

Dear Board Certification Applicant:

Please use the following information to assist in compiling and calculating CECs required for Board Certification Application and recertification requirements. A minimum of 60 hours are required within the last 3 years for application and as part of the recertification process.

Please note that 10 contact hours = 1 CEC; therefore 1.0 CEU = 1 CEC. Not more than 15 of the 60 hours may be in related areas/outside neurologic communication disorders areas.

Six broad areas of activity can be credited:

1. Professional Meetings
2. Workshops
3. Post Masters degree courses audited
4. Post Masters degree courses taken for credit
5. Presentations or courses taught
6. Publications

Examples of activities that are applicable to each area are summarized in the next section.

Individuals applying for Board Certification must upload original documentation of CECs obtained as part of the application packet. Individuals who hold Board Certification are expected to engage in 60 hours of continuing education activities every three years. For recertification, all individuals will be asked to provide an attestation that the requirements have been met. A supporting documentation audit will be completed for 25% of BC members within recertification cycles. If selected during the audit, BC members will be required to provide supporting documentation to the BCC for claimed CECs. 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.

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 include but are not limited to the examples provided. Should questions arise regarding the acceptability of certain activities, they should contact the Board of Clinical Certification for clarification before submitting their application materials.

Thank you for your application,

The Board of Clinical Certification

Category 1 – PROFESSIONAL MEETINGS

Includes conferences that are focused on an aspect of neurogenics, or a conference that offers a substantial amount of its programming on neurogenics-related topics.

Examples include:

- ANCDS Annual Scientific 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.

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.

CEC Credits: 10 contact 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 grade of B- or higher

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

Category 5 - PRESENTATIONS

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 per certification/re-certification 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 three year recertification per year

Category 6 - PUBLICATIONS

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

SUPPORTING DOCUMENTATION EXAMPLES

- 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 Continuing Education Registry transcripts or comparable documentation
- Presentations and Publications:
 - Anything that documents authorship, title of presentation, location and date, such as programs, brochures, letters of acceptance, course outlines, course catalogues, published abstracts, etc.
 - Any of the following: reprint, first page of the publication with complete reference information, letter of acceptance