

This is a courtesy copy of an email bulletin sent by Candace Robinson.

This bulletin was sent to the following groups of people:

Subscribers of Audiologists, Hearing Aid Dispensers, and Speech Language Pathologists (4820 recipients)



MARYLAND
Department of Health

Board of Audiologists, Hearing Aid Dispensers & Speech-Language Pathologists

Applications for Approval of Continuing Education Activities

Hello Everyone,

Happy New Year from the Board!

This is an important announcement regarding approval of continuing education programs. When submitting for approval for these events, you must submit an application for **EACH EVENT** and a separate application for **EACH DATE for a recurring program** , **no later than/at least 30 days PRIOR** to the date/s of the event. We are unable to approve events for the following:

- submissions received less than 30 days prior to an event
- submissions without a description of the program
- submissions without a time-ordered agenda
- submissions without the evaluation form that the attendees will use to evaluate the program
- incomplete or unclear contact information for the person to email regarding the approval or denial of the submission

*****Continuing education (CE) programs that have received prior approval by ASHA, MSHA, IHS, AAA and MAA, are automatically accepted and do not need to be submitted for approval by the Maryland Board; however, certificates indicating such approval should be maintained by the licensee for a period of three (3) renewal cycles. *****

Also, please note, many submissions have come in utilizing old or incorrect forms. Starting on February 1, 2020, we will no longer accept old forms. The acceptable forms are consistent with Maryland regulations (COMAR) for our Board and can be found on our website or through the following links:

<https://health.maryland.gov/boardsahs/Documents/ceinstitutions.pdf> (program or institution activities)

<https://health.maryland.gov/boardsahs/Documents/ceindividuals.pdf> (individual activity)

Once an event has been reviewed by the Board CEU committee, the notice of approval or denial will be sent electronically to the email contact indicated on the submission.

Finally, be sure to refer to the regulations for our Board, located on our website (shown below my signature), to ensure compliance with continuing education requirements for your specific discipline, including number and type of hours and CEU cycles.

Please feel free to reach out to me with any questions or concerns.

Thank you,

Candace

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