

## Continuing Education Procedures

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 education program related to the field of communication disorders will submit to the TSHA CE Processor the online application requesting pre-approval. The TSHA CE Approver(s) is responsible for evaluation of the logistical procedures and educational strategies, and deciding whether the education offering is appropriate for approved continuing education hours.

### CONTINUING EDUCATION APPROVAL

#### a) **Sponsoring Organization**

- i) The Sponsor must be capable of administering and coordinating the education offering.
- ii) The Sponsor must have a system in place to track and monitor participant attendance. It is the responsibility of the Sponsor to document attendance by use of sign-in/sign-out sheet.
- iii) The Sponsor must be clearly identified by name, address, telephone number/email.
- iv) The Sponsor must inform participants with instructions provided to log CE hours earned.
- v) The location of the workshop needs to be designated. City where workshop is taking place is sufficient.

#### b) **When to Apply**

- i) Applications for approval of CE programs must be submitted via TSHA CE Approval System a minimum of 30 days prior to course dates. Applications received less than 30-days prior, but within 21-days will be accepted and will incur a late fee of \$75.00. **Applications received less than 21-days from course date will not be considered for approval.**
- ii) If an application is submitted without payment or missing information, the application will be placed on hold until the information/documentation is received.

#### c) **Processing the Application**

- i) The review process generally takes (1) to (2) weeks once the application and payment has been received.
- ii) Credentialing forms including course roster, verification form and evaluation form will be available within the online approval system once the application is approved.

#### d) **Application Fees**

- i) All fees are to be submitted with the application and are nonrefundable. For specific rates see chart below. The fee is for the review of the application and does not guarantee approval.

Approval fees are determined based on the number of courses submitted for approval each calendar year between January 1<sup>st</sup> and December 31<sup>st</sup>.

#### CE Fee Schedule

1 Course	\$150
2-3 Courses	\$250
4-6 Courses	\$450
7+ Courses	\$550

- ii) Applications for approval of CE programs must be submitted via the TSHA CE Approval System a minimum of 30 days prior to course dates. Applications received less than 30-days, but within 21-days will be accepted and will incur a late fee of \$75.00. **Application received less than 21-days from course date will not be considered for approval.**

#### e) Credit Hours

- i) The request for approval must designate the number of clock hours that the education offering involves.
- ii) Clock hour credit will include only actual instruction time. A clock hour is defined as 60 minutes of instruction.
- iii) Minimum course time is 1.0 hour and credit is issued in one-half hour increments only. (Credit does not include, registration, breaks, lunch or evaluation time).
- iv) The Sponsor applies for approved credit hours, not the individuals who attend the offering.
- v) The Sponsor may not offer more CE credit that what was awarded by the TSHA CE Approver(s) or can Sponsor offer CE's retroactively.
- vi) The Sponsor will return completed Roster(s) to the TSHA CE Processor within 5 days of course completion. The course Roster is required even if a course offering is cancelled or no participants earned CEs. All Rosters must include participants' TSHA membership number.
- vii) The Sponsor/participant is responsible for logging CE hours into the TSHA CE registry via learning builder.
- viii) TSHA reserves the right to conduct on-site monitoring of any and all programs approved for CEs.

#### f. Course Design and Certificates

- i) 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 consecutive 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.
- ii) The Sponsor must determine if partial credit can be offered at the time the course application is submitted for approval. If a course is appropriate for partial credit, Sponsors must submit the course in the appropriate segments where partial credit can be given.
- iii) If a course was not originally submitted for partial credit and an emergency arises that prevents the participant from completing the full course, the Sponsor must first determine whether participants can meet the learning outcomes established for the course without attending the entire course. If the Sponsor determines partial credit is acceptable then the Sponsor must report the course credit to the participants registry. The participant cannot submit partial credit of courses.

- v) The Sponsor is responsible for making copies of the TSHA Verification of Completion Form for distribution to participants after they have completed the required number of hours, met the learner objectives, and turned in an evaluation form to the Sponsor. Sponsor will ensure all Rosters include TSHA membership number and are sent to the TSHA CE Processor within 5 days after the course.
- vi) If the Sponsor chooses to use their own Certificate of Completion rather than the TSHA Verification of Completion Form, it must include the course title course date, presenters' name, and number of CE hours earned. It should also include the statement: The learning assessment for this course was successfully completed. This program has been approved for \_\_\_ clock hours of continuing education credit by the Texas Speech-Language-Hearing Association.

