

tobii dynavox

Everything you
always wanted
to know about
ASHA CEUs*



***but were afraid to ask!**

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It's really quite simple – more detail on pages to follow...



- Watch the webinar from beginning to end
- Take the quiz – up to three times!
- Pass with an 80% or higher grade
- Receive an email congratulating you on passing the quiz
This email includes a link to your Certificate of Completion
- Check your junk/spam folders if you haven't received the link
for your certificate within the hour
- Print or save the certificate for your records
- Locate, complete, and send in your ASHA CEU Participant
form

Take the quiz – you’ll get a second (and third) chance!

- The quiz will appear at the end of the course. Upon successful completion, a link to your certificate will be sent to the email address you provided. You may need to check your spam/junk folder for this link.
- If you don’t pass the quiz the first time, you will have the opportunity to immediately take it two more times. If you don’t pass it a third time, you will get this message:

“Your score was not sufficient to pass the test. You have exceeded the amount of retakes allowed.”

- If this happens, you will be directed back to the sign-in page to take the course again.





**I need ASHA CEUs.
What next??
Watch the training....
the whole thing!**

- If you watch a “live” session, the instructor will go over the steps for ASHA CEUs at the beginning of each course.
- If you watch a “recorded” session, the quiz will appear on your screen at the very end of the session.
- If you haven’t downloaded the ASHA CEU form yet, log back in and you’ll find the form and the instructions under the “Event Resources”.

Ummm...Where can I download a new ASHA form again?



- Can't remember where to find the ASHA CEU form? Just log back into the course, and click on the arrow to the left of Event Resources, choosing the CEParticipant form.
- The instructions for completing the form are found under "Event Resources" as well!

A screenshot of a video player showing a presentation slide. The slide title is "Boardmaker Online" and the content is "Supporting Literacy & Communications Boardmaker Instructional Solutions May 4, 2016" by Maureen Donnelly, M.Ed, Curriculum Manager. Below the slide is a video control bar with a play button and a timer at 00:19:49:14. Underneath is a blue "Ask a Question" section with a text input field and a "Send" button. Below that is an "Event Resources" section with a list of files: "LitandCommptxpdf", "SupportingLiteracyCommunicationBoardmakerInstructionalSolutions516pdf", "GettingStartedBISWorksheetEnidHurtadpdf", "AblankCEParticipantFormpdf" (circled in red), and "ASHACEUInstructions2016docx". Below the list is a "Please note:" section with four numbered instructions.

Boardmaker Online

Supporting Literacy & Communications
Boardmaker Instructional Solutions
May 4, 2016
Maureen Donnelly, M.Ed
Curriculum Manager

00:19:49:14

Ask a Question

Send

Event Resources

- LitandCommptxpdf
- SupportingLiteracyCommunicationBoardmakerInstructionalSolutions516pdf
- GettingStartedBISWorksheetEnidHurtadpdf
- AblankCEParticipantFormpdf
- ASHACEUInstructions2016docx

Please note:

1. For session handouts, please click on the arrow to the left of Event Resources. Click on the name of each handout to download.
2. Use the "Ask a Question" area to type any questions that you have during the session. The presenter will receive your question via e-mail.
3. To receive a Certificate of Completion, please complete the quiz that will appear at the end of this session. You must complete the whole session to see the quiz. Once you submit the quiz and earn at least 80%, the certificate will be e-mailed to you. :)
4. For ASHA CEUs – please read the instructions on the handout named ASHA CEU Instructions 2016

Download and complete a brand new ASHA CEU form



This is important (if you want ASHA CEUs, that is....)

- We are looking into electronic reporting, but for now you will need to complete an ASHA Participant form
- The instructions from ASHA:

“We use a scan station that reads the forms. The forms need to be new each time – not copies, clean (no black lines, and not skewed – which happens with faxed copies at times) and filled in completely (written and bubbled). The four anchors in each corner cannot be cut off or faded.”

- See FUN FACT on the next page for a way to “type” into the form
- Or, just print and complete the form by hand!

Download and complete a brand new ASHA CEU form:



- FUN FACT.....
- The CEU form has **fillable** form fields. You can type directly into the ASHA CEU Participant form right from your computer!
- Click where it says "Provider Code" and type in our unique Provider Code: AAWZ. Leave the Course Number blank.
- Fill in the date and complete the personal info section.
- Then (this is the fun part) click in "last name" section. That area will become blank. Type your last name, then TAB over to the ASHA Account Number Section (you must TAB, not click). Then type in your 8-digit ASHA Account Number, and tab again. No more filling in the bubble spaces by hand!
- You may also print and complete the form by hand.
- Please mention the name of the course(s) when submitting the form.

ASHA CEU Participant Form
American Speech-Language-Hearing Association
Continuing Education Registry

Provider Code **AAWZ** Course Number **Leave Blank** Completion Date **Add date here**

Enter Course Name

Submit this form to the Provider at the end of the course if you wish to earn and maintain ASHA CEUs through the ASHA CE Registry (annual fee required).

If not an ASHA member or CCC holder, you must be licensed or credentialed to practice speech-language pathology (SLP) or audiology or preparing to practice to earn ASHA CEUs.

Licensed: (State and License #) **Leave Blank**
Certified: (State/Organization) **Leave Blank**
Clinical Fellow: (Supervisor name and her/his ASHA account number)
Enrolled in a graduate program in SLP or audiology: (University name and expected graduation date)

Name _____
Address: _____
City _____ State _____
Zip _____
Daytime Phone (_____) _____
E-mail Address _____

Add contact information here

ASHA Account Number
You must provide your ASHA Account Number.

To update your address or phone number, or to obtain your ASHA Account Number call ACTION CENTER at 1-800-498-2071 between 8:30am and 5:00pm. E.T.

Provider Use Only
Complete only for those participants receiving less than the maximum number of ASHA CEUs (i.e., partial credit). Please fill in leading zeros followed by the number of ASHA CEUs. For example, to indicate a participant earned .55 ASHA CEUs (that is, 5 1/2 hours) write 0055.

Add ASHA # and fill in bubbles completely

Add last name and fill in bubbles completely

Leave Blank

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Revised 8/2011

When should I expect to see the session on my ASHA CE Registry?



- After you send your ASHA CEU Participant Form to me, I will send it to ASHA according to **their** quarterly schedule. Each course has a different quarterly date, so even if you send several forms at the same time, they will not show up on your registry at the same time.
- Because ASHA provides quarterly submittal dates, it may take up to 135 days for a course to be noted on your ASHA registry.
- Not to worry..... if you have a year-end deadline and take a course at the very end of the calendar year, be sure to submit it within a few days. It will count toward your CEUs for that calendar year, even though it takes a while to show up on your registry.
- If you have another deadline (for your school district or your state), remember to allow sufficient time for the process!



I'm your ASHA CEU contact at TobiiDynavox/Mayer Johnson

Please contact me via email with any questions you may have.

Email or mail your CEU Participant Form and feel free to ask me to reply that I have received it. ASHA.CEU@tobiidynavox.com

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