

**ASHA Certification Requirements  
Coming in 2003 and 2005:  
Mandated Professional Development to Maintain the CCCs**

**Standard VI: Continuing Professional Development for Audiologists**

In July 1999, the Council on Professional Standards in Speech-Language Pathology and Audiology (Standards Council) approved Standard VI, which requires demonstration of continued professional development for maintenance of the Certificate of Clinical Competence in Audiology (CCC-A). The standard requires individuals who hold the CCC-A to participate in professional development activities and accumulate 30 contact hours every 3 years. Standard VI goes into effect on January 1, 2003.

This standard requires you to maintain certification in audiology by demonstrating every 3 years that you have participated in 30 contact hours of continuing professional development activities during your designated 3-year maintenance interval.

If you were initially certified:	You will accumulate professional development hours between:
Before January 1, 1980	January 1, 2003 and December 31, 2005
Between January 1, 1980 and December 31, 1989	January 1, 2004 and December 31, 2006
Between January 1, 1990 and December 31, 2002	January 1, 2005 and December 31, 2007
If you expect to be certified after January 1, 2003:	You will accumulate professional development hours between:

**Standard VII: Continued Professional Development for Speech-Language Pathologists**

In October 2000, the Council on Professional Standards in Speech-Language Pathology and Audiology (Standards Council) approved Standard VII, which requires demonstration of continued professional development for maintenance of the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP). The standard requires individuals who hold the CCC-SLP to participate in professional development activities and accumulate 30 contact hours every 3 years.

This standard requires you to maintain certification in speech-language pathology by demonstrating every 3 years that you have participated in 30 contact hours of continuing professional development during your designated 3-year maintenance interval.

If you were initially certified (or reinstated)...	You will accumulate professional development hours between...
Before January 1, 1980	January 1, 2005 and December 31, 2007
Between January 1, 1980 and December 31, 1989	January 1, 2006 and December 31, 2008
Between January 1, 1990 and December 31, 2002	January 1, 2007 and December 31, 2009
If you expect to be certified after January 1, 2005:	You will accumulate professional development hours between:

**Frequently Asked Questions:**

**What happens if I don't complete the required professional development hours within the 3-year certification maintenance interval?**

If you do not fulfill the requirements specified in the standard, your certification will lapse. Your certification will not be reinstated until all of the requirements of the standard have been met.

**I am planning on not working for several years for personal reasons. Am I exempt from this requirement until I start working again?**

No. If you intend to maintain your ASHA certification in speech-language pathology you must meet this requirement, whether or not you are currently practicing.

**I am retired and no longer working. Am I exempt from this requirement?**

No. The new maintenance requirement represents an added dimension to the Certificate of Clinical Competence that provides the assurance that individuals who maintain the CCC's are continuing their professional development and maintaining currency in the discipline.

**I hold dual certification in speech-language pathology and audiology. Does this mean I will have to accumulate 30 contact hours to maintain my CCC-SLP and 30 contact hours to maintain my CCC-A?**

Yes. You will be required to meet the maintenance standard for each discipline in which you are certified.

**Why were audiologists chosen to comply with the new standard before speech-language pathologists?**

ASHA conducts periodic reviews of practice standards in order to evaluate the impact that external factors (e.g., technology, the changing demographics of the population, changing practice patterns, scope of practice) have had on the professions of audiology and speech-language pathology. The review included a skills validation study, and revisions to the Standards for Certification in Audiology were completed in 1997. The Standards for Certification in Speech-Language Pathology were reviewed after the completion of the skills validation study in 1998, and revisions to the standards were approved in October 2000.

**Can I count a continuing education activity that I have completed before my 3-year maintenance interval begins?**

No. Professional development hours must be earned during the 3-year maintenance interval, regardless of the start date of the experience. For example, if you are scheduled to begin your 3-year maintenance interval on January 1, 2006, your course could start in December 2005. As long as the completion date is between January 1, 2006 and December 31, 2008, you can use those hours to meet the requirement.

