American Academy of Audiology
CE Provider Course Application Requirements and Guidelines
# Table of Contents

General Information .......................................................................................... 2  
CE Provider Information .................................................................................. 3  
Course Information .......................................................................................... 3  
Course Details .................................................................................................. 4  
Agenda and Learner Outcomes ........................................................................ 6  
Required Academy Logo and Paragraph .......................................................... 7  
Marketing Materials ......................................................................................... 7  
Assessment Tool .............................................................................................. 7  
Evaluation Tool ............................................................................................... 9  
Instructor(s) ..................................................................................................... 9  
Instructor(s) Financial/Non-Financial Disclosure(s) .......................................... 9  
Additional Instructors Biographies and Disclosures ....................................... 10  
Registration Information ................................................................................. 10  
CE Provider Agreement .................................................................................. 10  
Tier 1 CEU Application Information and Requirements: ........................... 11
American Academy of Audiology
CE Provider Course Application Requirements and Guidelines

General Information
The purpose of continuing education is to ensure the professional development through expansion of knowledge that allows an individual to enhance, refine or develop knowledge, skills or competencies necessary for contemporary clinical practice, stay current with respect to advances in the profession or related fields, and/or implement changes to practice based on information acquired. In addition to the acquisition of knowledge, skills and competencies, continuing education allows audiologists to maintain licensure and maintain clinical certification (e.g., Board Certified in Audiology®).

Continuing education units are approved by the American Academy of Audiology as a means to document the contact (educational) hours, to ensure that the activity has the content, processes, and learning outcomes appropriate for and applicable to the audiology community, and as an acknowledgment that the activity meets the standards of the Academy. The Academy’s responsibility is to uphold the trust of patients and colleagues by ensuring the approval of continuing education is meaningful and contributes specifically to the growth of the individual within the scope of practice of an audiologist. With this in mind, audiology professional development for the purpose of achieving an Academy-approved CEU is defined as an educational activity in which the content enhances the audiologist’s knowledge, skills, competence, and effectiveness at providing audiological services.

Approval Process
Each course application must follow the Academy CE Algorithm.

If a course application is not in alignment with these documents, the course will not be approved for Academy CEUs.

The content of approved courses should be consistent with the Academy's position statements, guidelines, reports, Scope of Practice and Standards of Practice, as these are key strategic documents essential to the Academy and the audiology profession. Click Here to view these documents. The content of all course applications is reviewed by the Academy, and the Academy reserves the right to deny an application if any presentation is found to be inconsistent with the above documents.

All applications must be submitted through the online portal, any information submitted via email, mail or fax will not be considered.

Deadlines for Course Fees

- All course applications must be submitted 30 days before the start of the course. If a course is submitted after the 30-day deadline, there is a late fee.
- Participant lists of approved applications must be submitted within 30 days of completion of the course. If submitted after the 30-day deadline, there is a late fee.

To view the fee structure, Click here.

Below is the outline of information required in the application:
CE Provider Information

• **CE Provider Name**
  List name submitted in the annual registration form

• **CE Provider Contact Name**
  List primary contact submitted on the annual registration form

• **CE Provider Contact email**
  List email submitted on the annual registration form

• **Today’s Date**
  List the current date

Course Information

• **Title**
  The title listed is how it will appear on the official Academy transcripts.

• **Instructional Level**
  Select the appropriate instructional level for the program.
  - **Fundamental**: developed for attendees seeking education in basic principles and concepts. Emphasis is placed on the development of fundamental knowledge, skills, and/or procedures. Previous knowledge of the content area is not essential.
  - **Intermediate**: developed for attendees seeking review of fundamentals with emphasis placed on the development of new knowledge in applied applications, skills, and/or procedures. Emphasis is placed on reviews of the current literature and practices for those with working knowledge and experience in the content area.
  - **Advanced**: developed for attendees seeking in-depth and critical discourse of a practice area or topic. Emphasis is placed on application and review of current techniques, research findings, and future directions. Attendees with substantial experience in the content area will update and expand their current domain knowledge.

