
CE Provider Course Submission Requirements Guide

As a reminder, please contact the Academy for any changes to your Provider Organization account. This includes, but is not limited to, the Organization Name, Provider Contact, or email address. All changes must be updated directly by the Academy for the login and account to function correctly.

STOP if all your course documents are not completed in full and you are not prepared to sit and complete the course at that time. You are unable to start and stop or return to your course to complete any missing information.

If you have any questions regarding the course submission process, reach out prior to beginning your course to avoid an incomplete course submission. Please refer to the Academy's [website](#) or email continuingeducation@audiology.org.

To access the CE Provider portal from the Academy website, you will log into your **Dashboard**, locate the **My Organization** header and select **Academy CE Provider Portal**.

Step 1: Go To www.audiology.org

Step 2: Select Member Login in the top right corner of the screen

Please enter your **ID number** *or* **Member ID number** for **Username** and your **Email Address** *or* the **Password you created** for the **Password**. If you do not know your Password, you may reset your password or contact the Academy to reset it.

Step 3: Once logged in, click on My Account. This will direct you to your **Member Dashboard** page.

Step 4: Locate My Organization

Select Academy CE Provider Portal from the left column on the page



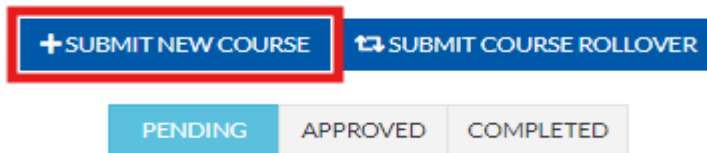
OR

By selecting CE Provider Portal at the top of the page.

To begin, select [Submit New Course](#)

Please complete the course steps in order and fill in all required data.

If you try to go back a page to add information, the course could submit before you are ready or may show an error. You will need to restart you course over.



[CE Provider Information](#)

This information will be already filled in with your Provider information. **If you are not the Provider contact on file for your Organization, please do not continue and contact the Academy.**

Submit New Academy CE Course

- 1** CE Provider Information
- 2 Course Information
- 3 Course Details
- 4 Required Supporting Material
- 5 Instructor, Biography & Disclosures
- 6 CE Provider Agreement
- 7 Course Summary

CE Provider Information

Provider Name

Contact Name

Contact Email *

Today's Date

NEXT →

Course Information

- **Program Title:** The course title should appear the same everywhere it is used, including on your reporting form.
- **Instructional Level:** Choices are Introductory, Intermediate or Advanced
- **Format of course:** Options are In-person, Online/Live (streaming), On-demand (recorded) or Text Course
- **Program Focus:** Options are Knowledge or Skills

Course Information

Program Title *

(as it will appear on attendees' transcripts.)

Instructional Level *

Select the instructional level for this 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, 4 research findings, and future directions. Attendees with substantial experience in the content area will update and expand their current domain knowledge.

Format of Course *

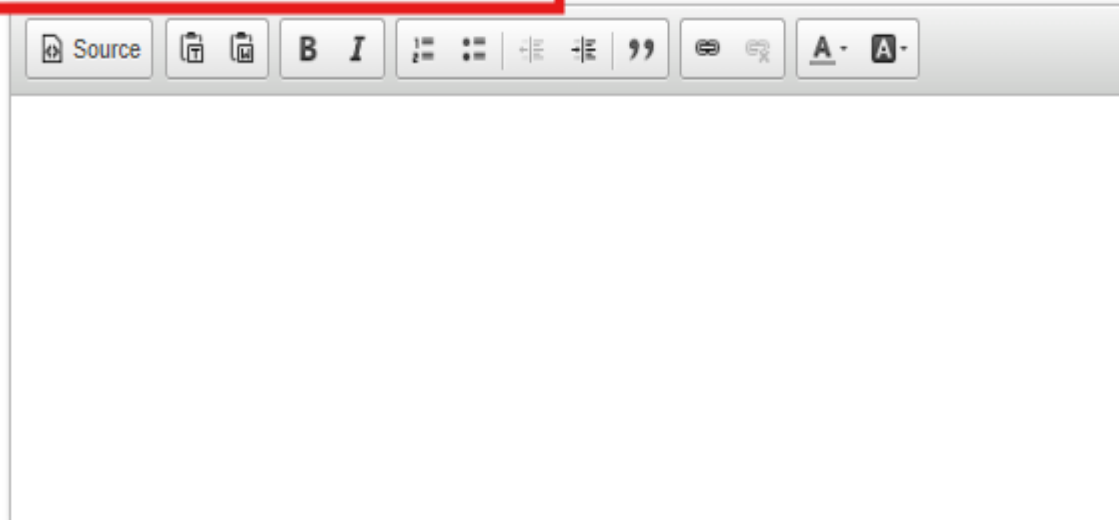
Select all that apply.

