

# Missouri Speech-Language-Hearing Association

## **GUIDELINES FOR MSHA SPONSORSHIP and CO-SPONSORSHIP OF CONTINUING EDUCATION (CE) ACTIVITIES**

The Missouri Speech-Language-Hearing Association (MSHA) will individually consider sponsorship or co-sponsorship of CE activities that meet our required guidelines in order to increase the number of sponsored contact hours to Missouri licensees.

All events and topics must conform to ASHA guidelines for professional and related content. Speaker must possess professional qualifications. The focus of the activity must not be for the sale of a specific product.

Applicants for licensure renewal must complete 30 hours of continuing education credit every two years. A minimum of 20 of the 30 hours must be continuing education activities that have approval and/or sponsorship by ASHA, AAA, AMA, MAA, MSHA, DESE or CEC.

### **Promotional Brochure**

MSHA 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 MSHA CE Paragraph (with the appropriate language) will be provided for inclusion in the brochure. Brochures must be approved by MSHA prior to mailing.

### **Prior to Event**

1. The **Continuing Education Activity Approval Worksheet** must be completed received from a facility or an organization (not an individual) a minimum of 30 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
- \$100 refundable deposit (**purchase orders are not accepted**)

2. The activity must be a minimum of 3 contact hours per event. The CE Coordinator will review the planned program schedule or draft brochure and determine the correct number of contact hours to be assigned to the activity.
3. The facility/organization must submit a \$100 refundable deposit made payable to MSHA (purchase orders are not accepted). This security deposit will be returned by MSHA once all documentation and payment have been received from facility/organization. In the event the activity is cancelled, MSHA will return \$50 of the security deposit.
4. The MSHA CE Administrator and at least one board member (CE Coordinator) will review and approve or deny the application.

5. The facility or organization will provide the individuals with a Certificate of Attendance per state guidelines at the completion of the activity. MSHA Central Office will electronically send to the partner organization the Certificate of Attendance needed for the continuing education activity at least 10 days prior to the activity. It is the responsibility of the partner organization to duplicate and distribute this form to the participants. Care should be taken in duplicating this form so it is not altered from its original format.
6. 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.

### **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, list their addresses and complete a learning assessment.

### **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 Activity Checklist
  - List 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 made payable to MSHA. (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 MSHA Activity Checklist or to meet the required deadlines can jeopardize the ability of the sponsoring organization to receive CE approval for the activity. In addition, failure to follow these guidelines may result in forfeiture of future sponsorship or co-sponsorship approval and forfeiture of your security deposit.
12. This policy will be reviewed and revised as needed.

### **Total Costs to Sponsor/Co-Sponsor CE Activity**

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

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