VERIFICATION OF ATTENDANCE

This form will be accepted as documentation of attendance for the ASHA certification maintenance professional development requirement. This form is provided for ASHA certificate holders to document professional development hours (PDHs), such as employer-sponsored in-service activities and other organizations’ continuing and professional development activities.

This confirms that ____________________________________________________________
(print name of attendee)

Attended (title of activity):

________________________________________________________________________

Topics: ___________________________________________________________________

Completion date: __________________________

Number of PDHs*: _________________________________________________________

Certification Maintenance Verified By:

________________________________________________________________________

Name of sponsoring organization or third party

________________________________________________________________________

Authorized individual’s signature

________________________________________________________________________

Mailing address of sponsoring organization or third party

________________________________________________________________________

Telephone number __________________________ Email address __________________

*ASHA PDH = 60 minutes spent in a professional development activity as a learner or participant (not including break time).

0.1 ASHA CEU = 1 PDH
1.0 ASHA CEU = 10 PDHs
3.0 ASHA CEUs = 30 PDHs
1 quarter hour college coursework = 10 PDHs
1 semester hour academic coursework = 15 PDHs