

SAC Continuing Education Tracking Form

Name: _____ **SAC ID:** _____

Aud
 S-LP
 Aud/S-LP

 Cycle A
 Cycle B
 Cycle C

Continuing Education Activities Specific to S-LP/Audiology

Name of Activity <i>(Description of activities on page 4)</i>	Date(s)	Category (A-J)	Number of CEEs
SUMMARY OF CEEs ON PAGE 3			

**Continuing Education Activities in Topics *Related* to S-LP/Audiology
 (Maximum 15 CEEs per 3-year cycle)**

Name of Educational Activity <i>(Description of activities on page 4)</i>	Date(s)	Category (K-N)	Number of CEEs
SUMMARY OF CEEs ON PAGE 3			

SUMMARY OF CEEs

Category	CEE Activity Category	Maximum CEEs Allowed per 3-year Cycle	Number of CEEs
A	Educational Activities	No Maximum	
B	University/College Courses	No Maximum	
C	Presentations Given	24	
D	Professional Publications	24	
E	Supervision of Students	24	
F	Mentorship	12	
G	Interest Groups	15	
H	Independent Study	15	
I	Online Learning	3	
J	Manufacturers Presentations	15	
K	Educational Activities	Maximum 15 CEEs for categories K-N	
L	University/College Course		
M	Presentations Given		
N	Committee Work for S-LP/Aud		
TOTAL RELATED CEEs (Maximum of 15 over the 3-year cycle)			
TOTAL CEEs (Minimum of 45 over the 3-year cycle)			

Make sure that you have:

1. A minimum of 45 CEEs over each 3-year cycle.
2. Not exceeded any activity category maximums (where applicable).

Instructions:

1. Use this form to keep track of your continuing education activities.
2. Total the number of CEEs you have earned for each type of continuing education activity. At the end of your 3-year cycle, use the summary table above to ensure you have a minimum of 45 CEEs and that you have not exceeded the maximum allowable CEEs in any category (where applicable).
3. Keep proof of the activities you have completed for at least one year following your 3-year cycle.
4. Do not submit this form to SAC unless you are randomly selected for audit.

Questions:

Please contact Bev Bonnell, Continuing Education and Certification Officer:

- 613.567.9968 / 1.800.259.8519 x231
- bev@sac-oac.ca

Continuing Education Activities Specific to S-LP/Audiology

A. EDUCATIONAL ACTIVITIES (No Maximum)

Professional education activities that may be done in person, online or by teleconference. Must be organized for the purposes of continuing education and be on a topic specific to the professions of S-LP/Aud. **Each hour of attendance equals 1 CEE.**

Examples of activities accepted:

- Conferences, workshops, lectures, rounds, seminars, webinars, webcasts.

Examples of activities NOT accepted:

- Manufacturer's visits (use J - Manufacturer's Presentations), ASHA Perspectives (use H- Independent Study).

Examples of proof if audited:

- Certificate of attendance, receipt from a conference attended or handouts, an agenda of a seminar or teleconference.

B. UNIVERSITY/COLLEGE COURSES (No Maximum)

Each course in S-LP/Aud given or taken for audit or credit, will count for 15 CEEs.

Examples of activities NOT accepted:

- Guest lecturing (use C - Presentations Given).

Examples of proof if audited:

- Course name and codes, proof of attendance of the course taken, copy of contract/outline of the course taught, letter from the university.

C. PRESENTATIONS GIVEN (Maximum 24 CEEs per 3-year cycle)

A presentation or lecture in S-LP/Aud given at a conference, convention, workshop, place of work, university/college **for the first time only. Each presentation equals 4 CEEs.**

Examples of proof if audited:

- Title, date and venue of the presentation.

D. PROFESSIONAL PUBLICATIONS (Maximum 24 CEEs per 3-year cycle)

One published article or one review equals 4 CEEs (initial publication only). Articles/reviews must be on a topic specific to S-LP/Aud and published in a professional publication. May be co-authored.

Examples of activities accepted:

- Authoring books, chapters, journal articles.

Examples of activities NOT accepted:

- Writing in newsletters, blogging, website development.

Examples of proof if audited:

- Title of article, journal name, date of publication.

