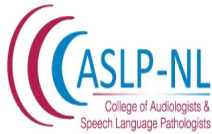




**College of Audiologists and Speech-Language Pathologists –
Newfoundland and Labrador
CONTINUING EDUCATION EQUIVALENT REPORTING FORM**

MATERIALS REQUIRED	
<ul style="list-style-type: none"> • 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 on the Continuing Education Equivalent Reporting Form.
Retention of Records	<ul style="list-style-type: none"> • Recording Forms should be completed on a yearly basis. • Summary of Learning Outcomes Form should be completed for each continuing education activity. • Electronic reporting forms are available on-line through the “Members Only” section on the College website: www.caslpnl.ca • A written or electronic portfolio must be maintained. • You are required to maintain proof of attendance or completion in your portfolio in case of audit by NLCHP. If proof of attendance is unavailable when audited, the activity will be disallowed. • Records should be maintained for a minimum of 5 years in the event of a NLCHP audit.
Declaration of CEES	<ul style="list-style-type: none"> • As part of yearly renewal of registration, NLCHP requires that you declare how many CEEs you obtained in the previous calendar year. Do NOT submit proof of attendance as part of the renewal of registration with NLCHP. • Renewal of registration will not be processed until CEE requirements have been met.
Audits	<ul style="list-style-type: none"> • One quarter 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

NLCHP ID#: _____ 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	12/yr	No Max.	8 /yr	No Max	3/yr	3/yr

Adapted from: Continuing Education Program, Canadian Association of Speech-Language Pathologists and Audiologists (CASLPA), 2010

CEE Category Description	# of Credits Allowed/ Year
<p>A. Conferences, conventions, workshops, lectures, rounds, seminars, teleconferences/telerounds in AUD/S-LP Each hour of attendance for education content (e.g., not a business meeting) will equal 1 CEE. Teleconferences and telerounds must be arranged by a professional association, agency or university.</p>	No Maximum
<p>B. University/college course in AUD/S-LP Each course given or taken for audit or credit, will count for 10 CEEs.</p>	No Maximum
<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 by some electronic means equals 1 CEE.</p>	5 Maximum per year
<p>D. Self-study in AUD/S-LP Self-study is a self-initiated program of education that may be multi-media and is not designated for course work. The list of articles or books studied, tapes viewed/audited, preparation for the clinical certification exam and site/peer visits should be maintained. One hour of study equals 1 CEE.</p>	5 Maximum per year
<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>	5 Maximum per year
<p>F. Professional publications in AUD/S-LP CEEs are available for all authors in the initial publication of an AUD/S-LP article in a professional publication. This does not include newsletters. One published article or one review equals 4 CEEs.</p>	No Maximum
<p>G. Presentations given in AUD/S-LP (for the first time only) A presentation in AUD/S-LP given at a conference, convention, workshop, seminar or lecture, for the first time only, equals 4 CEEs. Maximum 8 CEEs per year.</p>	8 Maximum per year
<p>H. Special projects in AUD/S-LP Special projects (e.g., research, writing a book, ASHA program/course, individualized CE plan) must have proof of completion and expand knowledge relevant to clinical practice. Each project will receive 10 CEEs in the year in which it was completed.</p>	No Maximum

<p>I. Conferences, conventions, seminars, lectures, rounds, workshops, courses, teleconferences, on a related topic Each hour of attendance for education content (e.g., not a business meeting) will equal 1 CEE. Teleconferences must be arranged by a professional association, agency or university. Related topic areas may include: Psychology, Education, Neurology, Stress Management, Supervision, Counseling, Linguistics, Computers, Business Management.</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 in Canada.</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 tapes 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.

Adapted from: Continuing Education Program, Canadian Association of Speech-Language Pathologists and Audiologists (CASLPA), 2010

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	Number 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;

a.)

b.)

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:

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

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.