**KSHA OFFICE USE ONLY**

COURSE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_ SUBMITTED TO ASHA\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY ASHA\_\_\_\_\_\_\_\_\_\_\_\_\_ COOPERATIVE PAYMENT RECEIVED\_\_\_\_\_\_\_\_\_\_\_\_\_

ROSTER SUBMITTED TO ASHA\_\_\_\_\_\_\_\_\_\_\_\_\_ ROSTER CORRECTIONS SUBMITTED TO ASHA\_\_\_\_\_\_\_\_\_\_

KSHA Continuing Education Co-Sponsorship Form

* Direct questions to Susie Ternes at KSHA. ksha@ksha.org or **(316) 202-2288.**
* Form can be emailed to ksha@ksha.org or faxed to **316-202-2299**
* Co-sponsorship fee of $475 payable to KSHA can be mailed to 148 S. Bay Country Ct, Wichita, KS 67235.
	+ OR fill out credit card payment info:

 \_\_\_\_MasterCard \_\_\_\_Visa \_\_\_\_Discover \_\_\_AMEX Credit card number:

Expiration date: CVV code on the back:

Name as it appears on card:

Billing Address:

Name of cooperative organization:

Address of cooperative organization:

Contact name at cooperative organization:

Phone number for contact:

Email address for contact:

# Instructions: Respond to each of the questions below and attach required information. Course and Offering Registration Form and required attachments must be received complete and compliant before the:

* ***45-day deadline if cooperative offering, individual learning experience (i.e., self-study) and/or any course requiring a pilot study.***

[Additional forms](http://www.asha.org/CE/for-providers/Course-and-Offering-Registration-Forms/) are needed for registering individual learning experiences (i.e., self-study courses) and/or courses requiring pilot study. Contact KSHA for further details.

**I. Course Information and Description**

ASHA Approved Provider Code (four letters): AACR

ASHA Approved CE Provider Name: Kansas Speech-Language-Hearing Association

Course Number (to be assigned by KSHA):

Course Title (limit to 80 characters):

Course Description (Use Past Tense-limit to 400 characters):

**Fill out the following codes – the links will help you**. (hit Control and then click the link to be directed to ASHA’s info)

[Subject Code](http://www.asha.org/CEUFind/Subject-Codes/):\_\_\_\_\_\_\_\_\_\_\_\_\_ [Content Code](http://www.asha.org/ce/for-providers/admin/tutorial/5/):\_\_\_\_\_\_\_\_\_\_\_ [Instructional Level](http://www.asha.org/ce/for-providers/admin/tutorial/5/):\_\_\_\_\_\_\_\_\_\_\_\_

List course offerings on [ASHA CEUFind](http://www.asha.org/CEUFind/)?

 Yes No

If yes, registration contact name and phone number:

If yes, web address where course and registration information is available:

# [Type of Learning Experience](http://www.asha.org/CE/for-providers/admin/Three-Types-Learning-Experiences/) (check one)

Group (i.e., live) (attach time-ordered agenda)

Individual (e.g., recorded version of a live course or peer-reviewed., self-study) (complete and include pages 9 and 10 - Individual Course Information)

Blended (i.e., courses that combine group and self-study experiences) (complete and include page 11 - Blended Course Information)

# CEU Information

[CEU](http://www.asha.org/CE/for-providers/admin/CEUs-Half-Hour-Increments/) amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e.g., 60 minutes =0.10 CEU, 90 minutes = 0.15 CEU, etc.)

Is the course designed so that participants can achieve the all the course’s (or session’s) learning outcomes without full attendance (that is, is partial credit an option)?

No

If yes (respond to the following)

How will course participants who do not attend the entire course demonstrate achievement of the course learning outcomes? (check one)

The course has multiple sessions and each session has discrete learning outcomes that are assessed at the end of each session.

The course is a series of sessions. Participants must attend a minimum of sessions. A passing score on an exam is the satisfactory completion requirement.

Participant will successfully demonstrate a skill as the satisfactory completion requirement.

The course has group and individual learning components. Participants can opt out of the individual learning portion of the course and earn credit of the group learning only.

