

# **Your Pennsylvania License:** Understanding Continuing Education requirements

Pennsylvania State Board of Examiners in  
Speech-Language and Hearing

Revised March 2011

Upon reviewing this powerpoint, licensees  
will be able to...

- List the requirements for continuing education for PA licensure
- Describe the process that ensues when a licensee is audited
- Differentiate continuing education requirements for licensure, PDE certification, and ASHA certification
- Know how to request approval for a sponsored CE activity
- Know how to request approval for a (personal) CE activity

# **Continuing Education Requirements**

Each speech-language pathologist, audiologist or teacher of the hearing impaired shall have completed TWENTY (20) clock hours of continuing education for each area of licensure during each PRECEDING biennial renewal period. Renewal periods commence on August 1 of each even year.

**The current biennial renewal period commenced on August 1, 2022 and ends July 31, 2024. You should now be accruing CEs for that period.**

# PA Continuing Education

## Understanding the Requirements

- Licensees will be required to certify they have met the CE requirement for each biennial renewal period.
- Biennial Renewal Period – The period from August 1 of an even-numbered year to July 31 of the next even numbered year.
- When applying for renewal for the period beginning August 1, 2024, licensees will be able to show they accrued twenty (20) clock hours between August 1, 2022 and July 31, 2024.
- The Board will randomly audit its licensees in each profession.

# **PA Continuing Education**

## **Understanding the Requirements**

- Clock Hour- Consists of 50-60 minutes of instruction or participation in an approved continuing education course or program.
- Continuing Education Record- Report provided to a participant in a continuing education course or program by the provider

# **PA Continuing Education**

## **Understanding the Requirements**

### **Overview: Types of Continuing Education**

- Services as a lecturer or speaker
- Publication of articles, books, research
- ASHA or AAA “CEU” courses, as long as they are not “practice building”
- Courses offered for credit through institutions of higher education
- Courses prior-approved by the Board

# **PA Continuing Education**

## **Understanding the Requirements:**

### **CEs Earned as a Speaker or for Publications**

Up to ten (10) hours of approved continuing education credit per biennial renewal period may be granted on a case-by-case basis for services as a lecturer or speaker, and for publication of articles, books and research relating to the practice of speech-language, audiology or teaching of the hearing impaired.

*There is no cost for submitting approval to earn credits in this manner.*

# CEs Earned as a Speaker or for Publications

- A licensee seeking continuing education credit under this subsection shall submit a written request with a copy of the lecture, presentation, book, etc.
- The request must be submitted 180 days prior to the expiration of the biennial renewal period for which the licensee is seeking the credit. (e.g. by 1/31/2024)



# CEs Earned from ASHA or AAA Programs

Continuing education programs\* approved or sponsored by the American Speech-Language-Hearing Association and by the American Academy of Audiology are deemed approved for continuing education credit and require no pre-approval

*\*other than topics related to practice management or practice building; must be programs with “CEUs” not “certificate maintenance hours”*

# **CEs Earned from Academic Programs**

- Courses and programs offered by academic programs in speech-language pathology, audiology or teaching of the hearing impaired associated with institutions accredited by any state's department of education or regional commission on institutions of higher education are considered pre-approved.

# CEs Earned through Courses prior-approved by the Board

Credit for continuing education may be obtained for any program approved in advance by the Board.

Board approval is contingent upon compliance with the pre-approval process.

# Continuing Education

## The Preapproval Process

Any person or entity, including an agency, organization, institution, college, university, professional society, association or center seeking approval shall:

- Apply for approval of the program on forms provided by the Board.
- File the application at least 90 days prior to the first scheduled date of the program.
- Include the \$40 application fee.

# Continuing Education

## The Board May Deny Approval

Approval may be denied if:

- The identified faculty is deemed not qualified to present the program.
- The course content is in office management or practice building.
- The method of certifying participation is not verifiable.

# How will I know if I will be audited regarding my CE?

- You will receive a letter from the Department of State .
- The letter will explain what needs to be submitted to substantiate your CEs.

