

How to Use the ASHA Verification Form for CEUs to Apply to Maintaining your CCC

ASHA requires that members biennially submit a report of their earned CEUs. The CEUs provided for your participation during our Supporting Success Virtual Conference or from viewing courses at Supporting Success Courses can be used toward required ASHA CEUS. To do so, keep the 1) ASHA Verification Form, 2) Certificate of Participation, and 3) the page(s) that list topics, presenter names, and presenter information. If you are one of the 10% ASHA randomly selected to audit your CEU report, you would then submit these 3 pieces of information to verify that you earned these CEUs.

The ASHA website states:

Documentation of Your Activities

If you earn hours in any form other than ASHA CEUs, you must keep the following documentation on every activity in which you participate:

- copy of a certificate of completion/attendance
- copy of the college transcript (if appropriate)

Activity Information

Your documentation must include the following information on every activity in which you participate:

- title of the course or activity
- name of the sponsoring organization or college/university
- date(s) of attendance or completion
- number of professional development hours earned

If your chosen activities do not provide this documentation, you may use the [Verification of Attendance Form \[PDF\]](#) to keep track of the hours.

https://www.asha.org/certification/fact_records/

Non-ASHA CEUs will not show up on an ASHA CEU transcript or count toward a high-CEU-earner Certificate award. Individuals who choose to go through the Independent Study process offered by ASHA will need the virtual conference CEUs accepted to appear on their ASHA CEU Transcript. For the CEUs to count toward CCC maintenance going through the Independent Study process is not necessary.

The CEUs will fully count toward maintenance of ASHA CCCs. To do so individuals need to:

- Keep the ASHA Verification Form and Certificate of Participation documentation. To ensure CEU acceptance keep the conference schedule that lists the session titles, objectives and speakers.
- Report the virtual conference CEUs on the biennial ASHA CCC maintenance reporting form.
- If an individual is among the 10% of ASHA members that get audited, he or she would send in a copy of the verification forms and certificates of participation.