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# Cooperative Course Policy (updated January 2025)

## Policy Statement

It shall be the policy of the Kansas Speech-Language-Hearing Association (KSHA) that all courses offered cooperatively will meet the American Speech-Language-Hearing Association (ASHA) Continuing Education Board (CEB) Requirements.

## Purpose of Policy

1. To educate the cooperative organization about ASHA CEB Requirements
2. To articulate the responsibilities of the cooperative organization
3. To notify a group seeking to conduct a cooperative course that they must comply with all aspects of the cooperative course policy in order to make ASHA CEUs available for the course

## Definitions

**ASHA CEU Sentence—**a stand-alone sentence that must include the number of CEUs offered, the instructional level, and the content area.

**ASHA Approved CE Provider Brand Block—**the clearly identifiable trademark of ASHA Continuing Education's Approved Providers. The Brand Block is customized with the Approved Provider's name and includes a specific, unique graphic image and the Approval Statement.

**ASHA Approved CE Provider—**an organization that has demonstrated (through application) that its policies, procedures, and process for the design, delivery, and evaluation of continuing education programs/courses meet ASHA CEB Requirements and offer continuing education that meets quality standards.

**ASHA CEB Requirements—**specifications that define a proven model for developing effective and valuable continuing education and training (CE/T) programs. The Requirements focus on *how* learning programs are developed, not *what* they cover; Requirements provide a framework of best practices.

**ASHA CEUs**—the unit of measure for professional development credit hours earned (1 CEU=10 hours; 0.1 CEUs=1 hour) through courses offered by ASHA Approved CE Providers and awarded by the ASHA CEB.

**Cooperative CE course—**a continuing education course offered jointly by an ASHA Approved CE Provider and a non-ASHA Approved CE Provider. Conducting a cooperative course with an ASHA Approved CE Provider is the only way a non-ASHA Approved CE Providers can offer a CE course for ASHA CEUs.

**Cooperative organization—**an entity that is not an ASHA Approved CE Provider.

## Procedure

1. The cooperative organization agrees to abide by all ASHA CEB Requirements.
2. It is the joint responsibility of the cooperative organization and KSHA to ensure that the cooperative course meets all ASHA CEB Requirements.
3. Each potential cooperative course is examined on its individual merits. KSHA reserves the right to refuse to enter into a cooperative agreement with a cooperative organization for any reason whatsoever, regardless of that organization's willingness to comply with this policy.
4. KSHA must be involved in the planning and development of any cooperative CE course. A representative of the Approved Provider organization must review and approve the needs assessment process; the learning outcomes; design and content of the educational activity; instructional personnel disclosures; and final faculty selection and evaluation methodology.
5. The Executive Director is responsible for interpretation and implementation of the ASHA CEB Requirements.
6. All course-related materials must be submitted to KSHA at least **3 months** prior to the date the course begins.

1. Any financial and in-kind support solicited on behalf of the course must be made known to KSHA. The cooperative organization shall provide full budgets and updates to the Executive Director of KSHA.
2. The cooperative organization in coordination with KSHA must make all decisions regarding the allocation and disbursement of funds received from other organizations in support of the course.
3. The cooperative organization must maintain detailed written documentation of

* names of organizations that provided financial and/or in-kind support,
* the dollar amount received from each organization,
* the monetary value and description of in-kind support received,
* how the money and in-kind support were used.

The cooperative organization must provide copies of this documentation to the Executive Director of KSHA.