• **Format**
  Select the appropriate format of the session
  - In-person
  - Live/online
  - Self-directed

• **Program Focus**
  Identify program focus:
  - Knowledge - information: delivered primarily in a lecture/presentation format
  - Skills - application of information: primarily "hands-on" training

• **Type of Training**
  Identify the type of training:
  - Product Training
  - Clinical
Practice Management

Other

- **Needs Analysis**
  Explain how the needs analysis was conducted. A needs analysis is a method by which one determines the requirements, needs or expectations of a learner prior to a learning experience, event or program. Needs analysis methods may include: focus groups; questionnaires; surveys; participants' comments and suggestions; records; reports; tests; self-assessments; print media; observations; work samples; industry requirements, customer requests.

- **Purpose of the Program**
  Describe the purpose of the program using the relevance and takeaways this offering will provide. How does this course enable audiologists and others in the audiology field to better serve their patients?
  - **Relevance**: For research applications, we are looking for sessions with solid study design, good methodology and easily recognized conclusions. Clinical-based applications should demonstrate the benefit in day-to-day operations and have practical applications. For applications which are non-clinically focused, skills should be identified which assist: 1) facilities to evolve and grow 2) office managers to become more effective 3) doctors to be more efficient or 4) researchers to become better able to share information in a non-scientific setting.
  - **Substance and Concrete Takeaways**: Does the program offer concrete takeaways for the learner? Are there practical tips or techniques that an attendee can apply on their return to the workplace?

- **Verifying Participant Attendance**
  List how you will verify participant attendance. (e.g., audio visual aids, handouts, etc...) Program providers must verify each participant's attendance. A Program Report Form must be submitted along with accompanying materials within 30 days following the activity. This includes a final program or brochure, the program approval number, a list of participants desiring Academy CEUs, and the number of CEUs each participant earned. You do not need to send course evaluations or any other materials to the Academy.

- **Types of Learning Support Materials**
  Describe the type of learning support materials that will be available during the program (e.g., audio visual aids, handouts, etc...).

- **Education Facilities**
  Describe the type of education facility that will be provided.

  Proper education facilities, reference materials, instructional aids, and equipment should be provided. The environment must be conducive to learning.

**Course Details**

- **Number of CEUs**
  List the total number of CEUs requested on this application.

  *Definition*
One CEU (1.0) = ten contact hours of participation in organized continuing education/training experience under responsible qualified direction and instruction. One hour of instruction is equivalent to 0.1 CEU.

**Calculating the Number of CEUs**

When calculating the number of CEUs for an activity, figures should be based on instructional time, excluding breaks, meals, and other non-educational events. When calculating CEUs concurrent sessions can only be counted for the maximum amount of CEUs that can be earned and should not be totaled. A continuing education activity needs to be at least one hour in length, courses smaller in duration may be combined and submitted as a one-hour CE activity (i.e. 2 – 30 minutes sessions or 4 – 15-minute sessions). CEUs may be submitted in half-hour increments. Any fraction of an hour will be rounded down to the nearest ½ hour. For instance, if an activity totals 7.8 hours in length, it would be worth 7.5 contact hours or 0.75 CEUs.

The following information is designed to help evaluate appropriate learning opportunities for Academy-approved CEUs.

Acceptable content areas for Audiology professional development include:

- Direct patient care activities including education opportunities that enhance the understanding, diagnosis and/or treatment of auditory and/or vestibular conditions.

- Indirect patient care topics including educational opportunities related to the practice of audiology that enhance service delivery, professional practice, and/or patient care (e.g., counseling techniques, legal and/or business aspects of audiology clinical practice, broader understanding of the healthcare environment, cultural sensitivity and diversity in the setting of practicing audiology, ethics, coding to ensure compliance and audiology practice viability).

Content areas for continuing education that are not considered appropriate for Academy CEUs are topics for which the proposed content is not directly related to the practice of audiology (e.g., employee benefits, money management, physical fitness), or topics that are clearly and primarily focused on a target audience other than audiologists. In addition, the following are not considered appropriate for Academy CEUs: Courses provided for academic credit, committee or leadership meetings, entertainment and recreation activities, tours, travel, or work experiences.

