



APPLYING FOR SPECIALTY CERTIFICATION IN SWALLOWING?

Readiness Checklist

Updated November 2024

Yes	No	Not Yet	Application Requirements
			Have worked with patients with dysphagia for at least three (3) years since getting my CCC.
			Currently have my ASHA CCC and am in good standing with ASHA.
			If applying in clinical track: Have worked with patients with dysphagia for at least 350 hours each year for the last 3 years.
			If applying in the Academic/Administrative Track: Have worked with patients with dysphagia at least 100 hours each year for the last 3 years AND have accrued a total of 450 hours in the last 4 years: <ul style="list-style-type: none">• Must be in an official supervisory or administrative role if working clinically.• Must be seeing human subjects if in Academic/Research role.
			Have obtained 75 hours (7.5 CE) of advanced CE in dysphagia over the last 3 years. <ul style="list-style-type: none">• A minimum of 4.5 of the CEUs need to be ASHA sponsored courses.• CEUs should be obtained from Intermediate and Advanced level courses/conferences.• A minimum of 1.0 CEUs at the Advanced level are required.
			Can obtain 3 letters of reference that attest to my <i>advanced</i> knowledge and skills in dysphagia from a diverse set of professionals <u>AND</u> to the number of hours I have worked with patients with dysphagia.
			Evidence of Skills in Education/Mentorship, Leadership, and Research In addition to the requirements listed above, applicants must also demonstrate intermediate to advanced skills related to DYSPHAGIA in 2 or more of the following categories: Education/Mentorship, Leadership, and Scholarship/Research. Provide sufficient details and examples to illustrate intermediate and advanced skills. It is advised that you review your readiness with a mentor. The activities listed below are examples and are not exhaustive but serve as illustrative suggestions for each category

EDUCATION/MENTORSHIP

- Served as CFY supervisor in swallowing and swallowing disorders over the last 3+ years.
- Taught a community-based group (e.g., public health literacy regarding dysphagia, effects of aging on swallowing for elders, or disease-specific support groups as it relates to swallowing).
- Taught a graduate course on swallowing and swallowing disorders in an ASHA CAA accredited university program in the past 3 years (for clinical tract applicants). The course syllabus should be attached.
- Educational presentations at major regional, state, national, or international conferences and/or postgraduate workshops on swallowing and/ swallowing disorders. These lectures must have been presented to an audience that extended beyond the applicant's institution. Title of presentation, date, participant objectives, and audience must be included.
- Served as primary advisor to a master's or doctoral student to guide their research for a thesis or dissertation.

LEADERSHIP

- Held leadership positions in ASHA and other professional organizations whose mission includes a focus on swallowing and swallowing disorders (e.g. chair of committee, officer).
- Participated in the development of ASHA or state association position papers or guidelines on swallowing and swallowing disorders. Specific details and a copy of the materials must be included.
- Served on major committees of regional, state, or national organizations whose mission includes a focus on swallowing and swallowing disorders. Describe the work of the committee.
- Developed a formal swallowing-related program within your institution that involves *multiple disciplines*. You must have been responsible for ongoing monitoring and quality improvement within the institution for this swallowing-related program. Describe the program in detail and include any relevant protocols.

SCHOLARSHIP/RESEARCH

- Presented a peer-reviewed research paper or poster at a scientific meeting.
- Published at least 1 peer-reviewed research article as the primary or secondary author. A copy of this article must be included.
- Published a chapter directly related to swallowing or swallowing disorders in a peer-reviewed book. Specific reference and copy of the chapter must be included.
- Actively participated in research activities in swallowing and swallowing disorders involving some form of direct patient contact (e.g. conducting a survey or applying research methods under study of diagnostic tools or treatments).