

Missouri Speech-Language-Hearing Association

GUIDELINES FOR ASHA CO-SPONSORSHIP OF CONTINUING EDUCATION (CE) ACTIVITIES

The Missouri Speech-Language-Hearing Association (MSHA) will individually administer co-sponsorship of CE activities that meet ASHA required guidelines. All events and topics must conform to ASHA guidelines for professional or related content. Speaker must possess professional qualifications. The focus of the activity must not be for the sale of a specific product.

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

To insure your brochure conforms with these guidelines, please submit your brochure to the MSHA Office for review during the development phase. After MSHA reviews the brochure, the ASHA CE Paragraph (with the appropriate language) will be provided for inclusion in the brochure.

Prior to Event

1. The **Continuing Education Activity Approval Worksheet** must be completed and received from a facility or an organization (not an individual) **a minimum of 60 days prior to the event** for adequate time to process.

The following items are needed at the time of application submission:

- Continuing Education Activity Approval Worksheet with corresponding documentation requested
- \$250 check payable to ASHA as a processing fee (**purchase orders are not accepted**)
- \$100 refundable deposit payable to MSHA) (**purchase orders are not accepted**)

2. The facility/organization must submit a processing fee of \$250 made payable to ASHA at the time the paperwork is sent to MSHA.
3. The facility/organization must submit a \$100 refundable deposit made payable to MSHA. This security deposit will be returned by MSHA once all documentation and payment are received from facility/organization. In the event the activity is cancelled, MSHA will return \$50 of the security deposit.
4. The MSHA CE Administrator will notify the facility/organization of ASHA's approval/rejection or changes needed to be made immediately upon receiving such information from ASHA.
5. If an activity fee is charged, MSHA members will receive a reduced registration fee of at least \$10. This must be noted in the brochure.
6. At least 10 days prior to the activity, the MSHA Central Office will electronically send the following documents to the partner organization:
 - CEU Participant Form
 - Certificate of Attendance
 - MSHA/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

7. 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.
8. Participants requesting sponsored hours must sign in and sign out of the conference, complete the CEU Participant Form in its entirety and complete a learning assessment/evaluation form.

After the Event

9. Upon completion of the activity, the following must be returned to the MSHA office by the facility or organization within two (2) weeks of the event or a **late fee** of \$25.00 will be charged.
 - MSHA/ASHA Activity Checklist
 - CEU Participant Forms (alphabetized by last name)
 - Alphabetical listing of participant names and addresses
 - Sign-In Sheet
 - Learning Assessment/Evaluation Forms
 - Final brochures, announcements, program, etc. that were not included when activity was initially submitted
10. The above information **must be accompanied** by a check for a processing fee of \$5.00 per attendee (not CE recipient) made payable to MSHA (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.
11. Failure to include ALL attachments required on either the CE Approval Worksheet or 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 \$150, forfeiture of future co-sponsorship approval and forfeiture of the MSHA security deposit.
12. This policy will be reviewed and revised as needed.

Total Costs to Co-Sponsor CE Activity

\$250.00	Processing fee made payable to ASHA
\$100.00	Refundable Deposit made payable to MSHA
\$5.00	Per <u>attendee</u> fee (i.e. 50 attendees = \$250.00) (if participation is less than 20 attendees, a minimum \$100 payment is required)

Updated July 2004
Revised May 2006
Updated June 2007
Updated December 2007

MSHA Central Office
2000 East Broadway, PMB 296
Columbia, MO 65201
1-888-729-6742
1-888-729-3489 (fax)
msha@showmemsha.org