A timed outline should be provided listing course content. A maximum of 25% of time may be allotted for introductions and an unstructured Question/Answer period. Planned panel sessions that are structured and guided by a moderator, in which extended Question/Answer portions are encouraged, can be submitted for approval so long as the session has specific learner objectives and is able to evaluate learners’ progress and provide learners with feedback.

*CEUs from courses with similar titles or subject matter offered by the same CE Provider may only be earned once within a transcript year period. Duplicate courses may be removed from the Academy’s official transcript. This includes topics with multi-hour offerings – e.g. Coding for 2 hours, Coding for 5 hours. The Coding for 2 hours would be removed in this case.*

**Start Date**
List the start date of the offering.
If the course is offered multiple times or online, the start date should be the date of the first time it is offered. The end date should be left blank.

For online courses, please enter the date the offering will first be available.

- **End Date**
  List the end date of the offering.
  If the course is only one day, enter the end date as the same date listed above for the start date.

- **Location**
  List the City and State the offering will be taking place.
  If the course is offered multiple times, please type the word “various.”
  If the offering is online or self-directed list as either.
  - Courses submitted with “various locations” are only approved for locations within the continental United States. Any location outside of the continental United States needs to have a separate course approval.

- **Target Audience**
  Select the target audience of this application.
  - Audiologist
  - Hearing Aid Dispensers
  - Students
  - Other (if ‘Other’ please describe)

- **Instructional Type**
  Select the instructional type of learning.
  - Self-directed
  - Led by an Instructor

### Agenda and Learner Outcomes

提供的内容包括“Agenda and Learner Outcomes Template”作为其CE申请的一部分。CE提供者将输入议程、学习成果、描述/摘要以及CEU的分解。完成的模板将作为CE申请过程的一部分上传。

**Agenda**

议程必须列出申请赚取CEU的所有会议。议程必须列出会议的标题、会议提供的时间、开始时间、结束时间、会议申请的CEU数量、讲师、会议描述/摘要以及与会议相关的学习成果。

**Learner Outcomes**

学习成果是明确陈述参与者通过参加特定的教育活动所预期达到的结果的清晰声明，主要关注参与者通过参加该特定会议所希望学到的内容。
educational activity and how it relates to the practice of audiology. If a link between learner outcomes and audiology practice cannot be shown, the activity cannot be approved for CEUs by the Academy. Learner outcomes describe an observable behavior that the learner will be able to demonstrate as a result of the learning experience.

Learner outcomes should complete the following sentence: "After this course, participants will be able to..." To complete this sentence, follow with a measurable action verb (based on Bloom’s Taxonomy) such as: describe, demonstrate, solve, identify, compare, contrast, evaluate, prepare, summarize, and write. Verbs to avoid: know, understand, learn, comprehend, and believe.

- If offering multiple sessions, each session is required to have learning objectives, this includes posters, panel and roundtables. They must be listed separately with each session.
- Learning objectives should be written to reflect the highest level of performance the learner will be able to achieve within a given timeframe.
- Begin each objective with a measurable action-verb that describes the (behavior) performance of the learner. Apply, describe, analyze, evaluate, assess, choose, or demonstrate are a few verbs that illustrate performance.
- Learning objectives should reflect the instructional level of the session. For example, a beginning-level session may use more knowledge-based action verbs: list, identify, define, etc. An advanced level session would include a higher-level action verb to describe the learning that is taking place: solve, analyze, classify, etc.
- DO NOT start your learning objective with an immeasurable action verb such as understand, learn or know.

Required Academy Logo and Paragraph

Click to agree that your application will include the required Academy logo and paragraph. All brochures and promotional/marketing materials must include the American Academy of Audiology continuing education logo and required promotional paragraph, which can be [downloaded by clicking here](#).

Appropriate Terminology for Promotional Materials

In addition to the required logo and paragraph, CE Providers often reference the type(s) of approved continuing education being offered for the course. When offering Academy CEUs, it is appropriate to state, for example, ".2 CEUs" or ".2 Continuing Education Units". It is not appropriate to use the terms "credits" or "accredited." If you have questions on the text for your materials or need the CE Logo visit the Academy website.

