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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. A minimum of 60 hours are required within the last 3 years (*not more than total 15 hours* of those 60 can be in the related areas/outside neurologic communication disorders area).

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 (*not more than 15* can be in the related/outside area of neurologic communication disorders) 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**

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**

ANCDS CEC DOCUMENTATION SUMMARY SHEET
ANCDS Office – 2345 Rice Street, Suite 220 – Saint Paul, Minnesota 55113 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: _____