

ASHA Cooperative Offering Application Instructions

INSTRUCTIONS FOR SUBMITTING AN ASHA COOPERATIVE OFFERING APPLICATION

Your request for CE submission to the American Speech-Language-Hearing Association (ASHA) must be submitted to the Nebraska Speech-Language-Hearing Association (NSLHA) **at least 60 business days prior to your event, without exception.**

NSLHA's cooperative offering fee is \$500.

ASHA will send confirmation once the CE is approved, and it will be forwarded to you when received. However, you don't have to wait for approval from ASHA to start promoting your event and accepting registrations.

Download documents needed for Cooperative Offerings:

- Cooperative Offering CE Application
- CE Calculation Worksheet
- Report of Course Participants

In addition to the CE Application you will need to supply the following:

- A copy of your promotional materials
 - This can be a flyer, brochure, or other document. It must include a time-ordered agenda, financial, and non-financial disclosure statements for each speaker, and a link to your event website where these statements must also be posted.
 - NSLHA will provide you with a CE block to include in your promotional materials.
 - Below the CE block, please include this statement "This [conference/workshop/convention] is offered for up to _____ ASHA CEUs (____ level, _____ area). The level options are Introductory, Intermediate, Advanced or Various. The area options are Professional, Basic Communication Processes, or Related.

You are welcome to create and issue CE certificates for each participant at the event, if you'd like.

Please contact [Connie Schroeder, NSLHA CE Administrator](#), with any questions.



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NSLHA- CE Application

Course Information

Will the type of learning experience be:

- ☐ Group (live event)
- ☐ Individual (e.g., recorded version of a live course or peer-reviewed, self-study)
- ☐ Blended (i.e., courses that combine group and self-study experiences)

Course Details

Description _____

Please indicate if you want your event to be listed on ASHA's CEU Find (in other words are you opening it up to others outside of your organization to attend)?

- ☐ Yes
- ☐ No

Please specify which code best fits each event that you are offering:

Subject Code _____

Content Code _____ (Professional, Basic Communication Processes, or Related.)

Instructional Level _____ (Introductory, Intermediate, Advanced or Various)

Planning and Development

Needs Assessment Process: Check all the mechanism(s) used to determine the educational need for this course content.

- ☐ Conducted focus group(s)
- ☐ Interviews key individuals
- ☐ Surveyed sample population
- ☐ Other _____

Instructional Methodology

Check all the methodologies that will be used to support achievement of the course's learning outcomes.

- ☐ Case study
- ☐ Demonstration of procedures
- ☐ Lecture
- ☐ Observation of patients
- ☐ Panel Discussion
- ☐ Simulations
- ☐ Small Group Activity
- ☐ Video or audio presentation
- ☐ Other _____

Assessment of Learning

Check all tools used to assess the degree to which course participants achieve the course's / session's learning outcomes.

- ☐ Completion of a project
- ☐ Peer Feedback
- ☐ Presentation
- ☐ Performance/equipment demonstrations
- ☐ Question and answer session
- ☐ Self-assessment / reflection
- ☐ Report/essay/summary
- ☐ Quiz/Exam
- ☐ Other _____

Satisfactory Completion

Indicate the method used to determine whether a participant meets the requirements to earn ASHA CEUs for this course.

- ☐ Passing score on assessment of learning
- ☐ Attendance
- ☐ Both a passing score and attendance

ASHA CEU Amount Requested: _____

Will partial credit be available?

Is the course designed to allow an individual to earn less than the course's maximum ASHA CEUs?

- ☐ Yes
- ☐ No

DISCLOSURES

Does the course content focus on a specific product or service?

- ☐ Yes, and course content disclosure is available in the promotional materials.
- ☐ No

Did any other organization(s) provide financial or in-kind support?

- ☐ Yes, and financial or in-kind support disclosure statement is available in the promotional materials
- ☐ No

PROMOTIONAL MATERIALS

Please indicate the media channel that contains the primary promotional material.

- ☐ Email
- ☐ Flyer
- ☐ Mailing
- ☐ Website
- ☐ Other _____

Promotional materials – attached copy or provide website link. _____

Reminder: Primary promotional materials must include:

- ☐ ASHA CE Approved Provider [Brand Block](#)
- ☐ Course information (instruction level and ASHA CEU amount)
- ☐ Instructional personnel disclosure statements:
- ☐ Disclosure that the course is focused on a specific product or service and there will be no limited information about similar products or services, if applicable: and
- ☐ Disclosure of the names of organizations contribution financial and in-kind support, if applicable.

If the course (event) will be offered more than once, please list the dates and city, state, and times for each offering. Please include this information in your promotional materials, even if it's offered one time only.

ASHA requires a financial disclosure statement and non-financial disclosure statement for each speaker and that information needs to be included in the promotional materials, as well as a time ordered agenda, course description, and learning objectives for each session that will be offered at the event.

Here are examples:

Financial Disclosure Statement: John Doe is employed by ABC Speech Therapy and is receiving honorarium for his conference session.

Non-Financial Disclosure Statement: John Doe has no non-financial relationships to disclose.

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Please submit above application and all required documents to: info@nslha.org