Program Focus *

Select all that apply.

- **Verifying Attendance:** Providers must be able to track attendee participation at all times.
- **Supporting Materials:** Possible choices below the text box.

How will you verify participants' attendance? *

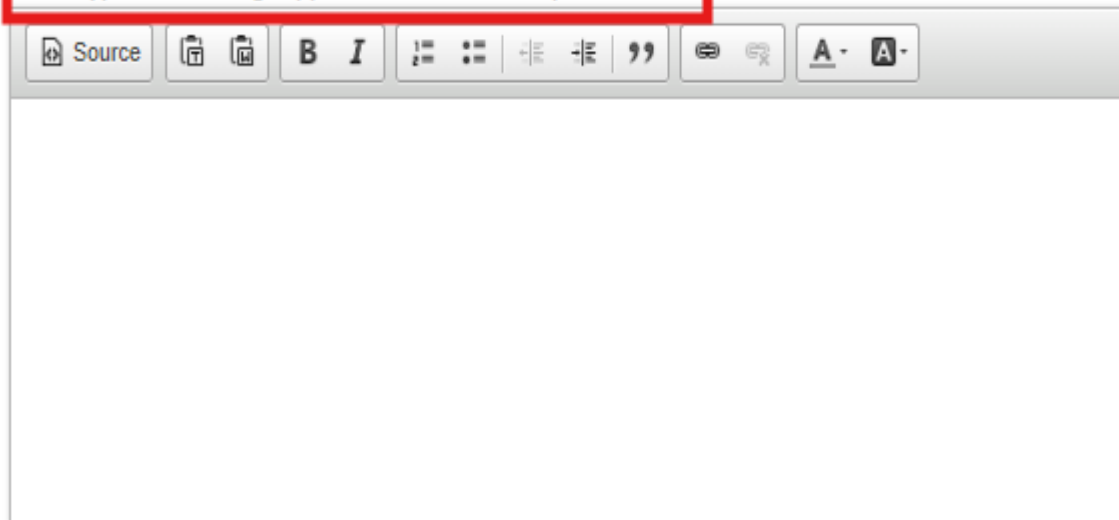


A rich text editor toolbar with icons for Source, Insert, Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Quote, Link, and Unlink. Below the toolbar is a large, empty text area for input.

(e.g. There will be a sign-in and sign-out sheet at registrations.)

Maximum 1000 characters.

What types of learning support materials will be provided? *



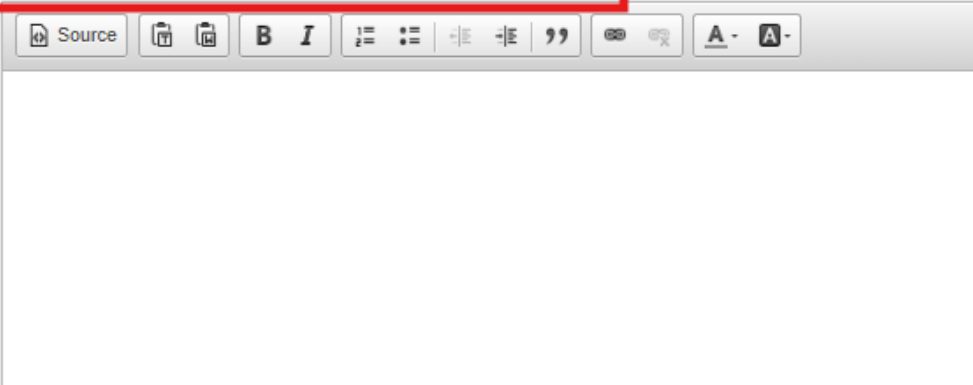
A rich text editor toolbar with icons for Source, Insert, Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Quote, Link, and Unlink. Below the toolbar is a large, empty text area for input.