Marketing Materials

Upload all marketing materials showing use of the promotional paragraph and logo.

Assessment Tool

Upload a copy of the assessment tool that will be used for this offering. Assessment of learning refers to specific processes through which learners demonstrate the attainment of learning outcomes. In every learning event for which CEUs are awarded, the CE Provider has the obligation to require learners to demonstrate that they have attained learning outcomes. Learners should be advised in advance what will be required.
Assessments may take diverse forms, such as performance demonstrations under real or simulated conditions, written or oral examinations, written reports, completion of a project, or self-assessment. Because the assessment method depends on the intended learning outcomes, they must be measurable or observable, clearly stated, and focused on the performance of the learner. A general question and answer period at the end of the activity is not considered an assessment of learning.

**Suggested Assessment Tools**

**In-Person Programs**

In-person programs 1-2 hours in length:

- Participants complete a multiple-choice test (at least 5 questions per hour); after participants record their responses, provide answers for self-scoring.
- Participants write down concepts (at least 2 per hour) that were new or that are better understood as a result of the course.
- Participants answer open-ended questions (at least 1 per hour) related to the topic covered during the session. The responses can be written or given orally.
- Participants write/share how they will implement what they have learned once they return to work.

In-person programs 3 hours or greater (but less than a full day):

- Participants complete a multiple-choice test (4 questions per hour); after participants record their responses, provide answers for self-scoring.
- Participants complete a written exercise with open-ended questions (at least 1 question per hour) related to the learning outcomes.
- Participants engage in a simulation mimicking a situation participant may encounter in which they would need to apply what they learned during the session.
- Participants analyze a case study. Provide participants guidelines on the specific tasks that should be accomplished related to the study.

In-person programs one day or more:

- Participants complete a written test.
  - The answers can be a combination of multiple-choice and short answer (a minimum of three questions per hour).
  - Participants can be tested orally.
  - You can score participants or provide the answers for participants to score themselves.
- Participants work in small groups preparing a short presentation where they summarize a specific topic covered during the program. Each group is assigned a different topic.
- Participants engage in a simulation mimicking a situation participant may encounter in which they would need to apply what they learned during the session.
- Participants analyze a case study. Provide participants guidelines on the specific tasks that should be accomplished related to the study.
- Participants write down concepts (at least 2 per hour) that were new or that are better understood as a result of the course.

**Virtual Programs**

Virtual programs 1-2 hours in length:

Participants complete a multiple-choice test (at least 8 questions per hour); after participants record their responses, provide answers for self-scoring.

- Participants write down concepts (at least 3 per hour) that were new or that are better understood as a result of the course.
• Participants answer open-ended questions (at least 2 per hour) related to the learning outcomes.
• Participants write how they will implement what they have learned once they return to work.

Virtual programs 3 hours or greater (but less than a full day):
• Participants complete a multiple-choice test (6 questions per hour); after participants record their responses, provide answers for self-scoring.
• Participants complete a written exercise with open-ended questions (at least 2 question per hour) related to the learning outcomes.
• Participants analyze a case study. Provide participants guidelines on the specific tasks that should be accomplished related to the study.

Virtual programs one day or more:
• Participants complete a written test; after participants record their responses, provide answers for self-scoring.
  o The answers can be a combination of multiple-choice and short answer (a minimum of five questions per hour).
• Participants analyze a case study. Provide participants guidelines on the specific tasks that should be accomplished related to the study.

Evaluation Tool
Upload a copy of the evaluation tool that will be used for this offering.
Program evaluation refers to the structured collection of information about the activities, characteristics and outcomes of an offering to make judgment about the offerings effectiveness and/or guide decisions about the future of the offering. Evaluation findings should include questions used to make decisions about the offering implementation during the beginning, middle, during and after the event.

Instructor(s)
Enter all instructor information or upload it to the additional Instructors Biographies and Disclosures Task. Qualified instructors should be chosen. The instructor's bio should indicate and support his/her qualifications to present on this topic. A qualified instructor means an individual whose training and experience adequately prepares him or her to present on the chosen audiology topic. If an instructor has a financial or other relationship in any organization that may have a direct interest in the subject matter of the educational program, the audience must be aware of the relationship in print in advance of the presentation. In this way, any potential conflict of interest will be identified openly so attendees will have full disclosure of the facts and may form their own judgments about the presentation. Conflicts of interest may be real or perceived, and any potential for financial gain deriving from the reported work may constitute a conflict of interest. It is the responsibility of the submitter(s) to report any real or perceived financial conflict of interest.

