



## CSASK CONTINUING EDUCATION HOURS (CEH) REQUIREMENT AND CEH VERIFICATION OF PARTICIPATION FORM

All CSASK practising and provisional registrants are required to complete and retain proof of a minimum of 45 continuing education hours (CEHs) over a three-year cycle to be eligible to renew their CSASK license. Of the 45 CEHs, a maximum of 15 may be in related topics *relevant to* audiology and/or speech-language pathology. All 45 CEHs may be in areas *specific to* audiology and/or speech-language pathology. Registrants may log continuing education in their member portal at any point in the year. The registrants who are randomly selected for audit in January are required to submit proof of completion of the CEH requirement

| AREA DESCRIPTIONS          |  | Minimum                    | Maximum  |
|----------------------------|--|----------------------------|----------|
| A.                         | Areas Specific to the Profession of Audiology or Speech-Language Pathology | 30                         | None     |
| B.                         | Areas Related to the Profession of Audiology or Speech-Language Pathology  | None                       | 15/cycle |
| <b>TOTAL CEHs REQUIRED</b> |  | <b>45 per 3-year cycle</b> |          |

| A Continuing Education Hours Specific to Audiology or Speech-Language Pathology |  |  | Minimum 30 CEHs per 3-year cycle |  |
|---|--|--|----------------------------------|--|
| Area  | Activity Description   | Continuing Education Hours (CEH)                     | Max.                             | Required Proof   |
| 1   | Conferences, conventions, workshops, lectures, rounds, seminars, and webinars. Teleconferences/telerounds arranged by a professional association, agency or university (business meetings excluded). | Each hour of attendance for education content = 1CEH | None                             | certificate of course completion; handouts with notes; notes dated with title; receipts accompanied by notes; completed "Continuing Education Verification of Attendance" form |
| 2   | Completion of a university/college course for audit or credit; or a university/college course given.   | Each course = 15 CEHs                                | None                             | certificate of completion or transcript; or proof of delivering a course   |
| 3   | Study/interest group, lunch'n learns and journal reviews involving group discussions, an educational component, regular meetings for the improvement of client care.                                 | 1 hour = 1CEH  | 8/year                           | meeting dates and description; certificate of completion   |
| 4   | Self-study including journal articles, books, textbooks, research, viewing/auditing videos, that is not designated for course work.  | 1 hour of study = 1 CEH                              | 8/year                           | title, website address, date and summary of content  |
| 5   | Supervision/Mentoring of a university or college student or CSASK provisional registrant.  | 1 hour of supervision = 1 CEH                        | 8/year                           | letter from student/university or supervision contract   |
| 6   | Professional publications (newsletters, social media posts, blogs excluded)  | 1 published article or review = 4 CEHs               | 8/year                           | copy of article/publication/ review  |
| 7   | Presentations given at a conference, convention, workshop, seminar or lecture, for the first time only.  | 1 presentation = 4 CEHs                              | 8/year                           | copy of presentation   |
| 8   | Special projects including research, authoring a book, ASHA program/course, individualized CE plan that expand knowledge relevant to clinical practice.  | 10 CEHs in the year completed                        | 10/year                          | proof of completion  |



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| <b>B Continuing Education Hours Related to Audiology or Speech-Language Pathology</b> |   | <b>Maximum 15 CEHs per 3-year cycle</b>              |                |   |
|---|---|--|----------------|---|
| <b>Area</b>   | <b>Activity Description</b>   | <b>Continuing Education Hours (CEH)</b>              | <b>Maximum</b> | <b>Required Proof</b>   |
| <b>9</b>  | Conferences, conventions, workshops, lectures, rounds, seminars, and webinars.<br>Teleconferences/telerounds arranged by a professional association, agency or university.<br>Topics may include: Psychology, Education, Neurology, Stress management, Supervision, Counselling, Linguistics, Computers, Business management. (business meetings excluded). | Each hour of attendance for education content = 1CEH | 15/cycle       | certificate of course completion; handouts with notes; notes dated with title; receipts accompanied by notes; completed " <i>Continuing Education Verification of Attendance</i> " form |
| <b>10</b>   | Completion of a university/college course for audit or credit.  | 1course = 15 CEHs                                    | 15/cycle       | certificate of completion, grade, transcript  |
| <b>11</b>   | Presentations given at a conference, convention, workshop, seminar or lecture, for the first time only.   | 1 presentation = 4 CEHs                              | 8/year         | copy of presentation  |
| <b>12</b>   | Special projects including research, authoring a book, program/course, individualized CE plan that expands knowledge relevant to clinical practice.   | 10 CEHs in the year completed                        | 10/year        | proof of completion and relevancy to clinical practice  |
| <b>13</b>   | Voluntary participation on provincial or regulatory boards, committees, or projects regarding the professions that are non-social in nature, for the purpose of improving the quality of audiology or speech-language pathology services in Canada.   | 5 CEHs/year  | 5/year         | dates and minutes/agenda or letter of appointment   |



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This completed form is acceptable proof of attendance/completion of Continuing Education Hours (CEH) for employer-sponsored, in-service activities, and other organizations' continuing and professional development activities.

### SECTION A: Completed by the CEH Provider/Organizer

This confirms that \_\_\_\_\_ (name of attendee)  
attended/participated in \_\_\_\_\_ (title of activity)  
on \_\_\_\_\_ (date).

Number of continuing education units: \_\_\_\_\_

Name of sponsoring organization or third party: \_\_\_\_\_

Mailing address of sponsoring organization or third party:

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Authorized individual's name

\_\_\_\_\_  
Authorized individual's signature

\_\_\_\_\_  
Date



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### SECTION B: Completed by the CSASK Registrant/Attendee

CEH Activity Code: \_\_\_\_\_ (refer to CEH form)

Brief description of continuing education activity:

How does the information acquired during this continuing education activity impact your current practices in audiology and/ or speech-language pathology:

Print Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Submit to:  
1260 Hamilton Street | Regina, SK | S4R 2B4 |  
Fax: 306-757-3986  
Email: [office@csask.ca](mailto:office@csask.ca)