

## FAQs for Continuing Education

Each speech-language pathologist and audiologist shall have completed TWENTY (20) clock hours of continuing education during each PRECEDING biennial renewal period, beginning with the renewal COMMENCING August 1, 2008.

***\*\*The next biennial renewal period commenced August 1, 2020. You should now be accruing Continuing Education for the period, ending July 31, 2022.\*\****

**The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for renewal/reactivation of a license shall be required to complete 2 hours of Department of State or DHS approved training in child abuse recognition and reporting requirements as a condition of renewal/reactivation. Please review the Board website for further information on approved CE providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board. [Child Abuse Continuing Education Providers Information can be found here.](#)**

**Question:** Why do I need to get continuing education to maintain my SLP or Audiology 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 and Audiologists.

**Question:** How many continuing education hours do I need for each license?

**Answer:** 20 clock hours a renewal period (two years.) (Section 45.501(a)). A clock hour is defined as 60 minutes of continuing education instruction.

**Question:** When must I have the required clock hours of continuing education completed by?

**Answer:** July 31 of every biennial renewal period (Section 45.2). For example, licensees must have completed 20 clock hours by July 31, 2018, the end of the biennial renewal period that began on August 1, 2016.

**Question:** How many continuing education hours do I need if I have a license in two areas, e.g., Speech-Language Pathology **and** Audiology.

**Answer: A dually licensed individual must accrue 40 hours of continuing education, i.e., 20 hours for each license.** In order to insure that the licensees are current in knowledge and practice for each area in which they are licensed, it is required that during each renewal period they obtain 20 clock hours **per license**. These clock hours may not be counted more than once- (a course on the impact of cochlear implant on language development of young children cannot be counted towards BOTH speech language pathology AND audiology continuing education requirements. It may be counted towards either the speech-language pathology license OR the audiology license.

**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).

**Question:** Will I need to produce documentation?

**Answer:** 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).

**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)).

**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)).

**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.**

**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) except office management or practice building courses or programs will not be accepted.

**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.

**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). All other providers must receive prior approval.

**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)). **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.**

**1 CEU is equal to 10 clock hours.**

**.1 CEU is equal to 1 clock hour.**

**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. **Please note that programs approved or sponsored by ASHA for CMH (Certification maintenance hours) are not acceptable for the continuing education requirements for licensure unless they have been prior approved by the Board or submitted under Section 45.501(b).**

**Question:** Are continuing education units from ASHA accepted?

**Answer:** Yes, as long as the topic is NOT related to office management or practice building.

**1 CEU is equal to 10 clock hours.**

**.1 CEU is equal to 1 clock hour.**

**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.

**Question:** Are graduate credits pre-approved?

**Answer:** Yes. Courses and programs offered by academic programs in speech-language pathology and audiology 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)). This includes post-secondary programs both in and outside of Pennsylvania. Office management and practice building courses are prohibited.

**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.**

**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 or audiology 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)). This includes college courses offered in traditional or on-line formats. Office management or practice building courses are prohibited.

**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.**

**Question:** How many continuing education hours may I complete on-line?

**Answer:** All 20 clock hours may be completed on-line.

**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 accepted (Section 45.505(d)). 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.

**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)).

**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 or audiology. 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. 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)). 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)

**Question:** Do I receive credit each time I deliver the presentation, or just the first time?

**Answer:** Credit is only given for the first time. A maximum of 10 clock hours is available.

**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)).

**Question:** Where can I find the application for approval of continuing education?

**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@state.pa.us](mailto:st-speech@state.pa.us) or by requesting an application from the Board office at 717-783-1389.

**Question:** Where do I send the application for prior approval of continuing education?

**Answer:** State Board of Examiners in Speech-Language and Hearing  
PO Box 2649  
Harrisburg, PA 17105-2649

**Question:** What is the cost to submit an application for approval of a continuing education program?

**Answer:** The application fee is \$40.00 (Section 45.1).

**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 or audiology (Section 45.501)?

**Answer:** No fee is required.

**Question:** Why does it cost \$40.00 to get an event approved?

**Answer:** This fee is consistent with fees for other Board's and offsets the administrative costs associated with processing the request.

**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).

**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.

**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).

**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.