

# Agenda and Learner Outcome Template Completion Instructions

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## **Notes**

Please:

- Do not alter the agenda template and fill in all required information.
- Expand columns so all text is visible
- Wrap text as necessary to fit the text box.
- Font should be not italicized and large enough to read clearly.
- For conferences or a large course with many sessions, please add the SUM column total at the bottom of the CEUs column. Ex: =SUM(E8:E38). This will allow you to see the total CEUs and if you missed a session.

## **Date/Format**

The start date of the first or only offering date. The format only needs to be added if it is a hybrid course and session(s) are offered in two formats, or if different than in-person.

## **Time Start/Time End**

List straight time in hours to be counted (8:00 AM – 10:00 AM).

Please note time differences by adding \*includes break(s) or lunch below the start time. It is not necessary to list breaks or lunch on the agenda template.

Do not list time in military hours.

Please do not list your sessions in minutes unless you are counting less than 15 minutes and combining that time with other session(s). See Page 4 of the Academy's guidelines and requirements for more information. CEUs will need to be rounded down to the nearest ½ hour when reporting your attendees CEUs.

## **Session Title**

Full session title or course title.

Sessions should be listed in time and date order.

Please color block concurrent sessions so they can be clearly noted. \*See agenda template for clarity.

Since participants can only receive CEUs for one session over the same time period, please only calculate the CEUs one time in the total.

## **AAA 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 over that time period. Please do not add both sessions in the total CEUs for this time period.

**Below are some examples of the conversion of CEUs. Please make sure they are correctly listed on your agenda template.**

**1 hour of instruction is equivalent to 0.1 CEU.;**

**2 ½ hours is equivalent to 0.25 CEUs**

**30 minutes is equivalent to 0.05 CEUs**

**1 hour and 15 minutes is equivalent to 0.125 CEUs (rounded down to 0.1 CEUs), etc.**

### **Tier 1 CEUs**

Add your CEUs hours for Tier 1 session(s) in this column instead of yes or no. This will show the breakdown of Tier 1 CEUs being offered for your course, and where you will note the number of Tier 1 CEUs you are offering under the *requested Tier 1 CEUs* area in the course submission.

### **Ethics CEUs**

Answer Yes or No

Ethics CEUs can be regular CEUs, or Tier 1 CEUs

\* This is for Academy purposes only to keep track of CEUs that meet either state licensure or ABA requirements for "ethics" hours for our members.

### **Instructional Level**

Choices: Introductory, Intermediate or Advanced

Tier 1 approved content must be intermediate or advanced level.

### **Presenter(s)**

List the name(s) for all speakers for each session.

You cannot say "various" in place of a speaker name, you must list a name.

A speaker bio and disclosure information must be provided for each person on your agenda template.

For larger courses, please list speakers in presenting order, or in ABC order to make the process faster.

\*To upload this information for your course submission, please combine all speaker information onto one or several pages, listing your speaker bio followed with their disclosure information below it. We do not require a specific form for your speaker information, but it should be clearly listed and easy to read.

### **Learner Outcomes**

When formulating your learner outcomes, they should be clear statements of the anticipated results to be achieved through an educational activity, focusing primarily on what participants are expected to learn as a result of attending that specific 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 should complete the following sentence: "Upon completion, participants will be able to...", and 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.**

Please refer to our guidelines and requirements documents for more information, [here](#).

If you have any questions filling out your agenda template, please contact [continuingeducation@audiology.org](mailto:continuingeducation@audiology.org).