(e.g. audio visual aids, handouts, etc...)

Maximum 1000 characters.

- **Education Facility** – Please provide detailed information regarding each format offered, with the location and dates for each format (i.e., an individual date for in-person or online or online/on-demand for a period of time (no greater than 3 months) and whether it will be monthly or quarterly reporting). Quarterly reporting requires individual completion dates for each attendee.
- **CEUs amount offered.** Common increments of CEUs: 30 minutes = 0.05 CEUs, 1 hour = 0.1 CEUs, 2.5 hours = 0.25 CEUs, 5 hours = 0.5 CEUs, 10 hours = 1.0 CEUs. The Academy does not approve CEUs in increments of 15 minutes.
For further assistance, please see page 4 of the Academy’s [guidelines and requirements](#).

Describe the type of education facility that will be provided: *



Provide as much detail as possible for each format including location, set-up, and date(s) offered. Online and On-demand formats with reporting monthly or quarterly (with individual completion dates), should be noted as such.

Maximum 1000 characters.

← BACK

NEXT →

CEU Details

Total Number of Contact Hours *

0.00

Maximum Number of CEUs *

0.00

One contact hour of continuing education is equivalent to 0.1 CEUs. Enter the maximum number of CEUs requested. If requesting AAA/Tier 1 CEUs enter details in the Tier 1 Course Information below.

- **Tier 1 CEUs:** Provider's choice regarding how the course will be offered. *There is a [Tier 1 fee](#) to offer CEUs and should be paid at the time of course submission. See page 10 of the Academy's [guidelines and requirements](#) for additional assistance.

Tier 1 course Yes or No options

NO:

Tier 1 Course Information

i Please answer the following questions regarding Tier 1 course information. You must complete all the questions in this section.

Will you offer Tier 1 educational CEU opportunities? *

Please note – any course applying for Tier 1 approval must pay a \$150 Tier 1 application fee, in addition to other required fees.

Yes No

YES:

Course Details

- **Start Date** – start date of first course offered. Reporting submitted prior the start date will not be accepted.
- **End Date** –The end date should be no later than 12/31 of the current year. Courses are approved for the calendar year only and should not overlap into the next year.
- **Location:** city/state for in-person courses, or enter online or on-demand for the city with no state selected. Various location acceptable for multiple formats.

Course Details

Start Date of Event *

If the course is offered multiple times, the start date should be the date of the first time it is offered. The end date should be left blank.

End Date of Event

If the course is only one day, enter the end date as the same date listed above for the start date.

Location - City *

Please type "various" for multiple dates for in-person offerings. You may also type "Online" or "On-demand" as it pertains to the offering format

Location - State *

If a state is not necessary for an in-person offering, choose N/A

- **Target Audience:** Options are Audiologists, Hearing Aid Dispensers, Others, Students
- **Registration:** enter any registration fees associated with completing this course

Target Audience *

Select all that apply.

Target Audience - Other

If you selected 'Other' in the previous question, please describe.

Is this course self-directed or led by an instructor? *

Select all that apply.

Registration Information

Please answer the following questions regarding participant registration. You must complete all the questions in this section.

Is There a Registration Fee? *

Select One...

Registration Fee Amount *

\$ 0.00

Registration Website *

https:// www.domain.com

If there is no registration website, please indicate that above by writing 'No web registration'.

← BACK

NEXT →

Required Supporting Course Materials

Provider documents for uploading to the portal:

- Please be aware there is a character limit for the attachment file names; they should not contain any special characters.

If the system should pause after you hit the submit button to upload your document, please allow the system time to process the upload so you can proceed. Do not hit submit again or the course could possibly submit as incomplete.

Please do not keep hitting submit as this will cause internal issues; your document may not show as uploaded and it will blank for the Academy's review/approval.

Please do not provide a website link in place of the actual required course information.

1. **Learner Outcomes Agenda Template:**

The required Agenda Template must be completed. The template and template completion instructions are on the Academy's website [here](#).

- Make sure that all columns are spaced out so all data can be easily read and remove any instructions so only your data is visible.