1. As a condition of receiving financial and in-kind support, a cooperative organization is not required to accept advice or services from contributing organizations concerning planners, instructional personnel, learners, course content, planning, implementation, or evaluation.
2. If payment for planners and instructional personnel is involved, it must come directly from the cooperative organization involved in course content development, not from other organization(s) providing financial or in-kind support for the CE course.
3. The cooperative organization may use financial or in-kind support received from other organizations to pay for travel, lodging, and other expenses for learners. The cooperative organization must manage the disbursement of this assistance.
4. The names of other organizations contributing financial and in-kind support must be disclosed to learners prior to the beginning of the CE course.
5. The Executive Director must review and approve all materials associated with the cooperative course prior to advertising the availability of ASHA CEUs. KSHA must be clearly identified as the ASHA Approved CE Provider. All promotional materials must be reviewed and approved by the Executive Director prior to distribution and must contain the ASHA Approved CE Brand Block and ASHA CEU Sentence.
6. The responsibilities of the cooperative organization will be clearly enumerated in the Cooperative Course Agreement (Appendix A). KSHA will withdraw from any cooperative course if the cooperative organization fails to meet its obligation in the agreement or fails to comply with this policy.
7. The cooperative organization agrees to ensure that only individuals who are eligible to earn ASHA CEUs are allowed to complete ASHA CEU Participant forms (or otherwise indicate their desire to earn ASHA CEUs).
8. The cooperative organization agrees to send the final record of all participant attendance and course evaluation information to the Executive Director of KSHA.
   1. ASHA CEU Participant forms must be sent to the Executive Director within 15 days of the end of the course.
   2. Course evaluation information must be sent to the Executive Director no later than 30 days after the course ends.
9. KSHA will maintain all information related to the course planning and registration for 7 years.
10. KSHA charges $575 for the first cooperatively conducted course for ASHA CEUs. The fee must be submitted to KSHA when the completed Cooperative Course Agreement (Appendix A) is submitted. No refunds are allowed for cooperative course fees, regardless of reason of cancellation.
11. The same course content may be offered multiple times throughout the calendar year. For each additional date the course is conducted, a $100 fee is charged by KSHA.
12. Pay fees online with a credit card: <https://www.memberleap.com/members/store.php?orgcode=KSHA#cat230> **or** by mailing a check to KSHA; 148 S. Bay Country Ct.; Wichita, KS 67235

# Cooperative Course Agreement—Appendix A

KSHA is committed to ensuring that all jointly offered courses are planned and implemented in accordance with the American Speech-Language-Hearing Association’s Continuing Education Board Requirements.

Instructions:

1. KSHA inserts dates into the “date to submit by” column below and sends this document along with the Cooperative Course Policy to the cooperative organization.
2. The cooperative organization reads the Cooperative Course Policy.
3. The cooperative organization completes the Cooperative Course Information section, reviews *Materials That the Cooperative Organization Must Submit* grid, and keeps a copy for its records.
4. The cooperative organization signs the Cooperative Course Agreement and returns it to the Provider.
5. The cooperative organization submits materials according to the timelines in the grid.
6. KSHA reviews the materials and requests additional information, as needed.
7. KSHA submits the cooperative course registration to ASHA CE according to Continuing Education Board deadlines.
8. The cooperative organization conducts the course.
9. KSHA submits participant reporting information to ASHA CE according to Continuing Education Board deadlines.

A cooperative course will only be registered with ASHA CE if the conditions outlined in the Cooperative Course Policy and the responsibilities and timelines outlined below are followed. The signed Cooperative Course Agreement must be returned by <insert date> to:

Susie Ternes – ksha@ksha.org

## Cooperative Course Information:

Name of cooperative organization:

Cooperative organization’s address:

Contact at cooperative organization:

Contact e-mail address:

Contact phone:

Title of course:

Date(s) course to be conducted:

Is this course a self-study?

## Attestation

By signing this form, I agree to adhere to the Cooperative Course Policy and provide the requested information as specified above.

