

Guidelines for Co-sponsorship of Continuing Education (CE) Activities

Promotional Brochure

ASHA provides set guidelines for content that must be in the promotional brochure. These include:

- Time Ordered Agenda
- Learner Outcomes
- ASHA CE Paragraph
- Complete disclosure of conflicts of interest form

To insure that your brochure conforms with these guidelines please submit your brochure to the CSHA CE Administrator for review during the development phase. **If an activity fee is charged, CSHA members will receive a reduced registration fee of at least 10%. This must be noted in the brochure.** After CSHA reviews the brochure, the ASHA CE paragraph (with the appropriate language) will be provided for inclusion in the brochure.

Prior to the Event

The **Continuing Education Activity Approval Worksheet** must be completed and received from a facility or an organization (not an individual) a minimum of 30 days prior to the event to allow adequate processing time. The following items are needed at the time of application submission:

1. Continuing Education Activity Approval Worksheet with corresponding documentation requested
2. \$250.00 check payable to ASHA as a processing fee (**purchase orders are not accepted**)
3. \$100.00 fee payable to CSHA (**purchase orders are not accepted**)

The CSHA CE Administrator will notify the facility/organization of ASHA's approval/rejection or changes required immediately upon receiving such information from ASHA.

At least 10 days prior to the activity, CSHA will send the following documents to the partner organization:

1. CEU Participant Form
2. CSHA/ASHA Activity Final Checklist

It is the responsibility of the partner organization to duplicate and distribute these forms to the participants. Care should be taken in duplicating these forms so they are not altered from their original format.

During The Event

A person (preferably activity chair or coordinator) must be available at the activity to present the required CE forms, collect them and compile completed forms according to the guidelines.

Participants requesting hours must sign in and sign out of the conference, complete the CEU Participant Form in its entirety and complete a learning/assessment form.

Presenters must display approved information disclosing conflicts of interest.

After the Event

Upon completion of the activity, the following must be returned to the CSHA office by the facility/organization within two (2) weeks of the event.

1. CSHA/ASHA Activity Checklist
2. CEU Participant Forms (alphabetized by last name)
3. Alphabetical listing of participant names and addresses
4. Sign-In Sheet
5. Learning Assessment Evaluation Forms
6. Final brochures, announcements, programs, etc. that were not included when activity was initially submitted.

The above information **must be accompanied** by a check covering a processing fee of \$5.00 per CEU recipient payable to CSHA. **Purchase orders are not accepted.** (The hosting facility/organization may want to consider incorporating this fee into registration fees.) CE forms will not be processed without payment of this fee.

Failure to include ALL attachments required on either the CE Approval Worksheet of ASHA Activity Checklist or to meet the required deadlines can jeopardize the ability of the co-sponsoring organization to receive CE approval for the activity. In addition, failure to return the participant forms by the required deadline may result in an ASHA instituted fine of up to \$200.00 and the forfeiture of future CSHA co-sponsorship approval.

This policy will be reviewed and revised as needed.

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