

## Application to Offer ASHA CEUs in Cooperation with SHAA

- 1) Affirmation: "I have read all the information at the bottom of [www.AlabamaSHAA.org/ce.htm](http://www.AlabamaSHAA.org/ce.htm)." \_\_\_\_\_  
(Initials)
- 2) **Event Title** (60 characters max.) \_\_\_\_\_
- 3) **Event Date(s)** \_\_\_\_\_
- 4) **Instructional Level**: Intro. \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_ Various \_\_\_\_\_
- 5) **Highest Possible Registration Fee** \_\_\_\_\_
- 6) **Location** \_\_\_\_\_ **ADA Compliant?** Yes \_\_\_\_\_ No \_\_\_\_\_
- 7) **Event Sponsor** (i.e., your organization) \_\_\_\_\_  
**Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Physical address for UPS** \_\_\_\_\_
- 8) **Describe how you arrived at this topic** (or the idea for this event) and the rationale for it. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) **Who are the target audience?** \_\_\_\_\_
- 10) **How many CE packets do you expect you'll need for SLPs and AUDs?** \_\_\_\_\_
- 11) **How will you inform participants about proprietary interests** and/or affiliations of each speaker?  
\_\_\_\_\_ Announcement by the speaker(s) \_\_\_\_\_ Announcement by the host/emcee \_\_\_\_\_ Printed information
- 12) Will you \_\_\_\_\_ use your own **certificate of attendance**, *or* \_\_\_\_\_ should SHAA provide one for copying?

### **CHECKLIST & DEADLINE** due 6-8 weeks prior to start date ...

- \_\_\_\_\_ This application, completed
- \_\_\_\_\_ **A draft of the brochure/flyer**, and a **time-ordered agenda** (unless it's in the brochure).  
*CE wording and logo must comply with ASHA's rules. (E.g., Do NOT say that "CEUs have been applied for..."; Do NOT mention "sponsors" in the CE paragraph.)*  
**\*\* Please clear the wording with Mr. Copeland before mailing fliers. \*\***
- \_\_\_\_\_ **A biosketch** of each speaker
- \_\_\_\_\_ **Measurable learner objectives** aligned with *each* segment of *each* presentation  
**(Best Practice: Read the ASHA-approved verb list. Specify and number the objectives, #1 - #5. Then say, "Segment 1, 8:30-10:00, objectives 1&2; Segment 2, 10:15-12:00, objective #3; etc.)**
- \_\_\_\_\_ **A VERY short** (about 50-word) **description** of the activity, written in the past tense  
*(E.g., "Participants discussed the impact of hearing loss . . . and practiced fitting hearing aids . . .")*
- \_\_\_\_\_ **2 separate payments: SHAA, \$75.** SHAA only takes a check;  
**ASHA, \$250**, either by a credit card number (for faster processing), or a check.
- \_\_\_\_\_ For copying and pasting to SHAA's CE web page, **email** Mr. Copeland the **Title, Date(s), Location, Host, and Contact Info**. You may do this prior to submitting this application, for advance notice.

**Common pitfalls!**

*Send all materials, including the check(s) to:*

**Gary Copeland, ASHA CE Administrator**  
**126 Iron Horse Trail, Harvest, AL 35749**  
**garycopeland @ knology.net**

**Computer note:**  
Mr. Copeland cannot open  
Publisher documents.

**Phone/Fax 256.325.8885**