Oklahoma Board of Examiners for Speech-Language Pathology and Audiology

Continuing Education Verification Form

- Use this form for those continuing education activities that do not otherwise provide documentation.
- Record only ONE activity per form – see other side for Board pre-approved activities and topics.
- Indicate the CE hours rounded to the nearest quarter hour (e.g., 1 hour and 42 minutes equals 1.75 CE hours or 1 hour and 5 minutes equals 1.0 CE hours).
- An individual considered an OFFICIAL representative for that activity MUST sign each form.
- Attach supporting documents (program, agenda, brochure, memos, announcements, etc.)
- Retain this form and any documentation. If you are audited you will be asked to submit proof of your CE activities.

(Please Print)
Licensee Name: __________________________________________________________________________

License Number: __________________ Date of CE Activity: ________________________________

Location of Activity: ____________________________________________________________________

Facility/Agency City State

Sponsor of Activity: ______________________________________________________________________

Name of CE Activity: ______________________________________________________________________

Describe the Activity: (include type of activity, presenters or facilitators, and topics addressed.)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Licensee statement of earned CE Hours:

The duration of my participation in the described activity equals ___________ CE Hours.

____________________________________________________________________________________
Licensee Signature Date

Activity representative verification:
To the best of my knowledge, the above statement of CE activity & actual involvement is true and correct.

____________________________________________________________________________________
Representative Signature Date Work Address

____________________________________________________________________________________
Representative Printed Name Date Work Phone
Board Pre-approved Activities (no materials need be submitted in advance)
The following are acceptable Continuing Education activities provided they incorporate appropriate subject matter (listed below):

Any activity qualifying for ASHA CEUs

Attendance at:
- Professional Seminars
- Professional Workshops
- In-service meetings
- Conference sessions
- Conference short courses
- Conference institutes

Presentation at Professional meeting
(Scheduled time + 2hrs)

- Association officer (2 hrs/year)
- Association committee chair (1 hr/year)
- Supervision of university interns/externs (beyond responsibilities of employment)
  - Full semester (2 hrs)
  - Half semester (1 hr)

Completion of:
- Distance learning courses
- College courses (10 contact hours per each successfully completed college credit)
- Teleconferences

Professional publications
(hours apply in year of publication)
- Journal articles (2 hrs)
- Book chapters (4 hrs)
- Books-authored or edited (6 hrs)
- Online Courses
- Webinars

Pre-approved Recommended
For the following activities it is recommended that licensees submit a plan outlining the organization, goals, materials, activities, and documentation for pre-approval by the Board.

Journal group
Study group
Individual study

Board Pre-Approved Subject Matter for Continuing Education activities:
The following represent general areas of subject matter that are considered pre-approved by the Board for Continuing Education activities should be directly related to speech-language pathology and/or audiology. This list is not necessarily exhaustive. However, it should serve as a comprehensive guideline for licensees. If the topic of a given CE activity varies significantly from these overall areas, it may be advisable to submit it to the Board for approval.

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<td></td>
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</table>

Internet Courses:
Internet sources for CE Hours should be directly related to speech/language and/or audiology from a credible source (ie national organizations such as ASHA, AAA, ADA, AFA, or university programs with accredited SLP or A programs). Questionable subject matter will not be counted. Pre-approval is recommended, at which time the presenter’s agreement in writing to assure and verify your active participation is required.