

Continuing Education Information

Continuing Education Requirements

The Board will require signed statements from licensees affirming that they are in compliance with the CEU requirement. The statements will be printed in the courtesy renewal notices that are returned with the license renewal fee each year. Licensees will be subject to random audit of their continuing education documentation.

- Each licensee will have a three-year cycle to complete the required 30 CEU hours.
- You may elect to have your CEU cycle synced with your ASHA cycle. Your cycles will continue on in three year cycles beginning in January first of the first year and ending December thirty first of the third year of your cycle.
- If you would like to change your CEU cycle *this change can only be done once.*

Cycle Sync Instructions

- Your request must be submitted in writing. Be sure to include your first and last name with your NC license number and the start and end year of your cycle.
 - Yes, an email will suffice.
- You can submit your email to Sergei Maxfield at smaxfield@ncboeslpa.org.
- You can write a letter and mail it to: NCBOESLPA, PO Box 16885, Greensboro, NC 27416.

FAQ's: Continuing Education

- If I do not see my CE information in my portal do I need to do anything?
 - Only if you have been audited, and only for the CE cycle you were audited for. If you have not been audited or it shows a previous CE cycle there is nothing you need to do.
- What does the Administrative Code: 21 NCAC 64 .0218 Continuing Education say?
 - Beginning January 1, 2009 each licensee must complete 30 hours of continuing professional education in their fields sponsored by the American

Speech-Hearing-Language-Association, the North Carolina Speech-Hearing-Language Association, or the North Carolina Department of Instruction; or other courses approved by the Board as similar to courses offered by any of these organizations. *History note: Authority G.S. 90-304 (a)(3); Eff. September 1, 2008*

- How long do I have to maintain my records for proof of my completed CE's?
 - With or without professional certification a period of five (5) years.
- I am a Temporary Licensee; do I need to earn CE?
 - You do not have to get Continuing Education credit during your Supervised Experience Year. Be sure to check with other organizations you're a part of for their Continuing Education requirements.
- Cycle Sync, what does it mean?
 - We keep track of the start and end date of your Continuing Education cycle. We do not have access to licensee ASHA accounts and the only way the Board can verify a licensee's Continuing Education is through the licensee providing official, verifiable documentation to the Board when audited.
- **How often do I have to submit CE to the Board?**
 - **You do not have to submit CE unless you're audited.**
- What if my course has an ambiguous title that does not readily lend its relevance to the practice of speech-language pathology or audiology? *Ex. Assessment Completed for 22 CE hours*
 - You can submit the certificate.
 - You can submit a screenshot of your ASHA, AAA, or NCDPI account showing one of these (or another similarly recognized organization) accepted the course.
 - Submit a course description/detailed information about what happened during the course.
 - If this course lasted over a period of days, and they provided an itinerary of what was covered you can include this as well.

Any ambiguous courses submitted for proof of completed CE will most likely be taken to the monthly board meeting for approval.

- I have been audited, what happens?
 - With ASHA or AAA: CEUs and CMUs recognized by ASHA toward the certification maintenance will be accepted by the Board of Examiners. Licensees may refer to the ASHA CEU guidelines and registry.
 - Without ASHA or AAA: The licensee will be required to maintain a log and Official CEU Activity award documentation for all CEU activities. This document should include but **not limited to**:
 - Title of the course/activity
 - Name of the sponsoring organization or college/university
 - Date(s) of attendance or completion
 - Number of professional development hours earned
 - Official CEU activity award documentation for all CEU activities
 - Name of presenter/instructor and licensee earning CE credit
 - Signature validating the CEU requirement for that course has been met
- What do you accept for CE submissions?
 - Registries from the American Academy of Audiology (AAA), American Speech-Language-Hearing Association (ASHA), and the North Carolina Department of Instruction (NCDPI), or other similarly recognized professional associations.
 - College courses: You can submit the official transcript directly from the university to us via email to smaxfield@ncboeslpa.org or have them sent to NCBOESLPA, PO Box 16885, Greensboro, NC 27416.

- CEU Activity Information must include the following on every activity in which you participated:
 - Title of the course/activity
 - Name of the sponsoring organization or college/university
 - Date(s) of attendance or completion
 - Number of professional development hours earned
 - Official CEU activity award documentation for all CEU activities
 - Name of presenter/instructor and licensee earning CE credit
 - Signature validating the CEU requirement for that course has been met
- What do you not accept for CE submissions?
 - Personal word documents
 - Personal excel spreadsheets
 - PDFs made of personal lists
 - We need to be able to verify that it came from ASHA, AAA, NCDPI, or your personal account with one of these systems, or it fulfills the CE Submission Requirements above. If we can't verify that it's official documentation we can't accept it.