

Texas Academy of Audiology

CE Course Approval Requirements and Guidelines

Texas Academy of Audiology is approved by the Texas Department of Labor to approve continuing education courses for the Texas licensure requirements of Audiologists holding Texas licenses. The content of courses should have the purpose of providing audiology professional development. All courses will be reviewed by our Continuing Education committee to make certain the course offering meets these requirements.

Deadlines for Course Approval:

- All courses must be submitted at least 30 days prior to the date of the course. Course submitted after the 30 day deadline will be subject to a late fee. No courses will be considered if the course is not more than 15 days in the future.
- Participant lists need to be submitted within 30 days after the completion of the course. If submitted after the 30-day deadline a late fee will be applied.

Calculating the Number of CEUs

When calculating the number of CEUs, you may only consider actual instructional time. Welcomes, breaks, meals must be subtracted out of the total time for the event. CEUs must be submitted in half-hour increments. Any fraction of an hour will be rounded down to the nearest half-hour. CEU hours are reported by dividing the actual time by 10. Therefore a 2 ½ hour course will be worth 0.25 CEUs.

CE Submission Requirements:

- Agenda
- Instructional Level
- Program Focus
- Learner Outcomes
- Course Summary
- Presenter Qualifications

Required Promotional Paragraph and TAA Logo

_____ is approved by Texas Academy of Audiology to offer Texas CEUs for this activity. This course is worth a maximum of _____ CEUs. Texas Academy of Audiology's approval of this continuing education activity is based on course content only and does not imply endorsement or course content, specific products, or clinical procedures. Any vies that are presented are those of the presenter/CE Provider.

Verification of Attendance

- A CEU monitor should assure that all attendees sign in on an attendance sheet and if they do not attend the full session their attendance time should be noted.
- A CEU certificate should be provided to each participant which should be signed by the CEU monitor.
- An evaluation form should be completed by all attendees.
- Upon completion of the course the Attendance sheet must be sent to Texas Academy of Audiology along with a summary of the evaluations.

Guidelines for Ethics Continuing Education

Texas Department of Licensing and Regulation (TDLR) mandates a two-hour course in Ethics for Speech Pathologists and Audiologists during each licensure renewal period. Please utilize these guidelines when designing an Ethics course.

- The word ETHICS should be contained in the title of the course
- The course should include reference to at least one of the following:
 - TDLR Administrative Rules - Responsibilities of the Licensee and Code of Ethics (Chapter 111, Subchapter P)
 - TDLR Occupational Code (Title 3: Health Professions, Chapter 401)
 - Ethics related to professional issues which may include, but are not limited to:
 - Treatment of specific disorders
 - Evaluation
 - Supervision
 - The decision-making process pertaining to areas of concern
 - Patient care
 - Services
 - Equipment
 - Fees
 - Insurance
 - Etc.

FEE STRUCTURE per Calendar Year:

1 Course	included with CE Provider Fee of \$100
2-3 Courses	\$75 each
4-6 Courses	\$60 each
7+ Courses	\$50 each

These fees are applied for every submittal of a course regardless of whether the course is approved. A course offered at multiple times in the same calendar year will be counted as a total of two courses. Attendance must be submitted within 30 days of the course that was attended.

LATE FEES:

A \$50 late fee will be applied to all submittals after the 30 day deadline.
(No submittals will be accepted if within 15 days of course date.)

A \$50 late fee will be applied for every 30 days that an attendance submittal is late. Attendance submittals are due within 30 days of the course. This is the CE Providers responsibility and no reminders will be automatically sent.