Other (please describe):

# Course Design

*Needs Assessment Process* (check all that apply)

Interviewed key individuals Conducted focus group(s)

Surveyed sample population Other (please describe):

*Learning Outcomes:* (Choose one and attach the requested information)

Learning outcomes are in attachment

Learning Outcomes are found within the promotional materials

*Instructional Methodology* (check all that apply)

Lecture Small group activity

Video or audio presentation Panel discussion

Demonstration of procedures Observation of patients

Case study Simulations

Other

*Assessment of Learning Process* (check all that apply)

Performance demonstrations Completion of a project

Written report Written examination

Oral report Oral examination

Self-assessment Question and answer session

Other (please describe):

# Planning and Instructional Personnel

Please review ASHA CE’s [Evidence-Based CE Tutorial](http://www.asha.org/ce/for-providers/EBCETutorialIntro/) on ASHA’s website

Please review the [Recommendations for Infusing Evidence into CE Course Content](http://www.asha.org/CE/for-providers/Recommendations-for-Infusing-Evidence-Into-Continuing-Education-Course-Content/) found on ASHA’s website

# Satisfactory Completion and Course Evaluation

How will you determine whether participants meet the course’s satisfactory completion requirements and are eligible to earn ASHA CEUs? (Check all that apply)

Attendance Attainment of learning outcomes

*Course Evaluation*

Yes, we have a process for evaluating this course and using the evaluation results to make improvements

# Disclosures and Promotional Materials

*Disclosure question 1:*

Does the course content focus on a specific product or service?

Yes, and a course content disclosure is available in the promotional materials.

Provide the name of the product or service that will be discussed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Not applicable

*Disclosure question 2:*

Did any other organization(s) provide financial or in-kind support?

Yes, and a financial or in-kind support disclosure statement is available in the promotional materials.

Supply the name of the organization providing financial or in-kind support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not applicable

*Disclosure question 3:*

Yes, disclosure will be made at the start of the course for all instructional personnel. If this course is categorized as *Individual* (e.g., self-studies), disclosure will immediately precede the course content through audio or print delivery, dependent on format. **(Must Agree)**

*Disclosure question 4:*

Promotional materials. Attach the course announcement/promotional material

Please review [Guidelines for Advertising, Promoting, or Announcing Course Offered for ASHA CEUs](http://www.asha.org/CE/for-providers/Guidelines-for-Advertising-Promoting-or-Announcing-Courses-Offered-for-ASHA-CEUs/)

IMPORTANT: Promotional materials (brochure, flyer, advertisement) must include:

(1) The ASHA CE Approved Provider Brand Block **and** accompanying CEU sentence. [See Brand Block info here.](https://www.asha.org/uploadedFiles/Brand-Block-Instructions.pdf)  (EMAIL ksha@ksha.org to receive the ASHA Brand Block to include in your promotional materials).

Next to (or under) the ASHA brand block image, you must put a sentence that reads something like

*This course is offered for 0.4 ASHA CEUs, Professional area, Intermediate Level.*

(fill in appropriate CEU amount, area, and level)

(2) Instructional personnel disclosure statement(s). If there are no disclosures to be made, use the following sentence: This speaker has no financial or non-financial relationships to disclose. For more info about what should be disclosed and how to state these disclosure, please see: <https://www.asha.org/ce/for-providers/admin/sample-disclosure-statements/>

(3) (If applicable) disclosure that the course is focused on a specific product or service and there will be no or limited information about similar products or services

(4) (If applicable) disclosure of the names of organizations contributing financial and in-kind support.

1. **Course Offerings**

Please list information for at least the first offering of the course. List other offerings if known. If there are more than twelve planned offerings, please **submit the** [**Additional Multiple Offerings**](http://www.asha.org/uploadedFiles/CE-Additional-Offerings-List.pdf)[**form**.](http://www.asha.org/uploadedFiles/CE-Additional-Offerings-List.pdf) *Course offerings must start and end within a calendar year.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Start Date* | *End Date* | *Setting?* | *List on ASHA CEUFind?* |
|  |  | □ Distance/online□ In-person (city, state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes□ No |
|  |  | □ Distance/online□ In-person (city, state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes□ No |
|  |  | □ Distance/online□ In-person (city, state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes□ No |
|  |  | □ Distance/online□ In-person (city, state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes□ No |
|  |  | □ Distance/online□ In-person (city, state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ Yes□ No |