



WISCONSIN SPEECH-LANGUAGE PATHOLOGY and AUDIOLOGY ASSOCIATION

Co-Sponsorship of Continuing Education Activities

Purpose: To provide an opportunity for the WSHA Education Committee to review the content, quality, and appropriateness of requests made by an organization, not recognized as an ASHA CE Provider, for co-sponsorship of a continuing education activity.

Policy: The Wisconsin Speech-Language Pathology and Audiology Association (WSHA) will individually administer co-sponsorship of CE activities that meet ASHA required guidelines. Co sponsored events must meet the following criteria in order to be considered:

- Events and topics must conform to ASHA guidelines for professional or related content. Speaker must possess professional qualifications.
- The focus of the activity must not be for the sale of a specific product.
- Disclosure forms must be received from all planners and presenters to properly disclose financial and in-kind support in promotional material. In addition proper disclosure(s) must be stated during the event.
- Events must not compete with WSHA events and therefore approval is at the discretion of the WSHA Executive Board.
- Events that are approved by the WSHA Executive Board can be advertised on the WSHA website.
- Organizations submitting requests to co sponsor continuing education activities must be Affiliate members of WSHA.

Applying for Co-Sponsorship

Prior to Event

1. The **Continuing Education Activity Approval Worksheet** must be completed and received from a facility or an organization (not an individual) **a minimum of 90 days prior to the event** for adequate time to process.

The following items are needed at the time of application submission:

- Continuing Education Activity Approval Worksheet with requested corresponding documentation.
- Disclosure statements from all program planners and instructional personnel.
- \$325 check payable to ASHA as a processing fee (**purchase orders are not accepted**). Do NOT send this check directly to ASHA.
- \$250 check payable to WSHA as a processing fee (**purchase orders are not accepted**).

Please note: ASHA and WSHA fees are nonrefundable if the event is cancelled.

2. The WSHA CE Administrator will notify the facility/organization of ASHA's approval/rejection or changes needed to be made immediately upon receiving such information from ASHA.

4. If an activity fee is charged, WSHA members will receive a reduced registration fee of at least \$10. This must be noted in the brochure.

5. At least 10 days prior to the activity, the WSHA Office will send the ASHA CEU Participant Form to the partner organization.

It is the responsibility of the partner organization to duplicate and distribute necessary forms to the participants. Care should be taken in duplicating these forms so they are not altered from their original format.

During the Event

6. A person (preferably activity chair or coordinator) must be available at the activity to present the required CE forms, collect them and compile completed forms according to the guidelines.

7. Participants requesting sponsored hours must sign in and sign out of the conference, complete the CEU Participant Form in its entirety and complete a learning assessment/evaluation form.

After the Event

8. Upon completion of the activity, the following must be returned to the WSHA office by the facility or organization within two (2) weeks of the event or a **late fee** of \$25.00 will be charged.

- CEU Participant Forms (alphabetized by last name)
- Alphabetical listing of participant names and addresses
- Sign-in Sheet
- Learning Assessment/Evaluation Forms
- Final brochures, announcements, program, etc. that were not included when activity was initially submitted.
- Updated disclosure statements from all program planners and instructional personnel.

9. The above information **must be accompanied** by a check for a processing fee of \$5.00 per attendee (not CE recipient) made payable to WSHA (purchase orders are not accepted). The hosting facility/organization may want to consider incorporating this fee into registration fees. CE forms will not be processed without payment of this fee. Please note: If participation is less than 20 attendees, a minimum \$100 payment is required.

10. Failure to include ALL attachments required on either the CE Approval Worksheet or ASHA Activity Checklist or to meet the required deadlines can jeopardize the ability of the co sponsoring organization to receive CE approval for the activity. In addition, failure to return the participant forms by the required deadline may result in an ASHA instituted fine of up to \$150 and/or forfeiture of future co-sponsorship.

11. This policy will be reviewed and revised as needed.

Total Costs to Co-Sponsor CE Activity

\$325.00 Processing fee made payable to ASHA

\$250.00 Processing fee made payable to WSHA

\$5.00 Per attendee fee (i.e. 50 attendees = \$250.00)

(if participation is less than 20 attendees, a minimum \$100 payment is required)

WSHA Continuing Education Resources

The following resources/examples are available on the WSHA website under "Continuing Education"

- Content Guidelines

- Sign In/Out Forms
- Evaluation Form
- Instructional Level
- Learner Outcomes
- CEU Record
- Assessment of Learning

Additional resources for continuing education presenters and planners can be found on the ASHA website (<http://www.asha.org/ce/for-providers/ResourcesForPresenters.htm>).

WSHA Office
563 Carter Court, Suite B
Kimberly, WI 54136
(800) 545-0640
(920) 882-3655 (fax)
wsha@badgerbay.co

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