

## Appendix A

### Cooperative Course Policy Template

#### Policy Statement

It shall be the policy of <insert name of ASHA Approved CE Provider> that all courses offered cooperatively will meet the American Speech-Language-Hearing Association (ASHA) Continuing Education Board (CEB) Requirements.

#### Purpose of Policy

1. To educate the cooperative organization about ASHA CEB Requirements
2. To articulate the responsibilities of the cooperative organization
3. To notify a group seeking to conduct a cooperative course that they must comply with all aspects of the cooperative course policy in order to make ASHA CEUs available for the course

#### Definitions

**ASHA CEU Sentence**—a stand-alone sentence that must include the number of CEUs offered, the instructional level, and the content area.

**ASHA Approved CE Provider Brand Block**—the clearly identifiable trademark of ASHA Continuing Education's Approved Providers. The Brand Block is customized with the Approved Provider's name and includes a specific, unique graphic image and the Approval Statement.

**ASHA Approved CE Provider**—an organization that has demonstrated (through application) that its policies, procedures, and process for the design, delivery, and evaluation of continuing education programs/courses meet ASHA CEB Requirements and offer continuing education that meets quality standards.

**ASHA CEB Requirements**—specifications that define a proven model for developing effective and valuable continuing education and training (CE/T) programs. The Requirements focus on *how* learning programs are developed, not *what* they cover; Requirements provide a framework of best practices.

**ASHA CEUs**—the unit of measure for professional development credit hours earned (1 CEU=10 hours; 0.1 CEUs=1 hour) through courses offered by ASHA Approved CE Providers and awarded by the ASHA CEB.

**Cooperative CE course**—a continuing education course offered jointly by an ASHA Approved CE Provider and a non-ASHA Approved CE Provider. Conducting a cooperative course with an ASHA Approved CE Provider is the only way a non-ASHA Approved CE Providers can offer a CE course for ASHA CEUs.

**Cooperative organization**—an entity that is not an ASHA Approved CE Provider.

#### Procedure

1. The cooperative organization agrees to abide by all ASHA CEB Requirements.
2. It is the joint responsibility of the cooperative organization and <insert name of ASHA Approved CE Provider> to ensure that the cooperative course meets all ASHA CEB Requirements.
3. Each potential cooperative course is examined on its individual merits. <Insert name of ASHA Approved CE Provider> reserves the right to refuse to enter into a cooperative agreement with a cooperative organization for any reason whatsoever, regardless of that organization's willingness to comply with this policy.

4. <Insert ASHA Approved CE Provider name> must be involved in the planning and development of any cooperative CE course. A representative of the Approved Provider organization must review and approve the needs assessment process; the learning outcomes; design and content of the educational activity; instructional personnel disclosures; and final faculty selection and evaluation methodology.
5. <Insert title of CE Administrator> is responsible for interpretation and implementation of the ASHA CEB Requirements.
6. All course-related materials must be submitted to <insert name of ASHA Approved CE Provider> at least 3 months prior to the date the course begins.
7. Any financial and in-kind support solicited on behalf of the course must be made known to <insert name ASHA Approved CE Provider>. The cooperative organization shall provide full budgets and updates to <insert title of CE Administrator>.
  - a. The cooperative organization in coordination with <insert name ASHA Approved CE Provider> must make all decisions regarding the allocation and disbursement of funds received from other organizations in support of the course.
  - b. The cooperative organization must maintain detailed written documentation of
    - names of organizations that provided financial and/or in-kind support,
    - the dollar amount received from each organization,
    - the monetary value and description of in-kind support received,
    - how the money and in-kind support were used.The cooperative organization must provide copies of this documentation to <insert title of CE Administrator>.
  - c. As a condition of receiving financial and in-kind support, a cooperative organization is not required to accept advice or services from contributing organizations concerning planners, instructional personnel, learners, course content, planning, implementation, or evaluation.
  - d. If payment for planners and instructional personnel is involved, it must come directly from the cooperative organization involved in course content development, not from other organization(s) providing financial or in-kind support for the CE course.
  - e. The cooperative organization may use financial or in-kind support received from other organizations to pay for travel, lodging, and other expenses for learners. The cooperative organization must manage the disbursement of this assistance.
  - f. The names of other organizations contributing financial and in-kind support must be disclosed to learners prior to the beginning of the CE course.
6. <Insert the title of CE Administrator> must review and approve all materials associated with the cooperative course prior to advertising the availability of ASHA CEUs. <Insert the name of ASHA Approved CE Provider> must be clearly identified as the ASHA Approved CE Provider. All promotional materials must be reviewed and approved by <Insert the title of CE Administrator> prior to distribution and must contain the ASHA Approved CE Brand Block and ASHA CEU Sentence.
7. The responsibilities of the cooperative organization will be clearly enumerated in the Cooperative Course Agreement (Appendix A). <insert name of ASHA Approved CE Provider> will withdraw from any cooperative course if the cooperative organization fails to meet its obligation in the agreement or fails to comply with this policy.
8. The cooperative organization agrees to ensure that only individuals who are eligible to earn ASHA CEUs are allowed to complete ASHA CEU Participant forms (or otherwise indicate their desire to earn ASHA CEUs).
9. The cooperative organization agrees to send the final record of all participant attendance and course evaluation information to <insert title of CE Administrator>.
  - a. ASHA CEU Participant forms must be sent to <insert title of CE Administrator> within 15 days of the end of the course.

