

## The ASHA CE Registry

The ASHA CE Registry is a low cost, convenient way to document ASHA CEUs, is nationally recognized, ensures security and confidentiality, provides official transcripts, and helps you locate quality CE offerings.

The ASHA CE Registry is a database that awards ASHA CEUs on behalf of ASHA's Continuing Education Board (CEB), and maintains a permanent, cumulative transcript of your ASHA CEUs. Since 1979, the ASHA CE Registry has assisted over 100,000 hard-working professionals.

The ASHA CE Registry is open to ASHA/NSSLHA members and non-members to maintain a permanent record of his or her ASHA CEUs. **Participation in the Continuing Education Registry is optional.** Therefore, your Continuing Education (CE) Registry fee is in addition to your ASHA Membership Dues.

### How to Use the ASHA CE Registry

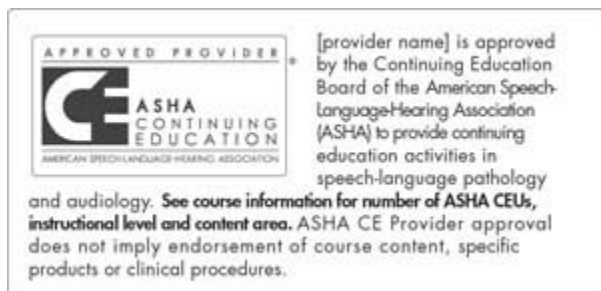
**Pay the ASHA CE Registry Annual Fee.** You can pay the ASHA CE Registry fee in one of three ways: ASHA CE Registry Application. Complete the application and send it to the ASHA CE Registry. You may find the CE Registry application online at [http://www.asha.org/about/continuing-ed/CEUs/ce\\_form.htm](http://www.asha.org/about/continuing-ed/CEUs/ce_form.htm).

**Yearly Dues Payment.** You may submit the CE Registry fee with payment of your annual membership dues. You will find ASHA CE Registry fee information in the box marked "Voluntary Programs." When paying with your annual dues, you are paying for the upcoming year's annual CE Registry fee. To pay your CE Registry fee for previous years, call the Action Center (see below).

**Action Center Hotline.** Call in your payment using your Visa or MasterCard at 800-498-2071.

When you pay the annual fee, your account will be credited with an electronic voucher that you can use to request one free transcript. Vouchers are valid for 5 years from issue date.

**Participate in an activity sponsored by an ASHA Approved CE Provider.** Look for the logo below and participate in an ASHA Approved CE Provider's Course or develop an Independent Study Plan through an Independent Study Provider. You may find information about independent studies on the ASHA Web site at <http://www.asha.org/about/continuing-ed/self-direct/istudy.htm>



**Fill out an ASHA CEU Participant Form, and submit to the Provider before leaving the CE activity.** Follow the instructions for earning ASHA CEUs as directed by the ASHA Approved CE Provider. After the ASHA Approved CE Provider verifies your satisfactory completion of the course, they will forward your form to the ASHA CE Registry. ASHA CEUs will be awarded and recorded on your ASHA CE Registry transcript. It is important that you submit your form to the Provider before you leave the activity. The ASHA CE Registry cannot accept participant forms mailed from the participant.

**Get a copy of your official transcript.** Transcripts are sent out upon your request and are issued free for each calendar year you have paid the ASHA CE Registry fee. At this time, ASHA is not able to provide secure online access to continuing education transcripts, however, you may request a transcript through the online by using the form on the ASHA Web site. That form may be found at <http://www.asha.org/about/continuing-ed/CEUs/transcript.htm>. Your transcript will be mailed within 2 business days if your CE Registry fees are paid and all courses are posted. If you do not need an official transcript, you may email [continuinged@asha.org](mailto:continuinged@asha.org) to find out how many CEUs you have. You will need to specify the date range you want to know about, or give us a call (800-498-2071) between the hours of 8:30 am to 5pm.