

Department of Communication Sciences and Disorders Continuing Education Program

COURSE PLANNING

Description: This process describes UH COMD's procedures that are in place to ensure that all approved courses meet ASHA's high standards for continuing education.

Responsible Parties: ASHA CEA, Cooperative Partner, Proposed speaker/instructor

Timeline: 2-3 months for submission to ASHA

Steps:

1. A potential cooperative partner submits a proposed course offering via email to the ASHA CEA who is a certified SLP with current membership in ASHA. As a faculty member in the UH COMD program, the ASHA CEA is responsible for keeping up with the latest research in their area of practice.
2. The ASHA CEA will review the proposed course offering submitted to ensure that it meets evidence-based practice as defined by ASHA and that there is a target audience in need of the information. This process can be completed through a survey of the intended audience. Responses will be stored on UH SharePoint platform. If the proposed course offering is not in the ASHA CEA's area of practice, they will refer to faculty colleagues within the UH COMD program.
3. The ASHA CEA will work with the potential cooperative partner or in-house provider to develop the course offering into a format that meets ASHA CE guidelines. This includes specific guidelines on the following:
 - a. Course Information Sheet noting all requested information
 - b. Speaker Disclosures (see Privacy & Security for more detail)
 - c. CEU calculator
 - d. ASHA Promotional Materials and Learn Communications Checklist with ASHA brand block
 - e. Payment required
4. The proposed course provider will submit the information requested in Step 3 for approval by ASHA CEA. The ASHA CEA will review all documents and respond with feedback to ensure submissions meet ASHA standards. (see course content review below)
5. Once evidence-based practice standards are met and course offering is submitted to the ASHA CEA, the ASHA CEA will contact the UH Business Administrator assigned to COMD to determine the budget for a new course offering.
6. The ASHA CEA will add information regarding new course offerings to a shared spreadsheet available to the UH COMD Business Administrator.
7. It is expected that the cooperative partner will pay the UH invoice in full prior to the initial course offering.
8. Upon completion and acceptance of the final draft of all required information from Step 3, the ASHA CEA will submit documentation along with course payment to ASHA.
9. If ASHA requests additional information, the ASHA CEA will collaborate with the course provider to complete and submit the information in a timely manner.
10. Once ASHA sends approval for proposed course, the ASHA CEA will notify the course provider. The approved course provider will receive a copy of approval of CEU offering along with an invoice for payment to UH COMD for all course offerings.
11. All documentation received from the course provider is stored for a period of 5 years on the password protected UH COMD SharePoint platform in a folder only accessible to the following people:

- a. Previous ASHA CEA to support the transition to new ASHA CEA
 - b. Current ASHA CEA
 - c. ASHA CEA's supervisor / Alternate Contact
 - d. Current Business Administrator \
12. The ASHA CEA will add course offerings to ASHA CE website and make a note of all offerings in Outlook calendar to monitor completion.
 13. ASHA CEA emails ASHA Excel sheet to the course provider to record participants at upcoming course offerings at least a week before initial event and upon completion of subsequent events.

Course Content Review

INSTRUCTOR QUALIFICATIONS

Description: In order to enter into a cooperative agreement with UH or be a course provider, instructors must demonstrate their expertise in the proposed topic and their knowledge of current best-practices and research in the topic area.

Responsible Parties: ASHA CEA, Cooperative Partner, Proposed speaker/instructor

Timeline: Prior to contract completion

Steps:

1. ASHA CEA ensures that instructor meets ASHA standards by requiring instructor to complete submit the following information:
 - a. Speaker's bio and CV
 - b. Speaker's disclosure
 - c. Target audience
2. ASHA CEA reviews submission and consults Subject Matter Experts (SME's) as needed.

COURSE CONTENT

Description: In order to enter into a cooperative agreement with UH, course content must reflect current best practices in speech-language pathology and be supported by best available evidence in the topic area.

Responsible Parties: ASHA CEA, Cooperative Partner, Proposed speaker/instructor

Timeline: Prior to contract completion

Steps:

1. ASHA CEA ensures that course content meets ASHA standards by requiring instructor to complete the checklist addressing the following information:
 - a. Connection of course topic to best practices
 - b. Evidence-base supporting the use of proposed topic
2. ASHA CEA reviews submission and consults Subject Matter Experts (SME's) as needed.

Course Content Checklist

In order to ensure courses that reflect best practices in speech-language pathology and audiology, please complete this form and submit it with your proposed course materials.

Please select yes/no for each of the following items:

This course....	YES	NO
1. Focuses on the science and/or contemporary practice of audiology, speech-language pathology, and/or speech, language, and hearing science.		
2. Reflects best practice in the CSD discipline.		
3. Is determined by those with knowledge, skills, and expertise in the content area and who actively engage in ongoing professional development to remain current in their field.		
4. Is relevant and responsive to the identified needs of the target audience.		
5. Discloses the levels and type(s) of evidence behind any clinical recommendations presented.		
6. Is balanced by informing learners about potential benefits and risks, especially if the content is based solely on expert opinion.		

*Please note that UH CE Administrator reserves the right to review course for above elements. If an item is checked "no," course will need to be revised before submission to ASHA for approval.

SUBSEQUENT COURSE OFFERINGS

Description: This process describes UH COMD's process for adding additional course offerings of approved courses.

Responsible Parties: ASHA CEA, Cooperative Partner/Course Provider

Timeline: 1-2 weeks

Steps:

1. The course provider will contact the ASHA CEA to request additional offerings.
2. The ASHA CEA reviews date of initial approval to ensure that offerings fall within the 5 year eligibility range.
3. Once eligibility is determined, the ASHA CEA contacts the course provider for the following information:
 - a. Statement that the learning objectives and purpose of the course offerings will remain the same as those approved in initial course offerings.
 - b. Specific dates of course offerings
 - c. Locations of course offerings
 - d. Approximate payment due to UH COMD
4. The course provider will submit information from Step 3 to the ASHA CEA.
5. The ASHA CEA will review the submission and upon approval, add the additional course offerings on ASHA CE site.