Department of Communication Sciences and Disorders Continuing Education Program

COURSE REPORTING/EVALUATION
Description: This process describes UH COMD's process for reporting participant data to ASHA after course completion.
Responsible Parties: ASHA CEA, Cooperative Partner/Course Provider
Timeline: 2-3 weeks
Steps:

1. Within a week of course offering completion, the ASHA CE will contact the course provider via email to submit a roster from course offering if the roster has not been submitted.
2. The course provider will submit completed participant data within 3-4 days upon receipt of email request.
3. The ASHA CEA reviews the submitted Excel sheet for errors and follows-up for revision with the course provider if needed.
4. When the ASHA CEA and the course provider have ensured accuracy, the Excel sheet along with requested information is submitted to ASHA.
5. The Excel sheet with participant information is stored in the designated UH SharePoint folder.
6. Upon ASHA CEU approval, the ASHA CEA will notify the course provider and email the ASHA roster with approved participants.
7. The course provider will review the information on the ASHA roster and confirm to the ASHA CEA when it is complete and accurate. If the course provider notices an error, the CEA should be notified and initiate corrective action. The CEA will determine the source of the error and implement any necessary changes in the process to prevent that error from occurring again.
8. ASHA CEA and course providers will review Course Evaluations and Assessment to assess learner outcomes for future course offerings.