

ASHA CE PROGRAM, COURSE PLANNING, AND REPORTING REVIEW FORM

How to Use This Resource

ASHA Approved CE Providers plan, conduct, evaluate, and continuously improve their continuing education (CE) program using the requirements established by the ASHA Continuing Education Board (CEB). There are many steps involved in maintaining an effective CE Program. Some may happen well before the course start date, while others will happen as the course date approaches. Some tasks may be so “automatic” that you don’t realize they are part of the planning process.

To be a successful ASHA CE Provider, it is important to have a documented process that outlines the tasks involved in maintaining an ongoing CE Program, when they will occur, and who is responsible for ensuring each task is completed. This worksheet is designed to help you determine your process and may be used in the future as part of your CE program documentation. It is broken down into three sections:

- [Ongoing CE Program Processes](#)
- [Course Reporting and Post-Course Procedures](#)
- [Course Planning Procedures](#)

NOTE: Once you enter your information, please save and upload this file into Item 2-1 in the online application. There are questions throughout the application related to programs, course planning, and participant reporting. You can use your responses here to complete those items.

Section 1: Ongoing CE Program Process

These tasks address your overall CE program, organizational structure, and overarching responsibilities. Some tasks are administrative, while others address ongoing implementation of the ASHA CEB Requirements and provision of quality CE. They may occur **annually, quarterly, or more frequently**, depending on needs.

Task	Date Completed	Title of Responsible Individual	Related Resources <i>(Control or Command+ Click to open in new window)</i>
<input type="checkbox"/> Review organizational chart and CE unit staffing.			
<input type="checkbox"/> Review CE course budget.			
<input type="checkbox"/> Review organization’s CE policies; update as needed.			
<input type="checkbox"/> Review and update Course Planning Procedures.			
<input type="checkbox"/> Review and update Course Reporting Procedures.			
<input type="checkbox"/> Review and update Post-Course Procedures.			
<input type="checkbox"/> Incorporate changes in CEB requirements, policies, etc. into review process.			
<input type="checkbox"/> Review CE administrator qualifications.			CEA job description
<input type="checkbox"/> Review CE content consultant qualifications, if appropriate.			Content consultant job description

ASHA CE PROGRAM, COURSE PLANNING, AND REPORTING REVIEW FORM

Section 2: Course Planning Procedures

These tasks support the development of high-quality CE programming. Some are specific to ASHA CEB Requirements (for example, identifying both financial and non-financial relevant relationships). Others reflect adult learning principles and quality instructional design. The tasks below are listed in a generally sequential order, but you may find that you follow a slightly different process and are free to make edits, add or delete tasks, or change the order of tasks.

You may want to consider a course start date (hypothetical or real) and work backwards from that date to determine accurate timelines. The timing of each task in this list should be in terms of the number of months, weeks, or days ahead of the course start date.

Course start date: _____

Task	Date Completed	Title of Responsible Individual	Related Resources <i>(Control or Command+ Click to open in new window)</i>
<input type="checkbox"/> Identify the learning needs of target audience.			
<input type="checkbox"/> Determine learning outcomes based on identified needs.			Creating Learning Outcomes
<input type="checkbox"/> Manage financial and in-kind support, exhibits, and advertising.			Course Financial and In-Kind Support Disclosure Exhibits & Advertising
<input type="checkbox"/> Propose planning staff and instructor(s).			
<input type="checkbox"/> Conduct initial identification, review, and resolution of course planner and instructional personnel relevant financial and nonfinancial relationships.			Instructional Personnel/Planner Disclosure
<input type="checkbox"/> Make final selection of planners and instructor(s). Can only take place after reviewing and resolving conflicts of interest.			
<input type="checkbox"/> Establish content and instructional methodology.			
<input type="checkbox"/> Identify and select appropriate and accessible facilities or online platform(s), as applicable.			

ASHA CE PROGRAM, COURSE PLANNING, AND REPORTING REVIEW FORM

Task	Date Completed	Title of Responsible Individual	Related Resources <i>(Control or Command+ Click to open in new window)</i>
<input type="checkbox"/> Determine learning resources needed to accomplish the learning outcomes.			
<input type="checkbox"/> Establish satisfactory completion requirements for course.			
<input type="checkbox"/> Establish attendance documentation method.			
<input type="checkbox"/> Determine learning assessment procedures.			
<input type="checkbox"/> Develop course evaluation procedures.			
<input type="checkbox"/> Develop time-ordered agenda.			
<input type="checkbox"/> Calculate number of ASHA CEUs.			Calculate ASHA CEU Amounts
<input type="checkbox"/> Determine if partial credit will be allowed and establish criteria.			
<input type="checkbox"/> Provide required disclosures to learners prior to conducting course.			Disclosing to Learners
<input type="checkbox"/> Produce promotional materials according to CEB requirements (to include required disclosures).			Promotional Materials Guidance
<input type="checkbox"/> Account for special needs requests.			
<input type="checkbox"/> Register course in the Course Registration and Reporting Portal. This must be done at least: <ul style="list-style-type: none"> • 15 days before the start date of a new course. • 3 days before an additional offering of an existing course. • 30 days before the start date of a new cooperative course. 			CE Provider Portal User Guide Registration Deadlines
<input type="checkbox"/> Check with instructor(s) prior to course delivery to ask if there have been changes in relevant relationships since the initial disclosure. Review, resolve and update instructional personnel disclosure statements, as needed.			

ASHA CE PROGRAM, COURSE PLANNING, AND REPORTING REVIEW FORM

Section 3: Course Reporting and Post-Course Procedures

Once a course is completed, the Provider must have a process in place to verify learner attendance and report those who met satisfactory completion requirements and wish to earn ASHA CEUs. These tasks are important aspects of customer service because if they are not completed correctly or on time, your learners may not get the ASHA CEUs they expected. You have 45 days after the course to report participants to ASHA CE, but you may do so earlier, if you have clearly communicated deadlines to learners, and you are sure you have everyone included in your reporting.

After you submit participants to ASHA CE, we reconcile that reporting with our member database to ensure that we are awarding ASHA CEUs to the correct people. We will send you a course roster of the participants you reported, corrected with any information from our database. It is your responsibility to check rosters for accuracy and tell us of any corrections that need to be made by the date indicated on the roster.

Additional tasks that should occur after a course end include providing the instructor(s) with feedback and evaluating course data. This information will allow you to make changes to the course and use the data as part of your needs assessment for future courses.

You may want to consider a course end date (hypothetical or real) and work from that date to determine accurate timelines. The timing of each task in this list should be in terms of the **number of months, weeks, or days after the course ends**.

Course end date: _____

Task	Date Completed	Title of Responsible Individual	Related Resources <i>(Control or Command+ Click to open in new window)</i>
<input type="checkbox"/> Verify attendance and satisfactory completion for those requesting ASHA CEUs.			
<input type="checkbox"/> Prepare course reporting (Excel spreadsheet, .csv file, etc.).			Reporting Options
<input type="checkbox"/> Submit reporting within deadlines (no more than 45 days after the course end date for most reporting).			Reporting Deadlines
<input type="checkbox"/> Review course roster from CE Registry once received.			Reporting and Rosters
<input type="checkbox"/> Maintain course participation records for 2 years.			
<input type="checkbox"/> Provide instructor(s) with feedback on performance.			
<input type="checkbox"/> Analyze course evaluation data.			