|  |  |
| --- | --- |
|  |  |
| Cooperative Organization’s Representative | Date |

|  |  |
| --- | --- |
|  |  |
| KSHA Representative | Date |

## Materials That the Cooperative Organization Must Submit

Name of cooperative organization:

|  |  |  |
| --- | --- | --- |
| Material needed | Date to submit by | ASHA Approved CE Provider Comments |
| Signed Cooperative Course Agreement   * Fee charged by Provider (if appropriate) * Cooperative course fee |  |  |
| Results of needs assessment |  |  |
| Planner and instructional personnel disclosure forms and resolution description – **How to write disclosure statements:** <https://www.asha.org/ce/for-providers/admin/sample-disclosure-statements/>   * Forms completed prior to course planning * Changes to disclosures after course planning is completed |  |  |
|  |
| Course learning outcomes – avoid using words like “understand.” How to create learning outcomes: <https://www.asha.org/ce/for-providers/outcomes/> |  |  |
| Time-ordered agenda (if enduring material/self-study, contact ksha@ksha.org for guidance) |  |  |
| If receiving financial or in-kind support, submit:   * Names of organizations providing financial and/or in-kind support, * Dollar amount received from each organization (if financial), * Monetary value and description (if in-kind), * How money and in-kind support will be used. * Exhibitors do NOT count as organizations providing financial support (unless they are also contributing something other than their exhibitor fee) |  |  |

|  |  |  |
| --- | --- | --- |
| Material needed | Date to submit by | ASHA Approved CE Provider Comments |
| Draft promotional materials, including:   * Instructional personnel disclosure statements (one for each instructor) (see above for How to Write Disclosure Statements) * Course content disclosure (if appropriate), * Financial or in-kind disclosure (if appropriate) * Satisfactory completion requirements must be written on draft promotional materials and communicated to participants before the course. <https://www.asha.org/ce/for-providers/admin/outcome-assessment-and-satisfactory-completion/>. Here are some examples of reflective questions you could ask on a course evaluation to satisfy this requirement: <https://cccep.ca/wp-content/uploads/2023/11/Reflection-and-Reflective-Assessment-Examples-1.pdf> |  |  |
| Final promotional materials (with required CE Brand Block and ASHA CEU Sentence) – get this from Susie |  |  |
| Description of how instructional personnel disclosure will be made available at the start of course |  |  |
| Details on how satisfactory completion will be determined   * Attendance verification process * Tool(s) to assess achievement of learning outcomes |  |  |
| Program evaluation   * Tool(s) * Results * Analysis |  |  |
|  |
| ASHA Course Reporting Form with all fields completed for attendees who wish to earn ASHA CEUs. Be sure to include number of CEUs (remember 1 hour = 0.1 ASHA CEU) – **download here:** <https://www.asha.org/siteassets/uploadedfiles/report-of-course-participants.xlsx> |  |  |
| Copies of all planning and evaluation meeting notes, e-mails, templates, etc. |  | Keep for your records |

# Course Development Resources – Appendix B

Accessibility guidelines: [www.asha.org/CE/for-providers/Accessibility-Guidelines/](http://www.asha.org/CE/for-providers/Accessibility-Guidelines/)

CEB requirements: www.asha.org/uploadedFiles/CE-Provider-Approval-Requirements.pdf

Cooperative course guidelines: www.asha.org/ce/for-providers/cooperative\_agreements.htm

Eligibility to earn ASHA CEUs criteria: www.asha.org/CE/for-providers/Eligibility-for-Earning-ASHA-CEUs/

Evidence-based CE resources: www.asha.org/ce/for-providers/EBCETutorialIntro/

Fees: www.asha.org/CE/for-providers/Continuing-Education-Fees/

Learner outcome resources: www.asha.org/ce/for-providers/Learner\_outcomes.htm

Marketing courses to ASHA members: http://marketing.asha.org/opportunities-by-audience/ce-seekers/

Transparency resources: [www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/](http://www.asha.org/CE/for-providers/admin/Resources-for-Implementing-Requirement-3/)

* Course content disclosure: www.asha.org/CE/for-providers/admin/Course-Content-Disclosure/
* Instructional personnel disclosure: www.asha.org/CE/for-providers/admin/Speaker-Planner-Disclosure/
* Financial and in-kind disclosure: www.asha.org/CE/for-providers/admin/Course-Financial-In-Kind-Support-Disclosure/
* Managing exhibits and advertising: www.asha.org/CE/for-providers/admin/Management-of-Exhibits-and-Advertisements/