

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

Provider Readiness Tool

As of July 1, 2025, all ASHA Approved CE Providers are expected to follow the [ASHA CE Provider Standards and Policies](#). We're providing this optional tool to help you assess if your current practice and procedures will meet the new Standards and Policies.

How to Use the Tool

In the "Ready?" column:

- Click the dropdown menu
- Select if your organization is already meeting the Standard/Policy or if updates to your current practice are necessary to comply.

In the "Next steps" column:

- Write the updates that you must make to meet the corresponding Standard/Policy by July 1, 2025.

Jump to:

[Assessing Outcomes and Determining Satisfactory Completion](#)

[Content Creation](#)

[Cooperative Offerings](#)

[Course Evaluation/Program Improvement](#)

[Course Promotion](#)

[Course Reporting](#)

[Provider Policies and Procedures](#)

[Provider Responsibilities](#)

[Record Retention](#)

[Transparency and Disclosure](#)

Assessing Outcomes and Determining Satisfactory Completion

Standard/ Policies	New/Changed	Action required	Ready?	Next steps
Standard 6.1.1, 6.1.2, 6.1.3, 6.1.4	Changed	Update your learner assessment procedures to measure knowledge, skills, competencies, and/or intent-to-change.		
Standard 7.1.2	Changed	Review your process for creating satisfactory completion requirements to include assessment of learning outcomes		

Content Creation

Standard or Policies	New/Changed	Action required	Ready?	Next steps
Standard 2.1.1, 2.2.2	Changed	Ensure that the identification of learner needs considers a variety of sources and that the needs identified are used by those developing the content.		

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

Standard 5.3	Changed	Review and update your accessibility expectations so that educational formats and techniques are reflective of the goals and outcomes of each course. Ensure educational design is learner-centered.		
Standard 4.1.3	Changed	Establish a system to assess how those involved in developing course content remain current in their field.		
Standard 4.1.5, 4.1.6	New	Review and update your course creation expectations to include (1) providing learners a balanced view of potential benefits and risks of a treatment or technique and (2) disclosing levels and type of evidence when clinical recommendations are presented.		
Content Review	New	Ensure courses registered for ASHA CEUs for the full 5-year registration period undergo routine review during the 5 years and a thorough content review before it is re-registered.		
ASHA CEUs	New	Review your process for calculating ASHA CEUs for courses offered in multiple languages.		

Cooperative Offerings

Standard or Policies	New/Changed	Action required	Ready?	Next steps
Standard 1.2.8	Changed	Review and revise your cooperative offering processes and agreements to reflect that you must be significantly and directly involved in course development, as well as implementation and reporting		
Offering ASHA CEUs	New	When conducting a cooperative course, you communicate to learners that your organization is responsible for reporting them to		

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

		ASHA CE and provide your contact information.		
--	--	---	--	--

Course Evaluation/Program Improvement

Standard or Policies	New/Changed	Action required	Ready?	Next steps
<u>Standard 1.2.2</u>	Changed	Review your program improvement procedures and consider if evaluating every course is useful or if another evaluation approach will better meet the organization's needs.		
<u>Standard 2.2.3</u>	Changed	Ensure that you're using the identified learner needs to assess or evaluate the effectiveness of your courses.		
<u>Course Personnel Feedback; Standard 1.2.2</u>	Changed	Ensure that you are sharing feedback with all involved in a course, including planners, instructors, instructional and graphic designers, marketing, and customer service staff.		

Course Promotion

Standard or Policies	New/Changed	Action required	Ready?	Next steps
<u>Primary Promotional Materials</u>	Changed	Submit your primary promotional materials (those that learners will see when registering for the course) in the CE Portal.		
<u>Provider Policies</u>	Changed	Share the following policies with course instructors and planners, as well as learners: <ul style="list-style-type: none"> • privacy and security • intellectual property • professional conduct and nondiscrimination 		
<u>Special Needs</u>	Changed	Communicate to learners – prior to the course—how to indicate special needs.		

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

<u>Learning Outcomes</u>	Changed	Communicate learning outcomes to learners prior to the course.		
<u>Satisfactory Completion</u>	Changed	Communicate what is required to satisfactorily complete a course in promotional material or otherwise before the learner enrolls.		

Course Reporting

Standard or Policies	New/Changed	Action required	Ready	Next steps
<u>Standard 7.1.3; Intent to Earn: Record Retention: Verifying Satisfactory Completion</u>	New	Ask learners if they wish to earn ASHA CEUs. Communicate that when they do this, their information will be sent to ASHA CE. Report only those participants who request that their information be sent.		

Provider Policies and Procedures

Standard or Policies	New/Changed	Action required	Ready?	Next steps
<u>Process Documentation</u>	New	Review and document your CE processes and procedures and retain ownership of and access to this documentation.		
<u>Standard 1.2.4</u>	Changed	Update privacy and security policies to include the records and information of anyone involved in the CE program.		
<u>Standard 1.2.5</u>	Changed	Review intellectual property policies to ensure adherence to all relevant laws and regulations.		
<u>Standard 1.2.7</u>	Changed	Review and revise professional conduct and non-discrimination policies to ensure that they reflect (1) holding all involved in the CE program to high		

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

		professional conduct standards and (2) fostering a respectful environment that supports diversity, equity, and inclusion.		
--	--	---	--	--

Provider Responsibilities

Standard or Policies	New/Changed	Action Required	Ready?	Next Steps
<u>Responsiveness</u>	Changed	Review and refine your methods for tracking communication from ASHA CE to ensure a response by stated deadlines		

Record Retention

Standard or Policies	New/Changed	Action required	Ready?	Next steps
<u>Standard 1.2.6: Record Retention</u>	Changed	Update record retention policies and processes to keep all course planning and learner completion documentation for at least 4 years.		
<u>Record Retention</u>	New	Ensure that all appropriate CE personnel can access course and learner records, including documentation backups.		

Transparency and Disclosure

Standard or Policies	New/Changed	Action required	Ready?	Next steps
<u>Standard 3.2.1</u>	Changed	Review course planner and instructor disclosure processes to ensure relevant relationships are identified and mitigated.		
<u>Course Planner and Instructor Disclosure</u>	Changed	Although instructor disclosures must still be communicated to learners, it is no longer required that they be separated into distinct financial and non-financial disclosure statements.		

STANDARDS FOR ASHA CE PROVIDERS AND POLICIES

<i>Standard</i> 3.3.1, 3.3.2	Changed	Required Practices 3.3 a and d have been eliminated. Providers should review their financial and in-kind support policies to determine how funds are allocated and disbursed.		
--	----------------	---	--	--