E. SUPERVISION OF STUDENTS (maximum 24 CEEs per 3-year cycle)

Supervision of S-LP, Aud or communication health assistant students organized by a university or college. **One hour of supervision equals 1 CEE to a maximum of 8 CEEs per student.**

Examples of activities NOT accepted:

- Mentoring high school students; mentorship of first time registrants of a regulatory body (use category F - Mentorship).

Examples of proof if audited:

- Letter from the university acknowledging your supervision of the S-LP/Aud, or communication health assistant student.

F. MENTORSHIP (Maximum 12 CEEs per 3-year cycle).

Acting as a mentor or receiving mentorship in a formal mentorship program, such as that organized by an employer, an association or a regulatory body. **1 hour of mentorship equals 1 CEE to a maximum of 4 CEEs per mentorship.**

Examples of proof if audited:

- Copy of the formal mentorship agreement signed by the mentee and the organization overseeing the mentorship program, a letter from the employer or certificate of completion.

G. INTEREST GROUPS (Maximum 15 CEEs per 3-year cycle)

Participating in an interest group in speech-language pathology/audiology that has an educational component, meets regularly and aims to improve services for clients. Meeting dates must be recorded. **One meeting equals 1 CEE.**

Examples of activities NOT accepted:

- Business or staff meetings, online forums (e.g. special interest groups, Facebook use I - Online Learning).

Examples of proof if audited:

- Dates of the meetings, verified by another attendee, minutes of meeting.

H. INDEPENDENT STUDY (Maximum 15 CEEs per 3-year cycle)

Self-initiated program of education in S-LP/Aud that may be multi-media and is not related to coursework or assignments. **One hour of study equals 1 CEE.**

Examples of activities accepted:

- Reading articles or books, ASHA Perspectives.

Examples of proof if audited:

- List of articles read, videos viewed.

I. ONLINE LEARNING (Maximum of 3 CEEs per 3-year cycle)

Online learning relevant to SLP/Aud practice including relevant listservs or forums, interest groups, blogs, Facebook. **Each hour of participation equals 1 CEE.**

Examples of activities accepted:

- Special interest groups organized by an association (e.g., ASHA SIGS), other special interest groups (e.g., CASANA).

Examples of activities not accepted:

- Twitter, browsing the internet.

Examples of proof if audited:

- List of websites, receipt from special interest group provider, copy of SIG email.

J. MANUFACTURERS PRESENTATIONS (Maximum 15 CEEs per 3-year cycle)

Presentation given by a manufacturer for the purposes of educating the S-LP/Aud on the use of professionally-relevant products. **One hour presentation equals 1 CEE.**

Examples of activities accepted:

- Presentations regarding hearing aid & assistive listening devices, tracheostomies, AAC, standardized tests, etc.

Examples of proof if audited:

- Dates and topic of presentations, including company and presenter names.

Continuing Education Activities in Topics Related to S-LP/Audiology (Maximum 15 CEEs per 3-year cycle)

Examples of related topic areas include but are not limited to:

- Psychology, education, neurology, stress management, supervision, counselling, biomedical ethics, linguistics, computers, business management.

K. EDUCATIONAL ACTIVITIES

Professional education activities on a topic related to S-LP/Aud that may be done in person, online or by teleconference. Must be organized by a professional association, agency or university for the purposes of continuing education. **Each hour of attendance equals 1 CEE.**

Examples of activities accepted:

- Conferences, conventions, seminars, lectures, rounds, workshops, teleconferences, online courses.

Examples of proof if audited:

- Certificate of attendance, receipt from a conference attended, handouts, an agenda of a seminar or teleconference.

L. UNIVERSITY/COLLEGE COURSE

A course on a topic related to S-LP/Aud taken for audit or credit, will count for the maximum of 15 CEEs.

Examples of proof if audited:

- Course name, codes and proof of attendance.

M. PRESENTATIONS GIVEN

A presentation or lecture on a topic related to S-LP/Aud given at a conference, convention, workshop, place of work, university/college **for the first time only. Each presentation equals 3 CEEs.**

Examples of proof if audited:

- Title, date and venue of the presentation.

N. COMMITTEE WORK FOR S-LP/AUD

Voluntary participation on SAC, provincial or regulatory boards, committees or projects related to the professions of S-LP/Aud. **Each hour of committee work equals 1 CEE.**

Examples of proof if audited:

- Agendas, certificate of participation, letter of acceptance, dates of meetings.