



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
TOTAL CEHs REQUIRED		45 per 3-year cycle	

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 Continuing Education Hours Related to Audiology or Speech-Language Pathology		Maximum 15 CEHs per 3-year cycle		
Area	Activity Description	Continuing Education Hours (CEH)	Maximum	Required Proof
9	Conferences, conventions, workshops, lectures, rounds, seminars, and webinars. Teleconferences/telerounds arranged by a professional association, agency or university. 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
10	Completion of a university/college course for audit or credit.	1course = 15 CEHs	15/cycle	certificate of completion, grade, transcript
11	Presentations given at a conference, convention, workshop, seminar or lecture, for the first time only.	1 presentation = 4 CEHs	8/year	copy of presentation
12	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
13	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:
Email: office@csask.ca