**g) Advertising**

- i) Course information will be advertised on the TSHA CE Calendar unless Sponsor request no listing.
- ii) The Sponsor shall not advertise an education program as approved until official notification is received from the TSHA CE Processor. While the application is being considered for approval, Sponsor may publish a statement in their promotional materials 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.*
- iii) 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.*

**h) Qualified Presenters**

- i) Sponsor is responsible for submitting presenter qualifications including license type, educational degree(s), current employment, and experience relevant to the subject matter being taught.
- ii) Sponsor is responsible for coordinating the signing of presenter disclosure forms. Each presenter must sign and return a presenter disclosure to the Sponsor for each speaking engagement.

**i) Target Audience**

- i) The request for approval must identify and describe the expected audience.

**j) Course Description and Curriculum**

- i) The topic and its development must be related to the sciences as they pertain to speech-language pathology and/or audiology.
- ii) The title of the workshop should clearly reflect the overall content of the course.
- iii) The program description should include the key educational outcomes for the course.
- iv) The relevance of content to speech-language pathology and/or audiology should be stated
- v) The request for approval must clearly state a minimum of three (3) learning objectives. TSHA CE Approver(s) will be looking for learning objectives that have the following characteristics: 1. The specific action by the learner must be observable; 2. The specific action by the learner must be measurable; and 3. The specific action must be performed by the learners.
- vi) Sponsor must provide educational format methods (such as lecture or simulated learning situations) for achieving learning objectives.
- vii) Sponsor must provide a timed outline (agenda) briefly describing the specific topics to be covered during each hour. For purposes of determining number of CEs, the agenda must clearly distinguish between instructional time and break, social, or administrative time.
- viii) Course must focus on scientific and professional education, not product or service promotion. Sponsor must ensure CE Courses are developed independent of commercial influence and that learners are informed of planners' and presenters' financial and non financial relationships that might influence the content and/or presentation of courses. Sponsor is responsible for ensuring that the sale or promotion of products or services is not the focus of the CE course content and related materials. Selling or marketing specific products or services during the instructional portion of a course is prohibited.

**k) Evaluations**

- i) Sponsor is required to administer evaluations for each educational offering.
- ii) Sponsor may choose to use the TSHA Evaluation Form or create their own. Evaluation must include feedback on participants' satisfaction in the following areas:
  - (1) The quality of instruction and teaching ability (did the instructor present materials in a clear or orderly fashion, gear materials to a level appropriate to participants, respond to questions and needs of participants?)
  - (2) The instructors' level of knowledge and expertise
  - (3) The usefulness of the program content for meeting each of the programs stated objectives.
  - (4) The adequacy of the physical facilities (comfort, accessibility, space, visual and auditory support).
- iii) The Sponsor is required to keep a copy of all evaluations for three (3) years from the date of the workshop. TSHA has the authority to request copies of the evaluations.

**l) Record Keeping**

- i) The Sponsor is required to retain a record of each participant who successfully completes a course for TSHA CEs and the number of CEs earned. The record may be copies of the TSHA CE Verification of Completion Form (originals are given to participants), attendance rosters, typed or hand written lists, or other documentation developed by the Sponsor to maintain the names of participants earning TSHA CEs and the number of CEs awarded. The Sponsor also needs to retain record of the Presenter disclosure. Records must be maintained for a minimum of three (3) years from the completion date of the course offering. The system ensures that back-up records are available in the event that original CERosters are damaged, incorrect, or in the event that they never reach the TSHA CE processor.

**m) Program Change or Cancellation**

- i) The Sponsor must notify the TSHA CE Processor of any program changes. Changes to the program must be approved by the TSHA CE Approver(s). Changes may require additional payment, depending on the nature of the program change.
- ii) The Sponsor must notify the TSHA CE Processor if course is rescheduled or cancelled. Date changes may require additional payment.

**n) Conflict of Interest**

- i) Effective July 1, 2012 the following new requirement will be implemented: Conflict of Interest: Course must focus on scientific and professional education, not product or service promotion. Conflicts of interest disclosure is required of each individual developing and/or delivering a course. Individuals who participate in CE courses have the right to know of any conflicts of interest a presenter or planner may have. Selling or marketing specific products or services during instructional portion of a course is prohibited.