Instructor(s) Financial/Non-Financial Disclosure(s)
Must be completed for all instructors.
The Financial Disclosures of the instructors must be made available to all attendees of the offering. If an instructor has a financial or other relationship (non-financial) in any organization that may have a direct interest in the subject matter of the presented session, the audience must be made aware of the relationship in print in advance of the presentation. In this way any potential conflict of interest will be
identified openly so attendees have full disclosure of the facts and may form their own judgments about the presentation. Conflicts of interest may be real or perceived, and any potential for financial or personal gain deriving from the reported work may constitute a conflict of interest. It is the responsibility of the CE Provider to report any real or perceived financial or non-financial conflict of interest.

**Additional Instructors Biographies and Disclosures**

Upload any additional instructor biographies or disclosures for the application.

**Registration Information**

- Is there a registration fee associated with this application?
- List the amount of the fee if applicable.
- List registration website for registration.

**CE Provider Agreement**

**American Academy of Audiology**

**CE Provider Warranties and Covenants**

CE Provider makes the following representations, warranties, and covenants and understands that the Academy reserves the right to withdraw approval at any time for failure to abide by these requirements. All information submitted in any course application by a CE Provider must be true and correct and is not false or misleading in any respect. For each application the CE providers must represent and agree to the following:

- CE Provider will abide by all rules, regulations, guidelines, procedures and policies of the American Academy of Audiology regarding the continuing education program (the 'Program'), as amended from time to time.
- Activities requesting Tier 1 CE Hours will adhere to the guidelines. CE Provider has sufficient financial resources to sustain the development and implementation of its courses for the current year.
- CE Provider will make a mid-year and end-of-year payment due to the Academy for the total number of courses submitted to/approved by the Academy for CEUs throughout the year, regardless if the courses are offered or not. The CE Provider also agrees to pay any incurred fees associated with late course submissions or late payments.
- CE Provider hereby indemnifies, defends, and holds the American Academy of Audiology, its successors and assigns, and its directors, committee members, officers, employees, members, representatives, affiliates and agents, harmless from and against any and all loss, liability, damage, claim, suit, demand and expense, including, but not limited to, taxes, fines, penalties, court costs and attorney’s fees, arising in connection with or related to the Program, CE Provider's continuing education courses, programs and services and/or any act or omission of CE Provider or its employees or agents.
- CE Provider will not offer any in person continuing education opportunities that conflict the American Academy of Audiology’s annual conference. Sessions being offered over the same dates and in the same city as the annual conference will not be accepted.
Tier 1 CEU Application Information and Requirements:

Who Needs Tier 1 CE Hours?

As stated by the American Board of Audiology: 
_Tier 1 continuing education (CE) hours apply only to participants that are certified by the American Board of Audiology._ American Board of Audiology requires its certificants to earn 15 Tier 1 CE hours in a three-year period (Click [here](#) for complete ABA certification requirements). These hours are approved by the American Academy of Audiology. Below are the guidelines for Tier 1 approval.

**How to Implement a Tier 1 session**

Tier 1 CE Hours must meet the following requirements

Tier 1 Interactive CE hours are real-time, continuing education activities that are:

- A minimum duration of three (3) hours (two separate CE activities that are 1.5 hours in duration and are in the same subject area may be combined to meet the 3-hour requirement).
- Focused on one subject-area or various aspects of one subject.
- Include an interactive component.

The interactive component can be one of the following:

- Polling throughout the presentation. Options include:
  - Electronic (internet-based such as Polleverywhere or audience response systems)
  - Manual (hand raising)
  - Clinical – demonstration or explanation of technique

**Definition of an Interactive Activity**

Interactive CE activities are focused and active, rather than passive. It is one in which the delivery of the material incorporates a learning assessment in real-time. The presenter can immediately evaluate a learner’s knowledge of the material being presented throughout the presentation by polling participants, or in a hands-on, clinical learning format where participants are assessed through demonstration of an activity. The presenter’s role in an interactive activity is to: teach, review, assess and repeat that throughout the presentation.