Agenda & Learner Outcomes

Input and upload the program agenda and learner objectives using the template that can be downloaded [here](#).

Please visit our website to see what can and cannot be approved for CEUs.

To format your Learner Outcomes properly, complete the sentence "Upon completion, participant will be able to..."

- If offering multiple sessions, each session is required to have learning objectives, this includes posters, panel and roundtables.
- 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.
- DO NOT start your learning objective with an immeasurable action verb such as understand, learn or know.

Upload File *

Document Title *

3. **Evaluation:**

Providers should create their own course evaluation.

This can be a rating scale, questions or a mix of both, and should be related to overall satisfaction of the course in relation to the content, speakers and presentation, location, etc.

*The evaluation is not the same as an assessment. This form is one of two forms that should be completed by your attendees to receive CEUs. The other is the assessment.

Evaluation Tool

i Attach a copy of the evaluation your attendees will complete after the course, which rates the course content, speakers, etc. This is not the same as the assessment.

Evaluation Tool *

CHOOSE FILE

Evaluation Tool Title *

4. **Required Academy Paragraph and Logo:**

Required Academy CEU Logo & Paragraph

i Complete the required information below.

I used the Academy's CEU logo and promotional paragraph on the marketing materials. *

I agree

5. **Marketing:**

This can be a save the date postcard, flyer, or a full brochure. The Academy logo and paragraph must be included on ALL course marketing or promotional materials including any emails, and the on the Providers website, etc.

The most up to date version of the Academy paragraph and logo can be found on the Academy's website [here](#).

Additional supporting documents would be for any additional information outside of the required information provided.

Marketing Materials

i Please attach a draft or final version of your marketing material. Be sure to include the required promotional paragraph and Academy CEU Logo, which can be found [here](#).

Marketing Material *	<input type="text"/>	CHOOSE FILE
Marketing Material Title *	<input type="text"/>	
Additional Supporting Materials	<input type="text"/>	CHOOSE FILE
Additional Supporting Materials Title	<input type="text"/>	
Additional Supporting Materials	<input type="text"/>	CHOOSE FILE
Additional Supporting Materials Title	<input type="text"/>	

[← BACK](#) [NEXT →](#)

6. **Instructor, Biography and Disclosures:**

Speaker bios and disclosures must be completed for each presenter, preferably in order of presentation or ABC.

Please combine all speaker info into one document for the upload, the bio followed by the disclosures under the bio. They cannot be uploaded separately.

Please avoid a complete outline of the course agenda with learner outcomes for the speaker info. A short bio and the disclosure info is sufficient. You must note any conflict of interest and state specifically whether any of your speaker have anything to disclose or they if do not have anything to disclose.

Instructor, Biography & Disclosure

i You must upload complete information for all instructors/presenters including email address and biography. For each instructor, you must disclose if the 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 should be made aware of the relationship 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 submitter(s) to report any real or perceived financial or non-financial conflict of interest.**

Upload Instructors *

CHOOSE FILE

Instructors Title *

← BACK

NEXT →

7. CE Provider Agreement:

By checking this box, your organization agrees to follow the Academy's policies and guidelines and meet the responsibilities outlined in the agreement. You're also confirming that you've read and understand the information below, especially regarding any additional fees you may be responsible for.

CE Provider Agreement

 Read the representation, warranties and covenants and agree to abide by them.

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:

- The information included in this document by CE Provider is true and correct and is not false or misleading in any respect.
- 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") is amended from time to time.
- Activities requesting Tier 1 CE Hours will adhere to the guidelines. [Click Here - Guidelines for Tier 1 CE Hours](#)
- 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. [Click Here - 2025 CE Provider Fees](#)
- 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 with 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.
- CE Provider will maintain records of the application and participant information for a period of 7 years from the date the approved course offering is held. It is the responsibility of the CE Provider to confirm participation in any Academy CE Approved offering.

I have read and agree to the above terms and conditions. *


Sign Name

Please indicate your agreement by typing in your full name above.

[← BACK](#)

[NEXT →](#)

8. Course Summary:

 Your course application is pending staff review.

Course Name:

Course Location:

Course Dates:

[RETURN TO ACADEMY CE PROVIDER PORTAL →](#)

Congratulations, your course has been submitted for review and Academy approval!