# If you are audited you will:

- Submit requested information on forms provided by the Board.
- Include a certificate of completion or other documentation that specifies... (see next slide)

# “Proof”

- Title of course
- Documentation of approved conferences MUST include the title of each session attended at the conference
- # of clock hours
- Date(s)
- For sponsored courses: Board approval number (SPCE# # # # # #)
- For individually approved CE activities: Copy of board approval letter and Board approval number SPICE # # #
- .



The Board will randomly audit its licensees  
in each profession.

- Applicants selected for audit shall provide the Board with the certified continuing education record for each continuing education program completed to prove compliance
- Individuals shall retain the certified continuing education records for courses completed for a minimum of 4 years

# Disciplinary Action Authorized

A licensee will be subject to discipline under section 10 of the act if:

- A fraudulent continuing education record is submitted
- A licensee fails to complete the required continuing education requirement within any biennial renewal period

# FAQs for Continuing Education

- **Question:** *Why do I need to get continuing education to maintain my SLP or Audiology or Teacher of the Hearing Impaired license?*
- **Answer:** The Board's Licensing Act requires compliance with continuing education. Continuing education promotes a workforce that uses current knowledge and practices for Speech-Language Pathologists, Audiologists and Teachers of the Hearing Impaired.

# FAQs for Continuing Education

- **Question:** *Do I need continuing education if I am a licensed teacher of the hearing impaired?*
- **Answer:** Yes, the Board's Licensing Act required completion of 20 clock hours of continuing education in order to maintain licensure for all professions under the Act, including speech-language pathology, audiology, and teachers of the hearing impaired (Section 5(5) of Act 238 of 1984).

# FAQs for Continuing Education

- **Question:** *How many continuing education hours do I need for each area of licensure?*
- **Answer:** 20 clock hours each renewal period (two years.) (Section 45.501(a) of the regulations). A clock hour is defined as 50 to 60 minutes of continuing education instruction.

# FAQs for Continuing Education

- **Question:** *When must I have the 20 required clock hours of continuing education completed by?*
- **Answer:** By July 31 of every biennial renewal period (Section 45.2 of the regulations). For example, licensees must have completed 20 clock hours by July 31, 2024, the end of the biennial renewal period that began on August 1, 2022.

# FAQs for Continuing Education

- Question: How many continuing education hours do I need if I have a license in two areas?
- Answer: A dually licensed individual must accrue 40 hours of continuing education, i.e., 20 hours in each area of licensure. A clock hour of continuing education may only be counted once.

# FAQs for Continuing Education

- **Question:** *What documentation do I need to keep?*
- **Answer:** Copies of certificates of completion as required in the regulations should be maintained by each licensee. Refer to Section 45.504(a) of the regulations.



# FAQs for Continuing Education

- **Question:** *Should I send in documentation with my renewal application?*
- **Answer: No.** If you are selected for the Board's random audit, you will be required to provide documentation at that time. Refer to Section 45.504(b) of the regulations.

# FAQs for Continuing Education

- **Question:** *How long do I need to keep my documentation?*
- **Answer:** Individuals shall retain the certified continuing education records of courses completed for a minimum of 4 years (Section 45.504(c) of the regulations).

# FAQs for Continuing Education

- **Question:** *What happens if I am audited and some of my hours are disqualified?*
- **Answer:** Documentation would be forwarded to the Professional Compliance Office for possible disciplinary action (Section 45.507(b) of the regulations).

# FAQs for Continuing Education

- **Question:** *What kinds of topics will be accepted?*
- **Answer:** Any courses/programs\* that are approved or sponsored for continuing education by ASHA or AAA, given through an accredited university or pre-approved by the Board
  - *Section 45.505(d) of the regulations \*except office management or practice building courses or programs will not be accepted.*

# FAQs for Continuing Education

- ***Question:*** *Are all ASHA or AAA continuing education units (CEUs) accepted?*
- ***Answer:*** Any course/program that is approved or sponsored by ASHA or AAA for continuing education, except office management or practice building courses or programs, will be accepted (Section 45.505(d)(1) of the regulations).
  - **1 CEU is equal to 10 clock hours.**
  - **.1 CEU is equal to 1 clock hour.**
- ***Please note that programs approved or sponsored by ASHA for CMH (Certification Maintenance Hours) are not automatically accepted for the continuing education requirements for licensure.***

