

Board Certification – Continuing Education Credit Guidelines & Worksheet

Dear Board Certification Applicant:

Please use the following information in compiling and calculating the continuing education credits (CECs) required for new Board Certification (BC) Application and recertification requirements. A minimum of 60 hours are required within the past 3 years of the date of this application for new applicants and also as part of the recertification process. Courses taken to obtain CEC hours are to consist of **intermediate and advanced level content. At least 45 of the 60 hours need to be specific to neurologic communication disorders.** Neurologic related hours include those focused on acquired language, motor speech, right hemisphere, and cognitive or cognitive-communicative disorders associated with underlying neurologic and/or neurodegenerative diseases. Hours focused on comparing normal and disordered brain function and communication as well as courses on functional speech disorders would also count. Hours pertaining to voice and dysphonia that are not specific to neurologic disorders and courses on normal aging would count toward non-neurologic hours. If a conference or workshop has various sessions with mixed offerings that relate to neurologic disorders and non-neurologic disorders, only the numeric portion of the course that relates to neurologic disorders should be counted for neurologic credit. **No more than 15 of the 60 hours may be in related or areas besides neurologic communication disorders.**

Six broad areas of activities can be credited toward CECs as listed below. Please note that 10 hours = 1.0 CEC; therefore 1.0 CEU = 1 CEC. Proof of attendance/participation for each course activity listed should be uploaded as one document along with completing the CEC Worksheet at the end of this document. Examples of supporting documentation are also listed below.

Six broad areas of activity can be credited:

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|--|---|
| 1. Professional Meetings | 4. Post-masters degree courses taken for credit |
| 2. Workshops | 5. Presentations and/or courses taught |
| 3. Post-masters degree courses audited | 6. Publications |

Examples of activities that are applicable for each area are summarized in the next section. Please note that the activities listed under each continuing education category include but are not limited to the examples provided. Should questions arise regarding the acceptability of certain activities, applicants should contact the BCC at info@ancds.org for clarification before submitting their application materials.

Recertification note: All individuals will be asked to sign an attestation that the requirements have been met. A supporting documentation audit will be completed for 25% of BC members within recertification cycles. If not selected for audit, no additional documents need to be submitted though should be kept by BC members for their records. If selected for audit, BC members will be required to provide proof of attendance/participation for each CEC listed to the Board of Clinical Certification (BCC) within 2-4 weeks of their application being reviewed. If BC members are unable to provide supporting documentation, a 3-month grace period will be provided to supply the needed documentation. If unable to provide appropriate documentation within the specified time, BC may be revoked.

Thank you for your application,

The Board of Clinical Certification

Category 1 – PROFESSIONAL MEETINGS

Includes conferences that are focused on an aspect of neurologic disorders or that offers a substantial amount of its programming on neurologic-related topics

Examples include:

- ANCDS Annual Scientific Meeting
- Clinical Aphasiology Conference
- Conference on Motor Speech
- Academy of Aphasia
- American Speech-Language-Hearing (ASHA) Convention
- State speech-language-hearing association conventions
- Regional and local conferences
- Within-work facility departmental meetings, grand rounds, guest lectures, etc.

CEC Credits: 10 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

CEC Credits: 10 hours = 1 CEC

Category 3 – AUDITING POST-MASTER'S COURSES & SELF-STUDY

Examples include:

- Auditing graduate level courses
- Viewing of asynchronous presentations tailored for self-study
- Special Interest Division 2 Newsletters read for self-study credit
- Other ASHA sponsored self-study activities

CEC Credits: 1 academic course (regardless of number of credits) = 1 CEC

10 contact hours for documented self-study = 1 CEC

Category 4 – COMPLETING POST-MASTER'S COURSES FOR CREDIT

Academic transcript or signed verification from course instructor

Note: Course must be passed for pass/fail or receive a grade of B- or higher

CEC Credits: 1 academic course (regardless of number of credits) = 2 CECs

Category 5 – PRESENTATIONS

Examples include

- Poster sessions and oral presentations at national, state, and/or regional professional meetings
- Invited workshops, seminars, presentations, teleconferences, and/or videoconferences
- Graduate level courses taught for credit (1 course = 1 presentation per certification/recertification cycle)

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 3-year recertification cycle

Category 6 – PUBLICATIONS

Examples include

- 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

CEC Credits: 1 publication = 2 CECs

Examples of Supporting 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
- For audited courses: academic transcript or signed verification from course instructor
- For self-study activities: ASHA CE Registry transcripts or comparable documentation
- Presentations and publications
 - Anything that documents authorship, title of presentation, and location and date (e.g., programs, brochures, letters of acceptance, course outlines, course catalogs, published abstracts).
 - Any of the following: reprint, first page of the publication with complete reference information, letter of acceptance

Note: Supporting documentation should be included along with the CEC Worksheet (see next pages). Save and upload the CEC Worksheet, along with the supporting documents to follow, as one document (not to exceed 25 MB).

CEC Worksheet

Instructions: Complete each applicable category section below. If you have more than one activity to list under each category, copy and fill in the bullet points corresponding to each activity you list. As part of your BC application, save and upload this completed CEC Worksheet, along with the supporting documents to follow, as one document (not to exceed 25 MB). Note: If you are recertifying, there may be the option to submit separate documents corresponding to each category.

Note: If you are using the ASHA CE Registry, please circle each relevant entry on the CE registry printout, and provide the bolded information for each section on this worksheet.

APPLICANT NAME:

DATE OF APPLICATION:

Category 1 – PROFESSIONAL MEETINGS

- Name of professional meeting:
- Sponsoring Organization:
- Presenter(s):
- Dates:
- Location:
- Format (e.g., in-person, virtual, other-specify):
- Instruction level/level of difficulty:
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Category 2 – WORKSHOPS

- Name of workshop:
- Sponsoring Organization:
- Presenter(s):
- Dates:
- Location:
- Format (e.g., in-person, virtual, other-specify):
- Instruction level/level of difficulty:
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Category 3 – AUDITING OF POST-MASTER'S COURSES OR SELF-STUDY

- Name of audited post-master's course or self-study
- Sponsoring organization/University:
- Professor if applicable:
- Dates:
- Location:
- Format (e.g., in-person, virtual, other):
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Category 4 – COMPLETION OF POST-MASTER'S COURSES FOR CREDIT

- Name of post-master's course for credit:
- Sponsoring organization/University:
- Professor:
- Dates:
- Location:
- Format (e.g., in-person, virtual, other):
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Category 5 – PRESENTATIONS

- Type of presentation, course, etc:
- Title of presentation, course, etc:
- Sponsoring organization/University:
- Dates:
- Location:
- Format (e.g., in-person, virtual, other):
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Category 6 – PUBLICATIONS

- Title of publication:
- Name of journal/chapter/book/test:
- Date published:
- **Total neurologic CECs for activity:**
- **Total non-neurologic CECs for activity:**

Total neurologic CECs for all activities listed:

Total non-neurologic CECs for all activities listed: