**Important CE Reporting Information:**

**\*\*Complete by Wednesday, February 23, 2024\*\***

1. On February 12, 2024, you will receive an email with a link to the 2024 SHAA Convention Survey and electronic CE Reporting form. The reporting period will remain open from February 12-23, 2024 at midnight.
2. Complete the “2024 SHAA Convention Survey and CE Reporting.”
3. When you click “Submit,” you will be taken to the forms to report your CE time and request that your hours be sent to the AAA CE Registry and/or ASHA CE Registry. If you want your CE time reported to ASHA and AAA, you will need to submit both the ASHA and AAA electronic reporting forms.
4. You will need to indicate which sessions you attended LIVE and which you attended Virtually. You may not gain CE credit for attending the same session twice. It will be helpful for you to have your Attendance Grid in hand when completing your electronic CE reporting.
5. You will have one opportunity to submit a CE Reporting form. Please do not submit your CE Reporting form until you have completed all live and virtual sessions that you plan to participate in.
6. If your CE time is not reported by February 23, 2024 at midnight, SHAA will not be able to assist you in reporting your participation to ASHA or AAA.
7. Once you submit your survey/CE reporting form(s), a CE Certificate will be generated for your record and will be emailed to you. The certificate is generated through JotForm so be sure to check your spam box.

**\*\*CE Updates from 2024 Convention\*\***

* "Nuts and Bolts of Apraxia Therapy" was originally scheduled as 1 session. The speaker graciously offered it as a 2-part session.
  + Part 1 (60min) was offered Thurs. 1-2p.
    - Part 1 Learning Objectives:

1) Participants will contrast speech therapy approaches for treating childhood apraxia of speech, phonological disorder, and articulation disorder.

2) Participants will summarize the principles of motor learning.

* Part 2 (90min) was offered Thurs. 2:30-4p.
  + - Part 2 Learning Objectives:

1) Participants will apply motor learning principles in motor-based speech therapy sessions.

2) Participants will describe 5 therapy activities for supporting repetitive speech practice without doing drill work.

* “Measurement of Interprofessional Practice Skills of SLP Graduate Students” was offered in the Virtual Library instead of Live.
* The Attendance Grid indicated the session “ALSDE Updates” was designated as ABESPA Content I. This session, however, is designated ABESPA Content II according to the ABESPA Rules and Regulations. This error has been corrected on the CE electronic Reporting Form so that correct information will be reflected on your Attendance Certificate. If you submitted your reporting form before this error was corrected, you may contact admin@alabamashaa.com to request an updated Attendance Certificate reflecting the correct information.

**If a participant misses the reporting deadline set by SHAA, the participant will need to submit an appeal so that the CEU’s appear on their ASHA CE Registry. The process for submitting an ASHA appeal is detailed below:**

* Submit an appeal to ASHA using this link: [ASHA Participant Appeal Form](https://www.asha.org/Form/Participant-Appeal/) (<https://www.asha.org/Form/Participant-Appeal/>)
* If you have questions about this process, you should contact ASHA directly at [ashaprofdev@asha.org](mailto:ashaprofdev@asha.org) or call 301-296-8591.
* The ASHA CE Frequently Asked Questions may also help to answer any questions you may have about reporting your CEU’s. <https://www.asha.org/CE/faqs/Continuing-Education-Frequently-Asked-Questions/>

**NOTES RE: ABESPA REQUIREMENTS:**

• ABESPA Continuing Education Rules may be found here: <http://www.abespa.alabama.gov/conted.aspx>

• ABESPA requires 12 hours of continuing education each year. Up to 120 minutes of Content Area II is allowed to count toward Alabama licensure renewal. Content I is content which improves the professional competency of the licensee in the area of licensure (general practice content, DEI content, ethics content). Content II is content which must be related to the professional competency of Speech-Language Pathology and/or Audiology (clinical supervision).

• Content II Sessions are indicated next to appropriate sessions on your Attendance Grid. Remember, when you report to ABESPA for license renewal you will need to list your CONTENT II minutes separately. Your Attendance Grid will serve as your record for CONTENT I vs. CONTENT II sessions attended.

**NOTES RE: ASHA REQUIREMENTS:**

• ASHA requires one hour of ethics training per three-year interval. ABESPA recommends, but does not require, ethics training.

• ASHA requires every CCC-SLP who supervises or intends to supervise any graduate student or clinical fellow to accrue two hours of supervision/clinical instruction training once in his or her career.

• Beginning with certificate holders in the January 1, 2023–December 31, 2025, certification maintenance interval, ASHA requires two hours of professional development in cultural competency, cultural humility, culturally responsive practice, or diversity, equity, and inclusion (DEI).

**NOTES RE: AAA REQUIREMENTS:**

• Sessions approved by AAA are indicated next to appropriate sessions.

• If you would like your CE time reported to AAA, you will need to complete the AAA electronic CE Reporting form. This is separate from the ASHA CE Reporting form.

**GENERAL NOTES:**

• Student track sessions may be attended by all, but are not available for CE credit.

• CE Time must be reported by February 23, 2024, at Midnight using the electronic reporting information detailed above.

• The only way to receive an attendance certificate and have your CE time reported to ASHA/AAA is to complete the electronic reporting process detailed above.

**If I do not utilize the ASHA CE Registry, but I still want my hours to count towards my ASHA Cs, do I have to report my attendance to SHAA?**

* Yes, because, when self-reporting hours to ASHA, you’ll need to be prepared to show proof of attendance (in case of audit). Reporting your time through the SHAA website is the way to receive an Attendance Certificate. The Certificate will show the number of hours and will serve as your proof, both in case of audit AND for licensure purposes (e.g., through ABESPA). To receive an Attendance Certificate, you must report your CE time to SHAA using the steps above.

**If I watch the recorded sessions after convention has ended through the CELL Library will SHAA report my CEU’s to ASHA/AAA?**

* No, SHAA will only report your CEU’s to ASHA/AAA if you earned them during the convention period of February 10-21, 2024 and completed your CE Reporting by the February 23, 2024 deadline. The CELL Library does not report CEU’s to ASHA/AAA. All CEU’s earned through the CELL Library must be self-reported directly to ASHA/AAA.