**Required Format of Polling Questions**

Questions must be given in a multiple-choice format, with no more than four (4) answer options. "All of the Above" or "None of the Above" are not permissible answers. True or False is not a permissible question type.

**How to Implement Tier 1 Requirements as CE Provider**

- When offering Polling:
  - Ensure that presenters offer 5-10 polling questions during the presentation.
  - Supply the Academy with either the PPT presentation that includes the polling questions or a summary of the questions presented.
- When offering Clinical/Hands-On:
  - Ensure that presenters offer participants an opportunity to demonstrate and review throughout the 3-hour presentation.
  - Provide a summary of the clinical/hands-on activities and indicate when and how often participants will be asked to demonstrate/review, etc. to the Academy.
- For both Polling and Clinical:
Collect on the Program Report Form (which you will receive attached to your emailed approval letter) the names and Academy ID of ABA Certificants requesting Tier 1 CEUs and then supply the spreadsheet to the Academy.

**Tier 1 Fee**

**Tier 1 Fee: $150.** Any course applying for Tier 1 approval must pay this fee.

**Tier 1 Requirements of the Presenter for implementation**

- **When offering Polling:**
  - *Teach, Review, Assess* by presenting 5-10 polling questions throughout the 3-hour presentation.
  - Questions must be given throughout the lecture, not at the end of the lecture.
  - When polling participants, read each poll question and the answer choices aloud.
  - Questions must be given in a multiple-choice format, with no more than 3 answer options.
  - "All of the Above" or "None of the Above" are not permissible answers.
  - True or False is not a permissible question type.
  - Follow up each assessment question with the correct answer, discuss and/or answer any further questions.

- **When offering Clinical/Hands-On:**
  - *Teach, Review, Assess* by offering participants an opportunity to demonstrate and review throughout the 3-hour presentation. At least 30 percent of session time should include demonstration/practice activities for the participants: 1) perform, 2) demonstrate, or 3) explain.
  - Examples:
    - A participant demonstrates or practices the activity just learned from another participant (if appropriate) and explains how to perform the task.
    - A participant demonstrates or explains a particular technique to the presenter by working with another participant (if appropriate), utilizing the technology and techniques that were taught.

**How to Submit for Tier 1 CE Approval**

Within the Academy’s Online Course Approval Submission, select Tier 1 as the drop-down choice when asked for approval type. Follow the instructions and requirements for Tier 1 from there.

**Requirements for the Participant to Earn Tier 1 CE hours**

- Indicate to the CE Provider that they are ABA certified and are seeking Tier 1 credits.
- Provide their Academy ID to the CE Provider.

*Note – If any of the above requirements are not completed, the Academy has the right to rescind Tier 1 approval.*

**Frequently Asked Questions**

*Can a whole conference be submitted for Tier 1?*

Yes, if the conference has only one topic, such as Tinnitus, Coding or Pediatric Audiology it is eligible for Tier 1 approval. It must be clear in each session description that the session relates to the overall topic.

*Can an industry course offer Tier 1?*

Industry courses may be considered for Tier 1 CEUs when the course has substantive general information with a minimum of product specificity and may predominantly address diagnosis, treatment, rehabilitation, normal and abnormal diagnostic findings.

*Are there courses that will offer Tier 1 CE hours with a paper assessment (quiz) and grading following the course?*

By special approval (contact Continuing Education continuingeducation@audiology.org) - Only online offerings that do not have the ability to offer interaction will be eligible to submit for Tier 1 approval. In this case, a paper
assessment is appropriate. If a paper assessment is used, it should be a minimum of 15 questions and a maximum of 25 (5 questions per hour for the first 3 hours). The paper assessment questions need to use the same format as listed above for the polling questions:

- Questions must be given in a multiple-choice format, with no more than four (4) answer options.
- "All of the Above" or "None of the Above" are not permissible answers.
- True or False is not a permissible question type.