

ASHA Continuing Education Administrator (CEA) Job Description

Job Purpose:

The ASHA CE Administrator (CEA) is the liaison and contact person between the ASHA Approved CE Provider organization and the Continuing Education Board (CEB) and is responsible for seeing that all CEB requirements and procedures are followed.

The ASHA CE Administrator is the person charged with overseeing the ASHA Approved CE Provider's continuing education program and is the identifiable and continuous authority designated to ensure that the organization is in compliance with all ASHA Continuing Education Board requirements.

Knowledge required:

- *Experience planning, delivering and evaluating continuing education courses*
- *Preferred-- an ASHA-certified speech-language pathologist or audiologist or speech, language, or hearing scientist; and/or ASHA member**
- *Previous experience with continuing education programs or a credentialing agency, a plus*

**If the CE Administrator candidate is neither an ASHA member nor a holder of one of the ASHA Certificates of Clinical Competence (i.e., certified by ASHA), then the organization must designate a CE Content Consultant who:*

- *is an ASHA-certified speech-language pathologist; audiologist; speech, language, or hearing scientist; and/or ASHA member,*
- *will serve as a subject matter expert,*
- *must be involved in all continuing education course planning, implementation, and evaluation.*

Skills for success in this position:

- Demonstrated ability to use computer technology consistent with duties and responsibilities
- Demonstrated ability to accurately collect and manage data
- Previous experience in project /meeting management or curriculum development
- Ability to meet deadlines
- Attention to detail
- Ability to organize and prioritize workload
- Excellent verbal and written communication skills
- Ability to develop policies and procedures
- Ability to work independently while also working collaboratively with ASHA CE Staff and the ASHA Continuing Education Board and the CE Content Consultant (if applicable)

Duties & responsibilities:

- Follows all current CEB requirements and procedures and any new updates by date of implementation
- Responsible for the adherence to CEB requirements in the planning, delivery and evaluation of courses offered for ASHA CEUs including meeting deadlines for submission of reports, forms, and fees.
- Registers courses by deadline using appropriate ASHA CE forms and providing all required attachments

- Reports on all registered courses using appropriate ASHA CE forms within 45 days of the end date of the course
- Develops and maintains a system for required file maintenance of all correspondence sent to and received from ASHA CE including: course materials, course rosters, five-year reaccreditation
- Sole contact responsible for all communications between the ASHA Approved Provider and the ASHA CE Board/Staff
- Responds to ASHA member inquiries and requests in a timely manner about courses offered for ASHA CEUs
- Works in collaboration with a CE Content Consultant, if applicable.

Examples for utilizing your content consultant:

- Include them on your convention or program planning committee
- Have them review the proposed program prior to submission to ASHA CE
- Serves as resource for suggesting speakers and content
- Tap them for information about ASHA resources
- Include them in the needs analysis and program evaluation process