- b. Course evaluation information must be sent to <insert title of CE Administrator> no later than 30 days after the course ends.
10. <Insert name of the ASHA Approved CE Provider> will maintain all information related to the course planning and registration for 7 years.
11. ASHA CE charges \$325 for the first cooperatively conducted course for ASHA CEUs. The fee must be submitted to <insert name of ASHA Approved CE Provider> when the completed Cooperative Course Agreement (Appendix A) is submitted.
12. The same course content may be offered multiple times throughout the calendar year. For each additional date the course is conducted, a \$50 fee is charged by ASHA CE.

## Cooperative Course Agreement Template—Appendix A

<insert name of ASHA Approved CE Provider> is committed to ensuring that all jointly offered courses are planned and implemented in accordance with the American Speech-Language-Hearing Association’s Continuing Education Board Requirements.

Instructions:

1. <insert name of ASHA Approved CE Provider> inserts dates into the “date to submit by” column below and sends this document along with the Cooperative Course Policy to the cooperative organization.
2. The cooperative organization reads the Cooperative Course Policy.
3. The cooperative organization completes the Cooperative Course Information section, reviews *Materials That the Cooperative Organization Must Submit* grid, and keeps a copy for its records.
4. The cooperative organization signs the Cooperative Course Agreement and returns it to the Provider.
5. The cooperative organization submits materials according to the timelines in the grid.
6. <insert name of ASHA Approved CE Provider> reviews the materials and requests additional information, as needed.
7. <insert name of ASHA Approved CE Provider> submits the cooperative course registration to ASHA CE according to Continuing Education Board deadlines.
8. The cooperative organization conducts the course.
9. <insert name of ASHA Approved CE Provider> submits participant reporting information to ASHA CE according to Continuing Education Board deadlines.

A cooperative course will only be registered with ASHA CE if the conditions outlined in the Cooperative Course Policy and the responsibilities and timelines outlined below are followed. The signed Cooperative Course Agreement must be returned by <insert date> to:

<insert name and address or e-mail>

### Cooperative Course Information:

Name of cooperative organization:

Cooperative organization’s address:

Contact at cooperative organization:

Contact e-mail address:

Contact phone:

Title of course:

Date(s) course to be conducted:

Is this course a self-study?

### Attestation

By signing this form, I agree to adhere to the Cooperative Course Policy and provide the requested information as specified above.