**13. Are ASHA CEUs the only professional development activities that will qualify?**

No. Continued professional development may be demonstrated through participation in one or more of the following four options:

30 contact hours through Employer-sponsored in-service or other continuing education activities that contribute to professional development; and/or

3 CEUs from ASHA-approved continuing education (CE) providers; and/or

3 CEUs from International Association for Continuing Education and Training (IACET) approved providers; and/or

2 semester hours from a college or university that holds regional accreditation or accreditation from an equivalent nationally recognized or governmental accreditation authority.

Examples of employer-sponsored in-service activities are special education workshops dealing with autism, IEP procedures, IDEA, formal training sessions on equipment used in the evaluation or treatment of your clients; and/or professional activities dealing with literacy, autism, professional ethics, diversity issues, or workload issues.

Examples of other continuing education activities are state association workshops, seminars offered through other professional associations, and/or formal on-line, non-credit courses offered through a university.

For example, you could earn 1 semester hour (15 contact hours) and 1.5 CEUs (15 contact hours) or you could earn 1 semester hour (15 contact hours), 1 quarter hour (10 contact hours) and 0.5 CEU (5 contact hours).

**What activities will not qualify?**

Any activities that do not meet the definition of professional development and that occur outside of your 3-year maintenance interval will not be accepted. Attending meetings, serving on leadership committees, or work experiences would **not** be considered professional development activities because the activities are not part of a planned and supervised educational experience.

**Can I audit an academic course offered by a qualifying college or university and receive credit that meets the requirement?**

No. Earned credit is based on completion rather than attendance; therefore audited courses will not meet the requirement. In order for an academic course to count toward your professional development requirement, you must receive a passing grade.

**Can I take a CE activity that is not offered through an ASHA-approved CE Provider?**

Yes. You may choose to accumulate the required 30 contact hours through participation in employer-sponsored in-service or other continuing education activities that contribute to professional development; however, you will not earn ASHA CEUs or be able to maintain the hours on the ASHA CE Registry to document your participation.

If you need to earn ASHA CEUs, and the organization offering the CE activity is not an ASHA-approved CE Provider, you may choose to develop an Independent Study plan and have it approved and monitored by an ASHA-approved CE provider as an Independent Study.

**Can I earn ASHA CEUs for professional development activities I take through my state or my employer?**

If your state association, employer, or other provider is an ASHA-approved CE provider, then you will be eligible to earn ASHA CEUs. If the provider is not an ASHA-approved CE provider, you can use the contact hours you accumulate to meet your maintenance requirement as long as the activity meets the definition of professional development and it occurs during your 3-year maintenance interval.

**How can I earn ASHA CEUs through Independent Study?**

Independent study is a self-designed educational experience to enhance one's skills and knowledge in a specific area that is relevant to the field of communication sciences and disorders. The educational plan is proposed by the learner and reviewed, monitored, and approved by an ASHA-approved Independent Study Provider. The Independent Study Plan must be approved before beginning the activity/learning experience. Independent study activities are limited to two (2.0) CEUs per independent study plan. There is no limit to the number of Independent Study Plans you can file with the ASHA CE Registry. CEUs cannot be awarded retroactively.

For more information on Independent Study, refer to ASHA's web site, call ASHA's Fax on Demand system at 877-541-5035 and request document #0409, or contact ASHA CE Registry staff by phone 1-800-498-2071 or by e-mail [continuing@asha.org](mailto:continuing@asha.org).

**What records must I keep?**

You must keep the following information on every activity in which you participate:

title of the course/activity

name of the sponsoring organization or college/university

date(s) of attendance

number of professional development hours (or equivalent) earned

A record keeping tool will be mailed to each certificate holder at the beginning of your first renewal cycle. For example, if your first cycle is January 1, 2005 through December 31, 2007, you will receive a packet of information from ASHA in December 2005. The packet will contain guidelines for maintaining your certification, a record keeping tool, and samples of the documents you will need to keep.

Records should be kept for the entire 3-year maintenance interval and not discarded until you have received notification from ASHA that you met the requirements of the standard and that your certification is current through your next 3-year maintenance interval.

