Record Keeping Form for Certification Maintenance Hours (CMH) Audit

Please do not report the CEUs that are included on your CE Registry Transcript

Name: _____ ASHA ID #: _____ 3-year maintenance interval: _____

Area of certification: ☐ Audiology ☐ Speech-Language Pathology ☐ Dually certified

Instructions

- *List each of your professional development activities on a separate line. Be sure the activities were completed during your 3-year maintenance interval.*
- *Calculate the CMHs.* | *.1 CEU = 1 CMH* | *1 CEU = 10 CMHs* | *1 quarter hour of university course work = 10 CMHs* | *1 semester hour of university course work = 15 CMHs*
- *Be sure to attach the documentation of participation/attendance/completion for each activity you list on the Record Keeping form.*

Incomplete Record Keeping forms and/or documentation will delay your certification maintenance process.
If you have questions, please call 800-498-2071or send an email to certification@asha.org.
You may send your form and supporting documentation to: ***ASHA, attn: Certification Unit, 2200 Research Blvd. #313, Rockville, MD 20850-3289***

*Activities will not be accepted without appropriate documentation**

Title of Activity	Completion Date	Sponsoring Organization/Third Party	Number of CMHs	Documentation of Participation*		Office Use Only

***Documentation Required for Audit: Acceptable documentation of participation is a copy of a certificate of participation, a copy of a letter of participation, a copy of the college transcript, and/or a copy of a transcript of activities from other professional organizations. Sign-in sheets, registration fees receipts, and/or course descriptions and brochures are not acceptable. If you cannot get acceptable documentation for CMH activities, you will not be able to use those activities.**