

Certification Maintenance for Audiologists in the 2007 – 2009 Interval

All professional development hours need to be completed no later than **December 31, 2009**. The deadline for submitting the Certification Maintenance Compliance Form is **April 1, 2010**.

Certification Maintenance for SLPs in the 2006 – 2008 Interval

All professional development hours need to be completed no later than **December 31, 2008**. The deadline for submitting the Certification Maintenance Compliance Form is **April 1, 2009**.

The link below is a two-page document that includes instructions and the form itself: <http://www.asha.org/NR/rdonlyres/33094B56-9571-400A-8D0B-27C382E93793/0/CertMaintComplianceForm.pdf>. Print, complete, and sign the form and send it to ASHA at the address on the form. Certificate holders are encouraged to submit their Compliance Forms as soon as they have accumulated all 30 hours during the 3-year maintenance interval.

Certificate holders who submit Compliance Forms will receive a letter or e-mail from ASHA confirming compliance for maintenance interval and providing the dates of the next certification maintenance interval.

It is important to understand that Certificate holders who are licensed by the Board of Speech-Language Pathology and Audiology automatically meet ASHA's certification maintenance requirements because the requirements for Kentucky license renewal is more stringent than those of ASHA. Keep in mind, however, that the Certification Maintenance Compliance Form is still required.

Reporting Procedures

All certificate holders are required to submit one document, Certification Maintenance Compliance Form, as soon as possible **after** the 30 required Certification Maintenance Hours (CMH) are accumulated within each 3-year maintenance interval. The certificate holder's signature on the form provides the assurance that the requirements of the standard were met.

The Compliance Form provides the mechanism for all certificate holders to affirm every three years that they have complied with the certification maintenance requirements; whether or not they choose to meet the requirement by earning ASHA CEUs or by accumulating Certification Maintenance Hours and whether or not they are selected for an audit.

The Compliance form should be submitted as soon as you have accumulated the required 30 certification maintenance hours. ASHA encourages you to send in your Compliance form as soon as possible to avoid delays that occur at the end of each 3-year interval due to the large volume of audiologists who are maintaining their certification. The compliance form must be submitted to ASHA no later than **April 1** of the year following the end of the 3-year maintenance interval. For example, if your 3-year maintenance interval ends on December 31, 2007, you must complete all 30 Certification Maintenance Hours by that date.

Do not send in any documentation of attendance with your Compliance form. Only after ASHA receives the Compliance form will you be notified whether or not you are in the audit. If ASHA receives documentation of attendance prior to the Compliance form, it will be discarded.

If you are randomly selected for the audit and are meeting the professional development requirement with activities for which you accumulated CMHs, you will be required to submit a Certification Maintenance Record Keeping Form and documentation that verifies your attendance at each activity. The Verification of Attendance Form may be found at the following ASHA Web site. It is not necessary if you are attending an ASHA registered activity. It is designed to be used for employer-sponsored in-services and other professional development activities. <http://www.asha.org/NR/rdonlyres/8C38F077-5FE0-4F65-B665-F85F620173A7/0/VerificationofAttendance.pdf>. Simply print and complete the form and take it to your in-service. The presenter must sign the form.

If you are randomly selected for the audit and your CE Registry Transcript indicates that you have earned 3 ASHA CEUs (30 contact hours) during the 3-year maintenance interval, you will not be required to submit any additional forms or documentation.

If you are randomly selected for the audit and you are not a member of the CE Registry or you have combined activities for which you earned ASHA CEUs and activities for which you accumulated CMHs, you will be required to submit a Certification Maintenance Record Keeping Form and documentation that verifies your attendance at each activity for which you accumulated CMHs. You will not be required to report or document any activities that appear on your CE Registry transcript.

Record Keeping Requirements

If you earn ASHA CEUs, you will not be required to maintain records of your professional development activities because those records are maintained on the ASHA CE Registry Transcript. If you accumulate CMHs, you must keep records of all of your CMHs. Remember, CMHs are accumulated by participating in the following types of professional development activities:

College or university course work (2 semester hours = 10 contact hours = 1.0 CEU; 6 semester hours = 30 contact hours = 3.0 CEUs).

Professional development activities offered through an IACET-authorized provider

Employer-sponsored in-service professional development activities

"Other" professional organizations' continuing education activities

You must keep the following documentation on every activity in which you participate:

Copy of a certificate of completion/attendance that verifies the above information for each activity

Copy of the college transcript (if appropriate)

Your documentation must include the following information on every activity in which you participate: (1) Title of the course or activity, (2) **Name of the sponsoring organization or college/university**, (3) Date(s) of attendance or completion, and (4) Number of professional development CMHs earned.

Audit Procedures

You will be notified whether or not you have been randomly selected for the audit either within 90 days after you submit your Compliance. Individuals who earn ASHA CEUs are subject to the audit; however, they will not be required to report their activities or to provide any additional documentation if they are selected for audit. The required information is maintained on the CE Registry Transcript and will be made available to certification maintenance staff for review.

Individuals who accumulate CMHs and are randomly selected for the audit are required to submit the following documentation:

Certification Maintenance Record Keeping form

Copy of a certificate of completion

Copy of the college transcript (if appropriate)

You will be notified within 90 days of receiving the required documentation of your certification maintenance status.