



Texas Academy of Audiology

P.O. Box 93331, Lubbock, TX 79493-3331

www.texasaudiology.org

Instructions for Continuing Education (CE) Approval

The Texas Academy of Audiology is a CE approved sponsor in Texas by the State Board of Examiners of Speech-Language Pathology and Audiology. Any organization, agency, institution, or individual planning an educational program related to the field of audiology or speech, language pathology may apply for Texas Academy of Audiology CE approval. (Texas Academy of Audiology CE approval does not indicate American Academy of Audiology or ASHA CE approval.)

Applications and Fee Schedule:

Applications may be submitted on-line, emailed, or sent via mail. All submissions must be **received** at least 30 days prior to the program date to allow adequate time for processing and approval. Applications received within 19-29 days of the program date will be considered for acceptance with a late fee attached. Applications received less than 19 days from the program date will not be considered for processing.

The course/program sponsor will complete the Application for Continuing Education Approval Form for each course along with a complete, timed schedule of the event. Additional information may be required regarding the pertinence of the program at the discretion of the CE processor.

Online applications are available at:

www.texasaudiology.org

Emailed applications should be sent to:

jbhensley@suddenlink.net

Mailed applications or those paying by check should be sent to:

Texas Academy of Audiology

P.O. Box 93331

Lubbock, TX 79493-3331

Fee Schedule:

This fee schedule has been approved by the Texas Academy of Audiology Executive Board effective January 1, 2012. Fees are subject to change only with the approval of the board.

Approval fees are calculated in 3-hour blocks based on clock hours, and do not include registration, breaks, meals or evaluation times. Minimum course time is 1.0 clock hours and credit is issued in one-half hour increments only.

<u>Length of Course/Program</u>	<u>Fee per Course</u>
1.0-3.0 hours	\$ 65
3.5-6.0 hours	\$ 80
6.5-9.0 hours	\$100
9.5-12.0 hours	\$120
12.0+ hours	\$140

Late Fee of \$25 will be charged if application is received within 19-29 days of program date.

Multiple dates for the same program:

If you are offering the same course, with the same instructors on multiple dates; you may submit one application with all dates listed. An additional fee of \$25 will be charged for each additional date. This only applies when all dates are submitted at one time.

Online Courses:

If you wish to offer an online course, please contact the CE administrator for pricing and general instructions.

CE processing fees are non-refundable.

What CAN be counted for CE credit:

- Classroom or meeting session time led by an instructor and/or discussion leader;
- Hands-on activities, in which a learner is engaged in a planned activity, course, or program of learning in which the learner's progress is monitored and the learner receives feedback.

What CANNOT be counted for CE credit:

- Unplanned, unsupervised, non-sponsored events
- Academic credit courses
- Association membership leadership activities
- Committee meetings
- Entertainment and Recreation
- Travel
- Work Experience
- Factory Tours

Instructional Levels:

- BASIC: no previous knowledge necessary
- INTERMEDIATE: requires basic knowledge of the topic
- ADVANCED: requires knowledge and previous experience with the topic

Please contact the Texas Academy of Audiology CE Processor immediately if you anticipate any changes or cancellations associated with your course/program. Changes may require additional payment, depending on the nature of the program change.

Statement of Approval and Verification Procedures:

While your application is being considered for approval, use the following language in publications/brochures for your event as follows:

“This program has been submitted for approval of a maximum of _____ clock hours of continuing education credit by the Texas Academy of Audiology. Texas Academy of Audiology approval of this program does not imply endorsement of course content, specific products, or clinical procedures.”

If the course/program is approved, a Verification of Continuing Education Form and a Roster Form (as well as a Texas Academy of Audiology Evaluation Form, if requested) will be sent to the sponsor as notification, which will also include the program number. Sponsors will be notified if a program is not approved. Once the sponsor is notified of approval, the sponsor may publish the approval using the following language:

“This program has been approved for a maximum of _____ clock hours of continuing education credit by the Texas Academy of Audiology. Texas Academy of Audiology approval of this program does not imply endorsement of course content, specific products, or clinical procedures.”

Program Verification:

The program sponsor will receive a master copy of the Verification Form, Roster of Attendees and the Evaluation Form (if requested); along with a Texas Academy of Audiology CE program number. The program sponsor is responsible for making copies of the Verification Form to distribute to participants after they have completed the required number of hours and turned in an evaluation form to the sponsor. The program sponsor will ensure all attendees sign the roster legible. The program sponsor must ensure that the hours listed on the Verification Form match the hours credited on the Roster. If a participant is not present for the full time of the program, partial credit can be given to that participant and this should be listed appropriately on the Roster.

The original Roster, along with a summary of the participants' evaluations of the program, must be mailed to Texas Academy of Audiology, P.O. Box 93331, Lubbock, TX 79493-3331 within 30 days of program completion. *(Sponsors should keep individual program evaluation forms for their reference. Only a summary should be sent to Texas Academy of Audiology.)*

Texas Academy of Audiology reserves the right to conduct on-site monitoring of any and all programs approved for CE credits.

All programs will be listed on the Texas Academy of Audiology website, www.texasaudiology.org, unless the sponsor requests otherwise.

CE Processor Contact Information:

If you have any questions about the CE process, please contact:

Jana B. Hensley

jbhensley@suddenlink.net

(806) 797-0324