

## **ANCDS GUIDELINES FOR DOCUMENTING**

### CONTINUING EDUCATION CREDITS (CECs)

Dear Board Certification Applicant:

Please use the attached form to document CECs earned during the last three year period. Please note that 10 contact hours = 1 CEC; therefore 1.0 CEU = 1 CEC.

Six broad areas of activity can be credited: meetings; workshops; post Masters degree courses audited; post Masters degree courses taken for credit; presentations or courses taught; workshops; publications. Examples of activities that are applicable to each area are summarized in the next section.

Individuals who hold Board Certification are expected to engage in 60 hours of continuing education activities every three years. This keeps Certified members' knowledge and skills up to date and further enhances their ability to serve people with neurologic communication disorders. For this reason, applicants for Board Certification are asked to demonstrate their continuing education activities as a representation of their involvement in the field.

The following section summarizes and provides examples of activities that can meet CEC requirements. Please note that the activities listed under each continuing education category are just examples; they do not represent an exhaustive listing of acceptable activities. If applicants are uncertain about the acceptability of certain activities, they should contact the Certification Board for clarification before submitting their application materials.

Thank you for your application,  
The Board Certification Committee

### Category 1 - Professional Meetings

Examples: ANCDS Annual Meeting  
Clinical Aphasiology Conference  
Conference on Motor Speech  
Academy of Aphasia  
ASHA Convention  
State Speech-Language-Hearing Association Conventions  
Regional and local conferences  
Within work facility departmental meetings, grand rounds, guest lectures, etc.

Documentation: ASHA Continuing Education Registry transcripts  
Meeting program with proof of registration (e.g., receipt, attendee listing)  
For within-work facility activities without formal registration or documentation- a listing of topics and hours, with verification signed by a work supervisor

CEC Credits: **10 contact hours = 1 CEC**

### Category 2 - Workshops

Includes on-site workshops, seminars and presentations, teleconferences, and videoconferences; usually focused on a well-defined topic and presented by one or a few individuals.

Examples: PICA workshops  
ASHA-sponsored teleconferences  
ASHA/RTN videoconferences  
National Center for Neurogenic Communication Disorders Telerounds Workshops  
sponsored by hospitals, universities, private corporations, etc.

Documentation: ASHA Continuing Education Registry transcripts  
Workshop program with proof of registration (e.g., receipt, attendee listing)  
For within-work facility activities without registration or ASHA CEC documentation - a listing of topics and hours with verification signed by a work supervisor

CEC Credits: **10 contact hours = 1 CEC**

### Category 3 - Auditing Post - Masters Courses & Self-Study

Examples: Auditing graduate level courses  
Audio or videotape presentations viewed as self-study  
Special Interest Division 2 Newsletters read for self-study credit Other  
ASHA-sponsored self-study activities

Documentation: For audited courses, academic transcript or signed verification from course instructor  
For self-study activities, ASHA Continuing Education Registry transcripts or comparable documentation

CEC Credits: **1 course (regardless of number of credits) = 1 CEC**  
**10 contact hours for documented self-study = 1 CEC**

### Category 4 - Completing Post-Masters Courses for Credit

Documentation: Academic transcript or signed verification from course instructor  
*Note: course must be passed*

CEC Credits: **1 course (regardless of number of credits) = 2 CECs**  
*Note: only 1.5 CECs outside the area of neurologic communication disorders can be credited toward recertification requirements*

### Category 5 - Presentations

Examples: Refereed papers, poster sessions and presentations at national, state or regional professional meetings  
Invited workshops, seminars, presentations, teleconferences and videoconferences, Graduate level courses taught for credit (1 course = 1 presentation)

Documentation: Anything that documents authorship, title of presentation, location and date, such as programs, brochures, letters of acceptance, course outlines, course catalogues, published abstracts, etc.

CEC Credits: **1 presentation = 1 CEC** (regardless of duration of presentation)  
*Note: a specific presentation given multiple times can only be credited once in the three year recertification per year*

### Category 6 - Publications

Examples: Refereed journal articles  
Invited articles in refereed journals  
Refereed or invited book chapters  
Books  
Standardized published tests  
*Note: published abstracts and letters to the editor cannot be credited as publications, but published abstracts can be used to document a presentation*

Documentation: Any of the following: reprint, first page of the publication with complete reference information, letter of acceptance

CEC Credits: **1 publication = 2 CECs**  
*Note: only 1.5 CECs outside the area of neurologic communication disorders can be credited toward recertification requirements*

**ANCDS CEC DOCUMENTATION  
SUMMARY SHEET**  
Please complete legibly

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AREA: Adult/Child **-circle one or both**

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

Please complete this form and attach appropriate documentation.

A. Please briefly identify each activity and numbers of hours for each below:

Category 1 - Professional Meetings

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 1 CEC Total: \_\_\_\_\_

Category 2 - Workshops

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 2 CEC Total: \_\_\_\_\_

Category 3 - Auditing Post-Masters Courses and Self-Study

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 3 CEC Total: \_\_\_\_\_

Category 4 - Completing, for Credit, Post-Masters Level Courses

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 4 CEC Total: \_\_\_\_\_

Category 5 - Presentations

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 5 CEC Total: \_\_\_\_\_

Category 6 - Publications

Activity	Neuro hours	Related area hours
1.		
2.		
3.		
4.		
5.		
Totals		

Category 6 CEC Total: \_\_\_\_\_

B. Please summarize the number of CECs by category and indicate whether hours earned were in the area of neurologic communication disorders or in a related area:

	Neuro	Related Area
Category 1		
Category 2		
Category 3		
Category 4		
Category 5		
Category 6		
Total		

Total CECs for neuro \_\_\_\_\_

Total CECs for related areas: \_\_\_\_\_