

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 Independent Study or ASHA CEUs

APPLYING FOR CE APPROVAL FOR A COURSE/ACTIVITY

Applications will be submitted via the online application process. Applications must be submitted at least 30 days prior to the program date.

The program sponsor will complete the **Application for Continuing Education Approval Form** for each course, with the timed-agenda and a monitoring statement. 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/ce_course_app.aspx 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.

Payment Process: Effective July 01, 2006

All payments via check MUST be submitted to:

TSHA State Office, Attn: Tammy Ybarra

918 Congress Ave., Ste. 200 - Austin, TX 78701

Contact Tammy Ybarra at 512-494-1127 if using a credit card or other form of payment.

FEE SCHEDULE

This fee schedule has been approved by the TSHA Executive Board effective July 1, 2008.

| Length of Course / Activity | Fee per Activity |
|-----------------------------|------------------|
| 1.0 – 3.0 (hrs.) | \$ 90 |
| 3.1 – 6.0 | \$110 |
| 6.1 – 9.0 | \$130 |
| 9.1 – 12.0 | \$150 |

Approval fees are calculated in 3-hour time blocks based on clock hours (and do not include registration, break, lunch, and evaluation times).

Minimum course time is 1.0 hours and credit is issued in one-half hour increments only.

A program may extend into another month, but no more than 3 contiguous months. However, the same participants must be involved in all sessions. If different participants attend each session, then each session will be considered a separate course.

Only regional speech – language - hearing associations in Texas (AAASLP, DASPA, DFWASHA, EPSHA, HACD, STSHA, etc...) or the National Student Speech Language and Hearing Association (NSSLHA) groups can submit CE approval requests in blocks of 3 hours, but no more than one calendar quarter can be used for that blocking.

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 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 and a Roster Form (and a TSHA Evaluation Form, if requested) 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 TSHA. TSHA approval does not imply endorsement of course content, specific products, or clinical procedures.*

If the program has several dates, send the Roster after the last date with the total hours for each participant. Please ensure that all rosters include Y or N under the TSHA member column. If a person indicates Y, they must also include their TSHA membership number. This information is essential for the TSHA CE Registry.

Verification: The program sponsor will receive a master copy of the Verification Form, the Roster Form, and (if requested) an Evaluation Form. 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 will ensure all attendees sign the roster legibly and include their licensure number for the CE Registry. The program sponsor must ensure that the Verification Form match the hours credited on the Roster Form.

The original Roster Form must be mailed to the TSHA CE Processor (PO Box 38 – Kenton, OH 43326-0038) within 5 days of program completion. If the program has several dates, please send the Roster after the last date.

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. 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. **If the program is submitted inside the specific deadline window, a \$75 late fee will be assessed.**
3. Payment will be submitted to:
TSHA State Office
918 Congress Ave., Ste 200 - Austin, TX 78701
Attn: Tammy Ybarra
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 5 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 website www.txsha.org unless sponsor requests "no listing".

Note: This brochure is current as of July 2008, and incorporates changes from 2006 (fee structure) and 2005 (late payment).

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 CE processor:

Leon Barbee
PO Box 38 – Kenton, OH 43326-0038
877-EDU-TSHA phone (419-673-0138)
419-673-0139 fax
leon.barbee@gmail.com

This information is presented by the Texas Speech-Language-Hearing Association (TSHA). It is designed to inform the general public about the professions of audiology and speech-language pathology and the help available from these professionals. For further information contact:

Texas Speech-Language Hearing Association CE Processor
Leon Barbee
PO Box 38 – Kenton, OH 43326-0038
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TEXAS SPEECH-LANGUAGE-HEARING ASSOCIATION

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