# FAQs for Continuing Education

- **Question:** *Will a transcript from the ASHA or AAA registry be acceptable documentation?*
- **Answer:** Yes, a transcript from the ASHA or AAA continuing education registry will be accepted. **\*Note that “office management or practice building” courses are not accepted.**

# FAQs for Continuing Education

- **Question:** *Why didn't the Board develop regulations that are just like ASHA's?*
- **Answer:** The Board is independent from any State or National Associations

# FAQs for Continuing Education

- **Question:** *Are any providers “automatically” accepted?*
- **Answer:** Any courses/programs that are approved or sponsored for continuing education by ASHA or AAA, or given through an accredited university are automatically accepted, as long as they are NOT courses in office management or practice building. Please refer to Section 45.505(d) of the regulations. All other providers must receive prior approval.



# FAQs for Continuing Education

- **Question:** Are ASHA certificate maintenance hours accepted as “pre-approved”?
- **Answer:** No. Only courses/programs that are approved or sponsored for continuing education by ASHA or AAA, or given through an accredited university, except office management or practice building courses or programs (Section 45.505(d)) are accepted. However, you may seek prior approval by the Board for these activities in accordance with Section 45.501(b).

# FAQs for Continuing Education

- **Question:** *Are continuing education activities offered by Pennsylvania Speech-Language-Hearing Association (PSHA) accepted as pre-approved?*
- **Answer:** *In most cases, PSHA offers continuing education courses that are approved for continuing education units by ASHA. In that case, the activity is pre-approved, as long as the topic is NOT related to office management or practice building.*

# FAQs for Continuing Education

- **Question:** *Are graduate credits pre-approved?*
- **Answer:** Yes. Courses and programs offered by academic programs in speech-language pathology, audiology or teaching of the hearing impaired associated with institutions accredited by any state's department of education or a regional commission on institutions of higher education. (Section 45.505(d)(3) of the regulations). This includes post-secondary programs both in and outside of Pennsylvania. Office management and practice building courses are prohibited.

# FAQs for Continuing Education

- **Question:** *Are on-line college courses offered (for academic credit) accepted as pre-approved?*
- **Answer:** Yes. Courses and programs offered by academic programs in speech-language pathology, audiology or teaching of the hearing impaired associated with institutions accredited by any state's department of education or a regional commission on institutions of higher education. (Section 45.505(d)(3) of the regulations). This includes college courses offered in traditional or on-line formats. Office management or practice building courses are prohibited.

# FAQs for Continuing Education

**Question:** *How do I convert academic credits into clock hours?*

**Answer:**

Semester Hours

- A 3 credit college course is equal to 45 clock hours.
- A 1 credit college course is equal to 15 clock hours.

Quarter Hours

- A 3 credit college course is equal to 30 clock hours.
- A 1 credit college course is equal to 10 clock hours.

# FAQs for Continuing Education

- **Question:** *How many continuing education hours may I complete on-line?*
- **Answer:** All 20 clock hours needed for each area of licensure may be completed on-line.

# FAQs for Continuing Education

- **Question:** *Are Act 48 hours accepted?*
- **Answer:** Only courses/programs that are approved or sponsored for continuing education by ASHA or AAA, or given through an accredited university, except office management or practice building courses or programs are pre-determined as accepted (Section 45.505(d) of the regulations). **If the Act 48 courses or programs are not approved or sponsored by ASHA or AAA, or given through an accredited university, the Board must approve the course or program.**

# FAQs for Continuing Education

- **Question:** *Are continuing education offerings from my employer accepted?*
- **Answer:** Only courses/programs that are approved or sponsored for continuing education by ASHA or AAA, or given through an accredited university, except office management or practice building courses or programs are accepted. (Section 45.505(d) of the regulations). Otherwise, you must apply for Board approval for your employer's offerings.



# FAQs for Continuing Education

- **Question:** *Can I get CE credit if I develop a professional presentation?*
- **Answer:** Up to 10 clock hours of approved continuing education credit per biennial renewal period may be granted on a case-by-base basis for services as a lecturer or speaker, and for publication of articles, books and research relating to the practice of speech-language pathology, audiology or teaching of the hearing impaired. A licensee seeking continuing education credit under this subsection shall submit a written request with a copy of the lecture, presentation, article, book or research.
- Credit is only given for the first time the presentation or lecture is delivered.

