



# APPLY ONLINE FOR TSHA CONTINUING EDUCATION APPROVAL

## TSHA CONTINUING EDUCATION CE APPROVAL

TSHA Continuing Education (CE) approval is provided for events which meet the continuing education requirements for renewal of Texas licensure for speech language pathology and/or audiology. Any sponsor, organization, agency, institution, or individual planning an educational program related to the field of communication disorders may apply for TSHA CE approval.

*NOTE: The information contained in this brochure does not apply to ASHA CEUs*

## APPLYING FOR CE APPROVAL FOR A COURSE/ACTIVITY

Applications must be submitted via the online application process and must be submitted at least 30 days prior to the program date. The program sponsor will complete the **Application for Continuing Education Approval** (live presentation or web/e-learning) for each course. Additional information may be required regarding the pertinence of the program at the discretion of the processor or the approvers.

**Online applications are available at:** <http://www.txsha.org> under Continuing Education and are automatically forwarded to the TSHA CE Processor. Note: Late applications may be considered for acceptance with a late charge of an additional \$75. Should circumstances prohibit the TSHA CE Processor from completing the approval process with the late application; the Processor will contact the applicant via phone or email. Applications received less than 21 days from the program date will not be considered for processing.

## FEE SCHEDULE

This fee schedule was approved by the TSHA Executive Board effective September 01, 2010. Approval fees are determined based on the number of courses (*classroom and/or web based*) a sponsor holds each year between July 1<sup>st</sup> and June 30<sup>th</sup>. Fees are non-refundable.

<u>Number of Courses</u>	<u>Fee</u>
1 course	\$150
2 - 3 courses	\$250
4 - 6 courses	\$450
7 or more	\$550
Late Fee*	\$75

*\*Applications are considered late if they are submitted less than 30 days prior to course date.*

Courses do not have to be submitted at the beginning of each year or at the same time. Approval fees will be adjusted as applications are received. Example: ABC Schools submits one application for approval in July. They will be invoiced \$150. Subsequently ABC Schools submits another course in December. They will be invoiced the difference between 1 course and 2-3 courses, which is \$100.

### **Calculating Courses**

A course is considered one course even if it extends for more than one day or is spread out over multiple dates (*no more than 3 contiguous months*) if the same participants are involved in all sessions. If different participants attend the sessions, then each session will be considered a separate course.

### **Calculating Hours**

Minimum course time is 1.0 hour and credit is issued in one-half hour increments only (do not include registration, break, lunch, and evaluation times).

### **Payment Process:**

#### **All payments via check MUST be submitted to:**

Tammy Ybarra – TSHA CE Processor  
1901 Autumn Fire Dr., Cedar Park, TX 78613

Or pay online by credit card: [https://www.txsha.org/continuing\\_education/ce\\_payment.aspx](https://www.txsha.org/continuing_education/ce_payment.aspx)

## **STATEMENT OF APPROVALS**

While your application is being considered for approval, you may publish a statement in your brochure as follows: *This program has been submitted for approval of \_\_\_ clock hours of continuing education credit by the Texas Speech-Language-Hearing Association (TSHA). TSHA approval does not imply endorsement of course content, specific products, or clinical procedures.* If the course/activity is approved, a Verification of Continuing Education Form, a Roster Form and (if requested) a TSHA Evaluation Form will be sent to the sponsor as notification. This form bears the approver's name and the number of hours approved. Sponsors are also notified if a program was not approved.

Once the sponsor is notified of approval, the sponsor may publish the approval as follows: *This program has been approved for \_\_\_ clock hours of continuing education credit by the Texas Speech-Language-Hearing Association (TSHA). TSHA approval does not imply endorsement of course content, specific products, or clinical procedures.*

**Verification – Classroom Courses:** The program sponsor will receive a master copy of the Verification Form, the Roster Form, and (if requested) an Evaluation Form. A representative of the sponsoring organization should be stationed either in the classroom or just outside the room to ensure no participants leave until the conclusion of the program. The program sponsor will ensure all attendees sign the roster legibly and include their License number and TSHA member number for the TSHA CE Registry.

The program sponsor is responsible for making copies of the Verification Form to distribute to the participants after they have completed the required number of hours and turned in an evaluation form to the sponsor. The program sponsor must ensure the total CE hours written on the Verification forms match the hours credited to each participant on the roster.

The original Roster Form must be mailed to the TSHA CE Processor (1901 Autumn Fire Dr., Cedar Park, TX 78613) within 15 days of program completion. If the program has several dates, send the Roster after the last date with the total hours for each participant. Please ensure all rosters include license number as well as the TSHA membership number under the column TSHA Member #. This information is essential for the TSHA CE Registry.

**Evaluation:** Each participant desiring CE credit for a program must complete an Evaluation of Presentation Form. Evaluation Forms and instructions developed by the TSHA CE Committee are also provided with the

notice of approval. The sponsor may use their own form if it is consistent with the TSHA Evaluation Form. The sponsor keeps the evaluation forms for future reference. Do not send copies of the evaluations to the CE Processor.

## SUMMARY OF PROCEDURE TO APPLY FOR CE APPROVAL

1. Sponsor plans program.
2. Sponsor completes and submits application for TSHA approval online. Applications must be submitted at least **30 days prior to the program date**. The application must include a timed agenda and a monitoring statement (unless using the TSHA Roster). **If the program is submitted inside the specific deadline window, a \$75 late fee will be assessed.**
3. Payment needs to be made to TSHA.
4. TSHA processes the application.
5. If program is approved, notification of approval is sent to sponsor.
6. Completed rosters must be mailed to the TSHA CE Processor within 10 days of completion of course. Please ensure all rosters include Y or N under the TSHA member column. If the person indicates Y in this column, please verify they also included their TSHA membership number. This information is essential for upload to the TSHA CE Registry.
7. If a program is not approved, the sponsor will be notified by the TSHA CE Processor.

TSHA reserves the right to conduct on-site monitoring of any and all programs approved for CEs. All programs are automatically listed on the TSHA Calendar located on the website at [www.txsha.org](http://www.txsha.org) unless sponsor requests "no listing".

## CHANGE OR CANCELLATION OF PROGRAM

Program changes or cancellations must be approved by the appropriate TSHA CE Committee. Please contact the TSHA CE Processor immediately if you anticipate any change. Changes may require additional payment, depending on the nature of the program change.

Refund of CE Processing Fees: CE processing fees are non-refundable with the exception of those programs which are denied CE credit.

If you have any questions about the CE process, please contact the TSHA CE Processor:

**Tammy Ybarra – CE Processor**  
1901 Autumn Fire Dr.  
Cedar Park, TX 78613  
512-627-3587 (PH)  
[tsha\\_ce@austin.rr.com](mailto:tsha_ce@austin.rr.com)

*Note: This flyer is current as of April 2012, and incorporates changes from 2010 (fee structure) and 2005 (late payment).*

