



COLLEGE OF AUDIOLOGISTS AND SPEECH-LANGUAGE PATHOLOGISTS – NEWFOUNDLAND AND LABRADOR

CONTINUING EDUCATION EQUIVALENT REPORTING PACKAGE

MATERIALS REQUIRED

- Continuous Quality Improvement Program
- Continuing Education Equivalent Reporting Form
- Summary of Learning Outcomes Form

PROCEDURE

Reporting of Credits	<ul style="list-style-type: none">• A total of 10 CEEs each year is required to maintain membership in CASLP-NL and your registration with NLCHP. January 1st to December 31st each year will be considered the CEE reporting year.• Credits cannot be carried over to another reporting year.
Credit Categories	<ul style="list-style-type: none">• There are no limits on the number of CEEs that can be counted in some areas.• For categories with maximum numbers, please record CEEs earned or the maximum, whichever is less.
Retention of Records	<ul style="list-style-type: none">• Registrants are required to enter CEE information and upload their proof of CEEs to the portal each calendar year.• Your registration renewal submission will not be successful unless up to date CEE information is entered into the online portal.• This will be maintained by the NLCHP and the NLCHP will be able to access your portfolio through the portal should you be chosen for an audit.
Audits	<ul style="list-style-type: none">• Ten percent (10%) of Registrants will be audited by the Council each year.• Registrants must comply fully with the audit process.



CASLP-NL CONTINUING EDUCATION EQUALIVALENT REPORTING FORM

*This form may be used for your tracking purposes; however paper forms will not be accepted.
This information must be entered to the online portal through NLCHP*

CASLP-NL ID#: _____	<input type="checkbox"/> Aud <input type="checkbox"/> S-LP	Date: _____	Name: _____ Address: _____ _____
---------------------	---	-------------	--

Description of Activity	Date	A	B	C	D	E	F	G	H	I	J
Total Not to Exceed Maximums:											

Maximums:	No Max	No Max	5/yr	5/yr	5/yr	No Max	8/yr	5/yr	3/yr	3/yr
------------------	--------	--------	------	------	------	--------	------	------	------	------

CEE Category Description	# of Credits Allowed/ Year
<p>A. Education activities in AUD/S-LP Attending (in-person or virtually) a conference, workshop, manufacturer's presentation, etc. in AUD/S-LP</p>	<p>No Maximum</p>
<p>B. University/college course in AUD/S-LP Each course given or taken for audit or credit, will count for 10 CEEs.</p>	<p>No Maximum</p>
<p>C. Study/interest group in AUD/S-LP A study/interest group has an educational component, meets regularly, and its ultimate goal is better service for the client. Meeting dates must be submitted. One meeting of a study/interest group, either in person or virtually equals 1 CEE.</p>	<p>5 Maximum per year</p>
<p>D. Independent study in AUD/S-LP Independent study is a self-initiated program of education that may be multi-media and is not designated for course work (reading a journal article, watching a recorded webcast, preparation for the entry to practice exam, etc. in AUD/S-LP). The list of articles or books studied, recordings viewed/audited, should be maintained. One hour of study equals 1 CEE.</p>	<p>5 Maximum per year</p>
<p>E. Supervision/Mentoring in AUD/S-LP AUD/SLP acting as the primary clinical educator for a university or college student in AUD or S-LP. One hour of supervision equals 1 CEE to a maximum of 5 per year. Mentoring within the College Mentorship program will equal one CEE per hour of mentorship to a maximum of 5 CEEs/year.</p>	<p>5 Maximum per year</p>
<p>F. Peer-reviewed professional publications in AUD/S-LP Four (4) CEEs are available for all authors in the year of initial publication of an AUD/S-LP article/review/chapter in a professional publication. Ten (10) CEEs are available for authors of a book in the year of initial publication.</p>	<p>No Maximum</p>
<p>G. Presentations given in AUD/S-LP (for the first time only) A presentation given in-person or virtually in AUD/S-LP for the first time only, equals 4 CEEs. Maximum 8 CEEs per year.</p>	<p>8 Maximum per year</p>

<p>H. Other Publications in AUD/S-LP Other publications (e.g. blog posts, website content, newspaper articles, newsletters, workplace practice guidelines or protocols, etc.). Must have proof of publication, and must demonstrate enhanced knowledge relevant to clinical practice in AUD/S-LP. Each project will receive 1 CEE in the year in which it was completed.</p>	5 Maximum per year
<p>I. Education activities in a related field Attending (in-person or virtually) a conference, workshop, manufacturer's presentation, etc. in a related field. Related topic areas may include but are not limited to: Psychology, Education, Neurology, Stress Management, Supervision, Counseling, Linguistics, Business Management, Ethics, Telepractice, and Infection Control. Each hour of attendance for education content will equal 1 CEE.</p>	3 Maximum per year
<p>J. Committee Work for AUD/S-LP Voluntary participation on national, provincial, or regulatory boards, committees or projects regarding the professions that are non-social in nature, for the purpose of improving the quality of speech-language pathology or audiology services. Each hour of participation will equal 1 CEE.</p>	3 Maximum per year

Acceptable Proof of CEEs	
Categories A & I	A receipt or handout from the conference; an agenda of a seminar or conference.
Categories B & I	Proof of registration for a university course, or if teaching, proof of contract, outline of the course.
Category C	Dates of the study group, minutes or verification by another attendee.
Category D	A list of articles read or recordings reviewed
Category E	A letter from the university or college acknowledging your supervision/mentoring of the AUD/S-LP, supportive personnel.
Category F	A copy of the published article or acceptance letter from a journal.
Category G	A program or contract acknowledging your presentation, or a letter from the person arranging the seminar requesting your presentation.
Category H	Proof of completion of the project.
Category J	Dates of the meetings, verification by another committee member.

SUMMARY OF LEARNING OUTCOMES (SLO) FORM

The following questions help to summarize the registrant's learning outcomes, or what the registrant knows or can do at the end of the educational activity and how the new knowledge or skill(s) will be demonstrated in the registrants' practice. Please complete this form for each continuing education activity reported on the Continuing Education Equivalent Reporting Form. This form must be included in your CEE portfolio for audits. A sample completed form has been provided for reference.

1. List the Category, Number of CEEs and Activity:

Category	# of CEEs	Activity

2. Briefly describe the Learning Activity:

3. How will you use the knowledge gained from this activity in your practice?

4. Please list 2 learning outcomes and/or areas of understanding acquired as a result of completing this activity;

1.
2.

SAMPLE

SUMMARY OF LEARNING OUTCOMES (SLO) FORM

The following questions help to summarize the registrant's learning outcomes, or what the registrant knows or can do at the end of the educational activity and how the new knowledge or skill(s) will be demonstrated in the registrants' practice. Please complete this form for each continuing education activity reported on the Continuing Education Equivalent Reporting Form. This form must be included in your CEE portfolio for audits.

1. List the Category, Number of CEEs and Activity:

A	1	How to Amplify Your Child's Current Communication Tools
Category	Number of CEEs	Activity

2. Briefly describe the Learning Activity:

This 1 hour webinar discussed how to get parents more tuned into their child's communication attempts, how to develop realistic communication goals and discussed strategies to reach these goals.

3. How will you use the knowledge gained from this activity in your practice?

I will be able to use this knowledge to better discuss developing appropriate communication goals with parents and give them some activities that they can easily incorporate into their daily activities to work on the targeted goals at home.

4. Please list 2 learning outcomes and/or areas of understanding acquired as a result of completing this activity;

a.) Techniques to help parents develop appropriate communication goals for their child.

b.) Strategies to incorporate therapy techniques into their daily schedule at home.