***Question: Can I get CE credit if I develop a professional presentation?  
(continued)***

The request shall be submitted 180 days prior to the expiration of the biennial renewal period for which the licensee is seeking credit (Section 45-501(b) of the regulations. *No application fee is required.* The regulations may be located on the Board's website at [www.dos.state.pa.us/speech](http://www.dos.state.pa.us/speech)

# FAQs for Continuing Education

- **Question:** *What are the timelines for getting approval for professional presentations?*
- **Answer:** The request shall be submitted 180 days prior to the expiration of the biennial renewal period (Section 45.501(b) of the regulations).

# FAQs for Continuing Education

- **Question:** *My employer wants to offer a seminar on dysphagia to our SLP staff and open it to area SLPs. Where can I find the application for pre-approval of this kind of “sponsored” continuing education event?*
- **Answer:** The application may be downloaded from the Board’s website at [www.dos.pa.gov/speech](http://www.dos.pa.gov/speech), by e-mailing the Board and requesting an application at [st-speech@pa.gov](mailto:st-speech@pa.gov) or by requesting an application from the Board office at 1-833-367-2762. The completed application should be returned to the State Board of Examiners in Speech-Language and Hearing  
PO Box 2649  
Harrisburg, PA 17105-2649

# FAQs for Continuing Education

- **Question:** *What is the cost to submit an application for approval of a “sponsored” continuing education program?*
- **Answer:** The application fee is \$40.00 (Section 45.1 of the regulations).
- **Question:** *Why does it cost \$40.00 to get a “sponsored” event approved?*
- **Answer:** This fee is consistent with fees for other Board’s and offsets the administrative costs associated with processing the request.

# FAQs for Continuing Education

- **Question:** *My non-profit agency cannot afford to pay the \$40.00 fee to get an event approved. Is there anything we can do to get the event approved without paying or paying less?*
- **Answer:** No. The application fee for approval of continuing education is \$40.00 (Section 45.1 of the regulations).

# FAQs for Continuing Education

- **Question:** *If I want to receive credit for myself for attending my agency's event that is not pre-approved by the Board, do I have to pay the \$40.00 fee?*
- **Answer:** Yes. The application fee for approval of continuing education is \$40.00 (Section 45.1).
- **Question:** *If I, as an individual, submit a continuing education application for a course, is the course approved for myself only or for anyone that takes the course?*
- **Answer:** The course would only be approved for the individual requesting approval

# FAQs for Continuing Education

- **Question:** *What is the cost to submit a request for continuing education approval for services as a lecture or speaker, and for publication of articles, books and research relating to the practice of speech-language pathology, audiology or teacher of the hearing impaired (Section 45.501 of the regulations)?*
- **Answer:** No fee is required.



# FAQs for Continuing Education

- **Question:** *What happens if I learn about an event that I want to attend, I am willing to pay for approval, but it is less than 90 days from the date of the event. Can I get a waiver of the time frame for approval?*
- **Answer:** The Board allows an individual to submit (fax) an application to the Board at least one day prior to the date the course is to be given to request approval of the course hours toward the continuing education requirement. (Fax number 717-787-7769).

# FAQs for Continuing Education

- **Question:** *My agency is willing to pay for approval. How long after the paperwork is submitted can we expect to hear that the event is approved (so we can advertise accordingly)?*
- **Answer:** Applications will be processed in a timely manner. Applicants are encouraged to submit their application as soon as their program is set and well in advance of the actual course date, in case the Board requires more information.
- **Question:** *If a workshop is not approved by the Board, is there an appeals process?*
- **Answer:** Yes. Contact the Board with a written appeal and submit additional documentation to the Board explaining why you feel the course should be approved.

# Contact Us

State Board of Examiners in  
Speech-Language and Hearing  
P.O. Box 2649, Harrisburg, PA  
17105-2649

Phone - 1-833-367-2762

Fax - (717) 787-7769

[ST-SPEECH@pa.gov](mailto:ST-SPEECH@pa.gov)

[www.dos.pa.gov/speech](http://www.dos.pa.gov/speech)