cooperative Offering Fees:

You can pay by credit card or check. ASHA accepts Mastercard, Visa and Discover. American Express is not accepted.

Mail check payment for cooperative offering fees to:

- American Speech-Language-Hearing Association
- PO Box 1160; mail stop #340
- Rockville, MD 20849
- Include your confirmation page with your check
- Make check payable to American-Speech-Language Hearing Association