



Process Documentation for CEU Approval and Implementation

Program Overview

This document outlines the procedural framework used by the university to ensure compliance with ASHA CE standards and policies, as well as internal university protocols for planning, delivering, and evaluating CEU-granting courses.

I. Pre-Course Tasks

The course development process begins well in advance of the course start date to ensure adequate time for planning, review, and ASHA compliance.

1. Course Proposal Submission

Faculty or program coordinators initiate the process by submitting a course proposal that outlines the course concept, learning outcomes, instructional strategies, and relevance to ASHA CE topics. This task is typically performed by the course instructor or department coordinator and should occur at least **10 weeks prior to the course start date**.

2. Completion of the CE Course Planning Form

The course instructor, in collaboration with the CE Administrator, completes ASHA's official Course Planning Form. This form includes learning objectives, instructional content, learner outcomes, and a detailed time-ordered agenda. This must be completed at least **9 weeks before the course begins**.

3. Collection of Financial and In-Kind Disclosures

All planners and presenters must disclose any financial or non-financial relationships that could be viewed as a conflict of interest. The CE Administrator is responsible for gathering and documenting these disclosures at least **9 weeks before the course**.

4. Promotional Materials Review

All promotional materials for the course must adhere to ASHA CE policies, including the correct use of the ASHA CE logo and required disclosures. This review is conducted by the CE Administrator at least **8 weeks before the course launch**.

5. Submission of Course Offering to ASHA CE

Once all necessary documents have been prepared, the CE Administrator submits the course package via the ASHA CE Portal. This submission must be made at least **45 days prior to the course start date**.

6. ASHA Approval Confirmation

After submission, the CE Administrator monitors the ASHA portal for approval, which is

typically received within **2–3 weeks** of submission. The course may not proceed without this approval.

7. **Participant Registration Setup**

The university representative and CE Administrator work together to configure the registration. This task should be completed at least **4 weeks before the course begins**.

II. During-Course Tasks

Effective management of the course is essential for accurate reporting and positive learner outcomes.

1. **Attendance Monitoring**

Throughout the course, an on-site coordinator or CE assistant is responsible for maintaining accurate attendance records through sign-in sheets or digital logs.

2. **Distribution of Course Evaluations**

At the conclusion of the course, participants receive ASHA-compliant course evaluations. These are distributed by the CE Administrator.

3. **Implementation of Learning Assessments (if applicable)**

In cases where formal learning assessments are used, instructors must ensure these assessments are directly aligned with the course's stated learning objectives.

III. Post-Course Tasks

Following course delivery, several important steps must be taken to document and report participation and effectiveness.

1. **Collection and Review of Course Evaluations**

Participant feedback is collected and analyzed by the CE Administrator within **one week** of course completion to evaluate course quality and learner satisfaction.

2. **Reporting CE Participant Data to ASHA**

The CE Administrator prepares and submits the Participant Completion Form (PCF), including attendance and course completion data, to ASHA within **45 days** of the course ending.

3. **Issuance of Certificates of Completion**

Participants who meet all course requirements receive official CEU certificates. These are issued by the CE Administrator or Registrar within **two weeks post-course**.

4. **Documentation and Record Retention**

All course-related documentation, including planning forms, evaluations, attendance rosters, and certificates, are securely stored for a minimum of **seven years** in accordance with ASHA record retention guidelines.

5. **Post-Course Debrief with Team**

An internal debrief meeting is held within **three weeks post-course**, involving the CE Administrator and course instructors to review feedback, attendance data, and identify areas for improvement.