

## 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>	Course and Offering Registration System <a href="#">("My Account" on ASHA.org)</a>	15 days <b>prior</b> to start date of first offering	Automated Email from Registration System once the registration is submitted	Email containing instructions to provide additional information <b>OR</b> Registration Confirmation emailed within 3-4 weeks after course submission
<b>Course Registration – Cooperative Course</b>	Course and Offering Registration System <a href="#">("My Account" on ASHA.org)</a>	<b>30</b> days <b>prior</b> to start date of first offering	Automated Email from Registration System once the registration is submitted	Email containing instructions to provide additional information <b>OR</b> Registration Confirmation emailed 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 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 with Participants	<a href="#">Fax Cover Sheet</a> <a href="#">Participant Form</a> <a href="#">Course Offering Report Form</a> <a href="#">Electronic Portal</a>	Within 45 days of the end date of the offering	<p><b>Please Note:</b> Paper and fax reporting do not receive immediate confirmations.</p> <p>Please keep mail/fax receipts as proof of submission.</p> <p>Electronic reporting receives auto-generated email confirmation after submission</p>	<p>An emailed roster will be received via email 7-10 business days from the submission date.</p> <p><b>Self-Study</b> roster will be received 7- 10 business days AFTER the end date of the offering.</p> <p>If a <b>due soon reminder</b> is received after reporting has already been sent, contact Accounts Manager directly.</p>
Reporting with No Participants Requesting ASHA CEUs	<a href="#">Zero Participant Web Form</a>	Within 45 days of the end date of the offering	Auto-generated Email confirmation of web form submission	<p>An emailed roster will be received via email 7-10 business days from the submission date.</p> <p><b>Self-Study</b> roster will be received 7- 10 business days AFTER the end date of the offering.</p> <p>If a <b>due soon reminder</b> is received after reporting has already been sent, contact Accounts Manager directly.</p>
Cancel Offerings	<a href="#">Canceled Offerings Form</a>	Within 45 days of the end date of the offering	Auto-generated Email confirmation of web form submission	Confirmation of cancelation emailed in 3-5 business days.
Roster corrections	<a href="#">Roster Correction Form</a>	Within 45 days of the errors and omissions date listed on the roster	Auto-generated Email confirmation of web form submission	A revised roster will be sent via email 7-10 business days from the submission date.

## 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
<b>Appeal</b>	<a href="#">Appeal Request Form</a>	As soon as the organization has knowledge of the need for an appeal	Auto-generated Email confirmation of web form submission	An emailed Appeal Decision should be received on behalf of the CEB within 3-6 weeks.
<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.