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 Certification Maintenance Hours (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 Certification Maintenance Hours*: ____________________

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 E-mail address

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

- 0.1 ASHA CEU = 1 CMH
- 1.0 ASHA CEU = 10 CMHs
- 3.0 ASHA CEUs = 30 CMHs
- 1 quarter hour college coursework = 10 CMHs
- 1 semester hour academic coursework = 15 CMHs