

## CE Deadline Reference Guide – Registration-Related

Information Submitted to ASHA CE	Link to Access Form(s)	Deadline	Receipt Confirmation Sent to CEA	Expectation of response from ASHA CE and when
<b>Course Registration – Sole- and Joint-Provider Initiated</b>	CE Provider Portal ( <a href="#">“My Account” on ASHA.org</a> )	15 days <b>prior</b> to start date of first offering	Automated Email from CE Provider Portal once the registration is submitted	Email requesting additional information <b>OR</b> Registration Confirmation sent within 3-4 weeks after course submission
<b>Course Registration – Cooperative Course</b>	CE Provider Portal ( <a href="#">“My Account” on ASHA.org</a> )	<b>30</b> days <b>prior</b> to start date of first offering	Automated Email from CE Provider Portal once the registration is submitted	Email requesting additional information <b>OR</b> Registration Confirmation sent within 3-4 weeks after course submission
<b>Additional Offerings</b>	Course’s offering overview page within the Course and Offering Registration System	3 days <b>prior</b> to start date of the offering	None	New offering(s) will appear immediately on course’s offering overview page
<b>Change to Course Registration Confirmation</b>	<a href="#">Course / Offering Registration Change Form</a>	7 days from receipt of information	Auto-generated Email confirmation of web form submission	Email requesting additional information <b>OR</b> updated course registration confirmation on the course’s overview page in the Course and Offering Registration System
<b>Change to Course Offering Confirmation</b>	<a href="#">Course / Offering Registration Change Form</a>	7 days from receipt of information	Auto-generated Email confirmation of web form submission	Email requesting additional information <b>OR</b> Updated course registration confirmation on the course’s overview page in the Course and Offering Registration System

## CE Deadline Reference Guide – Reporting-Related

Information Submitted to ASHA CE	Link to Access Form(s)	Deadline	Receipt Confirmation Sent to CEA	Expectation of response from ASHA CE and when
Reporting via Excel	CE Provider Portal ( <a href="#">"My Account" on ASHA.org</a> )	Within 45 days of the end date of the offering	None, our system will process the file overnight	An email notifying that a roster is available will be sent 7-10 business days from the upload date.
<b>Reporting</b> via Bubble sheets	<a href="#">Course Offering Report Form</a>  <a href="#">Participant Form</a>  <a href="#">Fax Cover Sheet (Fax only)</a>	Within 45 days of the end date of the offering	<b>Please Note:</b> Paper and fax reporting do not receive immediate confirmations.  Please keep mail/fax receipts as proof of submission.	An email notifying that a roster is available will be sent 7-10 business days from the submission date.
Reporting via .CSV files (approval process required)	<a href="#">CSV Submission Portal</a>	Within 45 days of the end date of the offering	Electronic reporting receives auto-generated email confirmation after submission	An email notifying that a roster is available will be sent 7-10 business days from the submission date.
Reporting via Web Service/System to System (approval process required)	N/A	Within 45 days of each learner's ASHA CEU Date (aka course completion date)	ASHA CE's system will return a response web call upon receipt of Offering information, and again after receiving participants	<b>For Group (Live) / Blended offerings:</b> An email notifying that a roster is available will be sent 7-10 business days from the transmission date.  <b>For Individual (Self-Study) offerings:</b> An email notifying that a roster is available will be sent within 7-10 business days from the end date of the offering.

### CE Deadline Reference Guide – Reporting-Related (continued)

Information Submitted to ASHA CE	Link to Access Form(s)	Deadline	Receipt Confirmation Sent to CEA	Expectation of response from ASHA CE and when
<b>Reporting offerings with Zero Participants</b>	CE Provider Portal ( <a href="#">"My Account" on ASHA.org</a> )	Within 45 days of the end date of the offering	None, our system will process the submission overnight	An email notifying that a roster is available will be sent 7-10 business days from the upload date.
<b>Cancel Offerings</b>	CE Provider Portal ( <a href="#">"My Account" on ASHA.org</a> )	Within 45 days of the end date of the offering	None	Offering's status will update immediately in the CE Provider Portal
<b>Roster Changes</b>	CE Provider Portal ( <a href="#">"My Account" on ASHA.org</a> )	By Roster Changes Due By Date listed on the roster	None	<p><b><u>Please Note:</u></b> Depending on the circumstances behind the requested change, this may require you to contact your Accounts Manager for a consultation.</p>

## CE Deadline Reference Guide – Miscellaneous

Information Submitted to ASHA CE	Link to Access Form(s)	Deadline	Receipt Confirmation Sent to CEA	Expectation of response from ASHA CE and when
Missed Registration Deadline Appeal (15, 3, or 30 Day)	CE Provider Portal ( <a href="#">"My Account" on ASHA.org</a> )	As soon as the organization has knowledge of the need for a consultation	None	Your CE Provider Manager or Accounts Manager will call you.
<b>Changes to a Provider Organization</b>	<a href="#">Changes in Provider Organization</a>	As soon as the organization has knowledge of the change	Auto-generated Email confirmation of web form submission	An email should be received in 10-14 business days.
<b>Change to Personnel or Organizational Contact Information</b>	<a href="#">Change to Contact information</a>	As soon as the organization has knowledge of the change	Auto-generated Email confirmation of web form submission	Changes should be visible online in 3-5 business days.
<b>Changes in Personnel (CEA, Content Consultant, Supervisor)</b>	<a href="#">Change in Personnel Form</a>	As soon as the organization has knowledge of the change	Auto-generated Email confirmation of web form submission	An email should be received within 30 business days.