



## ***Texas Academy of Audiology***

**P.O. Box 93331  
Lubbock, TX 79493-3331**

### **Instructions for Continuing Education (CE) Approval**

The Texas Academy of Audiology (TAA) is a CE approved sponsor in Texas by the State Board of Examiners of Speech-Language Pathology and Audiology. Any organization, agency, institution or individual planning an educational program related to the field of audiology or speech, language pathology may apply for TAA CE approval. (TAA CE approval does not indicate AAA or ASHA CE approval.)

#### **Applications:**

Applications may be submitted on-line, emailed or via U.S. mail. All submissions must be **received** at least 30 days prior to the program date to allow adequate time for processing and approval. Applications received within 19-29 days of the program date will be considered for acceptance with a late fee attached. Applications received less than 19 days from the program date will not be considered for processing.

The course/program sponsor will complete the Application for Continuing Education Approval Form for each course along with a complete, timed schedule of the event. Additional information may be required regarding the pertinence of the program at the discretion of the CE processor.

#### ***Online applications are available at:***

[www.texasaudiology.org](http://www.texasaudiology.org)

#### ***Emailed applications should be sent to:***

[jbhensley@suddenlink.net](mailto:jbhensley@suddenlink.net)

#### ***Mailed applications or checks for payment of fees should be sent to:***

Texas Academy of Audiology (TAA)

Attn: CE Processing

P.O. Box 93331

Lubbock, TX 79493-3331

## Fee Schedule:

This fee schedule has been approved by the TAA Executive Board effective January 1, 2010. Fees are subject to change only with the approval of the board.

Approval fees are calculated in 3-hour blocks based on clock hours and do not include registration, breaks, meals or evaluation times. Minimum course time is 1.0 clock hour and credit is issued in one-half hour increments only.

<u>Length of Course/Program</u>	<u>Fee for Course</u>
1.0 – 3.0 clock hours	\$ 50.00
3.5 – 6.0 clock hours	\$ 65.00
6.5 – 9.0 clock hours	\$ 80.00
9.5 – 12.0 clock hours	\$ 95.00
12.5+ clock hours	\$110.00

Late Fee: \$25.00 per course  
CE processing fees are non-refundable

*What CAN be counted CE credit:*

- Classroom or meeting session time led by an instructor and/or discussion leader
- Hands-on activities, in which a learner is engaged in a planned activity, course, or program of learning in which the learner's progress is monitored and the learner receives feedback

*What CANNOT be counted for CE credit:*

- Unplanned, unsupervised, non-sponsored events
- Academic credit courses
- Association membership leadership activities
- Committee meetings
- Entertainment and Recreation
- Travel
- Work Experience
- Factory Tours

*Instructional Levels:*

- Basic: no previous knowledge necessary
- Intermediate: requires basic knowledge of the topic
- Advanced: requires knowledge and previous experience with the topic

Please contact the TAA CE Processor immediately if you anticipate any changes or cancellations associated with your course/program. Changes may require additional payment, depending on the nature of the program change.

## **Statement of Approval and Verification Procedures:**

While your application is being considered for approval, use the following language in publications/brochures for your event as follows:

*“This program has been submitted for approval of a maximum of \_\_\_ clock hours of continuing education credit by TAA. TAA approval of this program does not imply endorsement of course content, specific products or clinical procedures.”*

If the course/program is approved, a Verification of Continuing Education Form, a Roster Form, a TAA Evaluation Form and a TAA program number will be sent to the sponsor as notification. Sponsors will be notified if a program was not approved.

Once the sponsor is notified of approval, the sponsor may publish the approval, using the following language:

*“This program has been approved for a maximum of \_\_\_ clock hours of continuing education credit by TAA. TAA approval of this program does not imply endorsement of course content, specific products or clinical procedures.”*

## **Verification:**

The program sponsor will receive a master copy of the Verification Form, the Roster, the Evaluation Form and a TAA program number. The program sponsor is responsible for making copies of the Verification Form to distribute to participants after they have completed the required number of hours and turned in an evaluation form to the sponsor. The program sponsor will ensure all attendees sign the roster legibly. The program sponsor must ensure that the hours listed on the Verification Form match the hours credited on the Roster Form. If a participant is not present for the full time of the program, partial credit can be given to that participant, and this should be listed appropriately on the Roster Form.

The original Roster Form, along with a summary of the participants' evaluations of the program must be mailed to the TAA CE Processor (at the address listed below) within 30 days of the program completion. *(Sponsors should keep individual program evaluation forms for their reference. Only a summary should be sent to the CE Processor.)*

TAA reserves the right to conduct on-site monitoring of any and all programs approved for CE credits.

All programs will be listed on the TAA website unless the sponsor requests otherwise on their application. Any questions about the CE process should be directed to the CE Processor.

## **CE Processor:**

*Jana B. Hensley, CPA*

Mail: P.O. Box 93331, Lubbock, TX 79493-3331

Email: [jbhensley@suddenlink.net](mailto:jbhensley@suddenlink.net)

Phone: (806) 781-9324

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