If you participate in ASHA-approved CE programs, are a member of the ASHA CE Registry, and earn ASHA CEUs, the required information will be maintained on the Registry and will be made available to certification maintenance staff electronically,

**What kind of documentation will I have to submit to provide evidence of my professional development activities?**

You will submit one form, Maintenance of the Certificate of Clinical Competence, every three years. Your signature on the form provides the assurance that you have met the requirements of the standard. The form includes the "List of Professional Development Activities" for you to complete and provide the following information:

title of the course/activity

name of the sponsoring organization or college/university

date(s) of attendance

number of professional development hours (or equivalent) earned

Only those certificate holders who are selected for the Professional Development Review audit will be required to submit supporting documents such as copies of certificates of attendance or college transcripts.

**How do I get the Maintenance of the Certificate of Clinical Competence form, and when will I need to send it to ASHA?**

Throughout the initial implementation period of 2005-2009, certificate holders will receive reminders about maintaining their certification. Certification Maintenance packets will be sent to certificate holders well in advance of the certification expiration date and will include the Maintenance of the Certificate of Clinical Competence form and instructions.

**Will I be audited? If so, what kind of documents will I have to submit to provide evidence of my professional development activities?**

A certain number of certificate holders will be randomly selected for a Professional Development Review audit and be asked to submit additional documentation and evidence of their professional development activities.

Individuals who are selected for the Professional Development Review audit will be notified prior to the end of their maintenance interval and asked to submit the following information:

title of the course/activity

name of the sponsoring organization or college/university

date(s) of attendance

number of professional development hours (or equivalent) earned

Outline or agenda for the activity that includes a description of the activity, the learning outcomes, qualifications of the presenter, and how the content contributed to your professional development

A copy of a certificate of completion, signed by the sponsoring authority

A copy of the college transcript, if appropriate

Individuals who have met the requirement by earning ASHA CEUs as documented on the ASHA CE Registry record will not be required to maintain or submit additional documentation. Information regarding ASHA CEUs earned at a course offered by an ASHA-approved CE Provider is recorded on the ASHA CE Registry and is readily available to Certification Maintenance staff.

If you plan to meet the requirement by earning IACET-CEUs, non-CAA-approved college and university credit, and employer-sponsored in-service continuing education or other activities, your hours will not be eligible to be maintained on the ASHA CE Registry and you will be required to submit documentation of the activities that are not on the ASHA CE Registry.

**Should I maintain documentation of my participation in professional development activities if I am not selected for an audit?**

Yes. It is the certificate holder's responsibility to maintain documentation of participation in professional development activities throughout each 3-year maintenance interval. A record keeping form will be distributed at the beginning of your 3-year maintenance interval to assist you in keeping track of your activities throughout the maintenance interval.

You should be prepared to provide the required information in case you are selected for the Professional Development Review audit. Certificate holders will be randomly selected for the Professional Development Review audit during the last six months of the maintenance interval. If you accumulated your hours through ASHA-approved CE providers and are a member of the CE Registry, you will not need to maintain a separate set of records. Certification maintenance staff will be able to access your records electronically through the Registry.

**I am not a member of the ASHA CE Registry. What kind of documentation should I be keeping?**

Individuals who do not wish to join the ASHA CE Registry must maintain evidence of professional development activities as described in Question 31: *Will I be audited? If so, what kind of documents will I have to submit as evidence of my professional development activities?*

Since it is the certificate holder's responsibility to maintain documentation of participation in professional development activities throughout the 3-year maintenance interval, you may choose to use the record keeping form mentioned in Question 32: *Should I maintain documentation of participation in professional development activities if I am not selected for an audit?*

You will be required to provide evidence of your professional development activities only if you are randomly selected for the Professional Development Review audit.

**Will any professional development hours earned through a university or college be maintained on the ASHA CE Registry?**

Only ASHA CEUs are maintained on the ASHA CE Registry. Therefore, only when a college or university is an ASHA-approved CE Provider, and has arranged to offer the course for ASHA CEUs, can the CEUs earned from participation in that course be maintained on the ASHA CE Registry.

If you would like more information about the Standards for Audiology and Speech-Language Pathology, please contact ASHA Action Center at 1800-498-2071 for assistance, or log on to ASHA's Web site at - <http://professional.asha.org>. Click on Membership & Certification or Continuing Education for answers to frequently asked questions about Standard VI and Standard VII.