

ASHA Continuing Education Cooperative Plan

To identify the current Continuing Education Administrator, please go the MSHA website: <http://www.mshaonline.org/> . Current fees for services are located on the MSHA website.

The following flow chart outlines the duties for a cooperative. Email communication is preferred.

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| **MSHA Duties** | **Partner Duties** |
|  | 1. Contact MSHA Continuing Ed. Administrator (CEA) **90 days prior to start of event** |
|  | 2. Complete flyer (see attached) and send to CEA. Flyer will reflect the following information:  a. Get speaker bios  b. Have speakers complete disclosure statements (see attached)  c. Develop speaker timeline  d. Develop learner outcomes  e. Make arrangements for payment |
| 3. CEA will review flyer for completion (information gathering may be part of this process) |  |
| 4. CEA will send the partner the ASHA brand block and CEU statement. Payment will be requested. |  |
|  | 5. Partner adds brand block and CEU statement to the above flyer and return to CEA along with payment by check or credit card. **Must be sent to MSHA CEA 40 days prior to conference.** |
| 6. CEA will approve updated flyer and submit a registration form, payment and flyer to ASHA |  |
|  | 7. Partner can now advertise their event as offering ASHA CEUs |
| 8. CEA will send sign-in sheets, ASHA participant forms and credit verification forms (for variable credit offer only). MSHA participation forms will be offered (supports CEU requirements for MT state license requirements, different from ASHA) (ASHA also has course evaluation forms if needed) |  |
|  | 9. Host your event  a. CEU candidates must complete sign-in procedures  b. CEU candidates must complete an ASHA participant forms  c. If doing variable credit, CEU candidates must complete the credit verification form  d. Attendees must complete course evaluation |
|  | 10. **Partner must collect the paperwork**:  a. sign-in sheets  b. ASHA participant forms  c. credit verification form if applicable  d. verify the total number of attendees for event  **Mail paperwork to the CEA within 1 week of the conclusion of the event** |
| 11. CEA submits original. ASHA participant forms to ASHA and retains a copy for records |  |
| 12. CEA verifies ASHA roster and responds if there are corrections and retains records for requisite number of years |  |