



MINNESOTA SPEECH-LANGUAGE-HEARING ASSOCIATION

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Application for ASHA CE Approval

The following information is required in order for MSHA to process your request. Please complete all sections in full and return this form with your processing fee to the MSHA office at least six (6) weeks prior to your event date.

Instructional level of event:

- Introductory
- Intermediate
- Advanced

Content of event:

- Basic Communication Processes Area
- Professional Area
- Related Area

• Instructional level of event:

- **Introductory** – This level assumes the participant has little or no knowledge within the area covered. The focus of the activity is on general orientation and increased awareness of the participant.
- **Intermediate** – This level assumes the participant has a general familiarity with the literature and professional practice within the area covered. The focus of the activity is on increased understanding and application by the participant.
- **Advanced** – This level assumes the participant has familiarity with knowledge and professional practice within the area covered. The focus of the activity is on increasing familiarity with findings in the current literature and may also include future directions, theoretical information, and the clinical and research applications.

• Content of event: ASHA describes the three areas of content as:

- **Basic Communication Processes Area** – Information applicable to the normal development and use of speech, language, and hearing. That is: anatomic and physiological bases for the normal development and use of speech, language, and hearing; physical bases and processes of the production and perception of speech, language, and hearing; linguistic and psycholinguistic variables related to normal development and use of speech, language, and hearing, and technical, biomedical, engineering, and instrumentation information that enable expansion of knowledge in the basic communication processes.
- **Professional Area** – Information pertaining to disorders of speech, language, and hearing. For example: various types of disorders of communications and their manifestations, classifications, and causes; evaluations skills including procedures, techniques, and instrumentation for assessment; and management procedures and principles in habilitation and rehabilitation of communication disorders.
- **Related Area** – Study pertaining to the understanding of human behavior, both normal and abnormal, as well as services available from related professions that apply to the contemporary practices of speech-language pathology and/or audiology. For example: theories of learning and behavior; services available from related professions that also deal with persons who have disorders of communication; and information from these professions about the sensory, physical, emotional, social, and/or intellectual status of a child or adult.

Event start date: 10/12/2012 Event end date: 10/12/2012

Title of event: (max. 60 characters; ASHA's system will cut off any overage)

MSHA Fall Conference: Global Connections

Description of event (written in past tense): (for entry on ASHA CE Registry)
(max. 300 characters; ASHA's system will cut off any overage)

This conference focused on internationally adopted children and the challenges they may face including hearing issues and learning English without losing their original language.

- When describing the event, speak in the past tense, as the information for this will occur on transcripts received by participants after the event.

Number of contact hours you are applying for: 7

- **Note:** Only full hours will be accounted for CE credits. 7 contact hours result in .7 hours of CE credit through ASHA. 7.5 contact hours will result in .7 hours of CE, as ASHA's system rounds down to the nearest full hour.

Location of event: (facility name, street address, city, state, zip)

Doubletree Hotel; 1500 Park Place Blvd.
St. Louis Park, MN 55416

Registration fee: \$200 for members; \$250 for non-members

Name(s) of featured speaker(s):

Nancy Stedancy; Professor of Speech Language Pathology at XY University
Joe Schmoie; Professor of Speech Language Pathology at ED University

Please attach the following materials (required) to your application:

1. A description of the skills, knowledge, and/or attitudes (learning outcomes) participants will be able to demonstrate as a result of this activity. *(For example: As a result of this activity, the participant will...)*
 - **Learner outcomes should use action verbs that are easy to measure/observe. Stay away from words like *understand, appreciate, or learn*. Instead, use words like *perform, identify, or list*.**
 - Participants will be able to *list* multiple health and developmental factors that may impact the social integration and school success of internationally adopted children.
 - Participants will be able to *discuss* hearing issues, including middle ear difficulties, for internationally adopted children.
2. The name, affiliation, and brief description of qualifications of each instructor/speaker.
 - **Include the name, title and brief bio for each of your speakers.**
3. A time-ordered agenda; i.e. the activity's schedule by time periods, and the content, instructional personnel, activities (or methodologies) and learning resources for each time period. Draft copies are acceptable. Final copies should be forwarded as soon as they are available.

- **For example:**

Time	Event
7:15 – 8:15 AM	Opening Session: Nancy Stedancy
8:15 – 9:00 AM	Breakout session
9:00 – 9:30 AM	Break
9:30 – 10:15 AM	Breakout session
10:15 – 12:00 PM	General Session: Joe Schmoe

4. Promotional materials; i.e. the information you will use to advertise or promote this activity. It must include the required ASHA CE promotional paragraph and CE logo, which will be provided to you once the completed application is received. Draft copies are acceptable. Final copies should be forwarded as soon as they are available.
5. Assessment of learning; i.e., a description of the method(s) you will use to measure/assess what participants learned during the activity.
6. Program evaluation; i.e. a description of the procedure you will use for program evaluation. Include sample form(s), if applicable.
7. A completed "Conflict of Interest: Disclosure and Attestation" (can be downloaded [here](#)) for each instructor personnel and person involved with the planning of your event.
8. Instructor/speaker disclosure; i.e. the method you will use to disclose to participants the proprietary interest(s) and/or affiliation of each instructor/speaker.
 - **For example:** Speaker contracts are sent out asking for disclosure of any kind for monetary interest of any products or services referenced in the talk. A note will appear in materials handed out to participants with the following paragraph: Please note that the following speakers have indicated a proprietary interest in their session materials. Attendees are requested to honor the proprietary interest by not duplicating the session handouts in any way without the speaker's express permission.

To date, none of the speakers have indicated any proprietary interest.

Indicate which of the following requirements will be used to determine satisfactory completion/awarding of ASHA CEUs:

- Attainment of learning outcomes
- Attendance *(describe method you will use to verify attendance on an attached sheet)*
- Attainment of learning outcomes and attendance *(describe method you will use to verify attendance on an attached sheet)*

Processing Fee Payment Options:

The MSHA fee for brokering ASHA CEUs is **\$625.00**. Please include your payment with this form.

- Check *(payable to MSHA)*
- VISA MasterCard Discover American Express

Card Number	Exp. Date
Name of Cardholder	
Authorized Signature	

*Note:
Your statement
will read
Nonprofit Solutions
for these charges.*

For Office Use Only:

Date Received:	_____
Payment Rec'd:	_____
Check #:	_____

Return your completed form, required attachments, and payment to the MSHA office:

Minnesota Speech-Language-Hearing Association
1000 University Ave., Suite 100
Pittsburgh, PA 15237

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