_____	_____
Cooperative Organization’s Representative	Date
_____	_____
<insert name of ASHA Approved CE Provider> Representative	Date

## Materials That the Cooperative Organization Must Submit

Name of cooperative organization:

Material needed	Date to submit by	ASHA Approved CE Provider Comments
Signed Cooperative Course Agreement <ul style="list-style-type: none"> <li>• Fee charged by Provider (if appropriate)</li> <li>• Cooperative course fee</li> </ul>		
Results of needs assessment		
Planner and instructional personnel disclosure forms and resolution description <ul style="list-style-type: none"> <li>• Forms completed prior to course planning</li> <li>• Changes to disclosures after course planning is completed</li> </ul>		
Course learning outcomes		
Time-ordered agenda (if enduring material/self-study, contact <insert name and e-mail address> for guidance)		
If receiving financial or in-kind support, submit: <ul style="list-style-type: none"> <li>• Names of organizations providing financial and/or in-kind support,</li> <li>• Dollar amount received from each organization (if financial),</li> <li>• Monetary value and description (if in-kind),</li> <li>• How money and in-kind support will be used.</li> </ul>		
Draft promotional materials, including: <ul style="list-style-type: none"> <li>• Instructional personnel disclosure statements (one for each instructor),</li> <li>• Course content disclosure (if appropriate),</li> <li>• Financial or in-kind disclosure (if appropriate).</li> </ul>		
Final promotional materials (with required CE Brand Block and ASHA CEU Sentence)		

Name of cooperative organization:

Material needed	Date to submit by	ASHA Approved CE Provider Comments
Description of how instructional personnel disclosure will be made available at the start of course		
Details on how satisfactory completion will be determined <ul style="list-style-type: none"> <li>• Attendance verification process</li> <li>• Tool(s) to assess achievement of learning outcomes</li> </ul>		
Program evaluation <ul style="list-style-type: none"> <li>• Tool(s)</li> <li>• Results</li> <li>• Analysis</li> </ul>		
ASHA CEU Participant forms for each individual who requested and is eligible for ASHA CEUs		
Copies of all planning and evaluation meeting notes, e-mails, templates, etc.		

## Course Development Resources – Appendix B

**Accessibility guidelines:** [www.asha.org/CE/for-providers/Accessibility-Guidelines/](http://www.asha.org/CE/for-providers/Accessibility-Guidelines/)

**CEB requirements:** [www.asha.org/uploadedFiles/CE-Provider-Approval-Requirements.pdf](http://www.asha.org/uploadedFiles/CE-Provider-Approval-Requirements.pdf)

**Cooperative course guidelines:** [www.asha.org/ce/for-providers/cooperative\\_agreements.htm](http://www.asha.org/ce/for-providers/cooperative_agreements.htm)

**Eligibility to earn ASHA CEUs criteria:** [www.asha.org/CE/for-providers/Eligibility-for-Earning-ASHA-CEUs/](http://www.asha.org/CE/for-providers/Eligibility-for-Earning-ASHA-CEUs/)

**Evidence-based CE resources:** [www.asha.org/ce/for-providers/EBCETutorialIntro/](http://www.asha.org/ce/for-providers/EBCETutorialIntro/)

**Fees:** [www.asha.org/CE/for-providers/Continuing-Education-Fees/](http://www.asha.org/CE/for-providers/Continuing-Education-Fees/)

**Learner outcome resources:** [www.asha.org/ce/for-providers/Learner\\_outcomes.htm](http://www.asha.org/ce/for-providers/Learner_outcomes.htm)

**Marketing courses to ASHA members:** <http://marketing.asha.org/opportunities-by-audience/ce-seekers/>

**Transparency resources:** [www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/](http://www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/)

- Course content disclosure: [www.asha.org/CE/for-providers/admin/Course-Content-Disclosure/](http://www.asha.org/CE/for-providers/admin/Course-Content-Disclosure/)
- Instructional personnel disclosure: [www.asha.org/CE/for-providers/admin/Speaker-Planner-Disclosure/](http://www.asha.org/CE/for-providers/admin/Speaker-Planner-Disclosure/)
- Financial and in-kind disclosure: [www.asha.org/CE/for-providers/admin/Course-Financial-In-Kind-Support-Disclosure/](http://www.asha.org/CE/for-providers/admin/Course-Financial-In-Kind-Support-Disclosure/)
- Managing exhibits and advertising: [www.asha.org/CE/for-providers/admin/Management-of-Exhibits-and-Advertisements/](http://www.asha.org/CE/for-providers/admin/Management-of-Exhibits-and-Advertisements/)