

Cooperative Course Policy Template

Policy Statement

It shall be the policy of _____ that all courses offered cooperatively will meet the [Standards for ASHA CE Providers](#) and [ASHA CE Policies](#).

Purpose of Policy

1. To educate the cooperative organization about ASHA CE Standards and Policies.
2. To explain the responsibilities of the cooperative organization.
3. To notify a group seeking to conduct a cooperative course that they must comply with all aspects of the cooperative course policy in order to make ASHA CEUs available for the course.

Definitions

ASHA CEU Information—the number of ASHA CEUs offered, and course instructional level should be displayed within or under the Brand Block.

ASHA Approved CE Provider Brand Block—the clearly identifiable trademark of ASHA Continuing Education's Approved Providers. The Brand Block is customized with the Approved Provider's name and includes a specific, unique graphic image and course information.

ASHA Approved CE Provider—an organization that has demonstrated (through application) that its policies, procedures, and process for the design, delivery, and evaluation of continuing education programs/courses meet ASHA CEB Requirements and offer continuing education that meets quality standards.

ASHA CE Standards and Policies—specifications that define a proven model for developing effective and valuable continuing education and training (CE/T) programs. They focus on *how* learning programs are developed, not *what* they cover; and provide a framework of best practices.

ASHA CEUs—the unit of measure for professional development credit hours earned (1 CEU=10 hours; 0.1 CEUs=1 hour) through courses offered by ASHA Approved CE Providers and awarded by the CE Registry.

Cooperative CE course—a continuing education course offered jointly by an ASHA Approved CE Provider and a non-ASHA Approved CE Provider. Conducting a cooperative course with an ASHA CE Provider is the only way a non-ASHA CE Providers can offer a course for ASHA CEUs.

Cooperative organization—an entity that is not an ASHA Approved CE Provider.

Procedure

1. The cooperative organization agrees to abide by all ASHA CE Standards and Policies.
2. It is the joint responsibility of the cooperative organization and _____ to ensure that the cooperative course meets all ASHA CE Standards and Policies.
3. Each potential cooperative course is examined on its individual merits.
_____ reserves the right to refuse to enter into a cooperative agreement with a cooperative organization for any reason whatsoever, regardless of that organization's willingness to comply with this policy.
4. _____ must be involved in the planning and development of any cooperative CE course. A representative of the Approved Provider organization must review and approve the needs assessment process; the learning outcomes; design and content of the educational activity; instructional personnel disclosures; and final faculty selection and evaluation methodology.
5. _____ is responsible for interpretation and implementation of the ASHA CE Standards and Policies.

6. _____ must review and approve all materials associated with the cooperative course prior to advertising the availability of ASHA CEUs. _____ must be clearly identified as the ASHA Approved CE Provider. All promotional materials must be reviewed and approved by _____ prior to distribution and must contain the ASHA Approved CE Brand Block and required course information (instructional level and ASHA CEU amount).
7. Any financial and in-kind support solicited on behalf of the course must be made known to _____. The cooperative organization shall provide full budgets and updates to _____.
 - a. The cooperative organization in coordination with _____ must make all decisions regarding the allocation and disbursement of funds received from other organizations in support of the course.
 - b. The cooperative organization must maintain detailed written documentation of
 - names of organizations that provided financial and/or in-kind support,
 - the dollar amount received from each organization,
 - the monetary value and description of in-kind support received,
 - how the money and in-kind support were used.The cooperative organization must provide copies of this documentation to _____.
 - c. As a condition of receiving financial and in-kind support, a cooperative organization is not required to accept advice or services from contributing organizations concerning planners, instructional personnel, learners, course content, planning, implementation, or evaluation.
 - d. The cooperative organization may use financial or in-kind support received from other organizations to pay for travel, lodging, and other expenses for learners.
 - e. The names of other organizations contributing financial and in-kind support must be disclosed to learners prior to the beginning of the CE course.
8. The responsibilities of the cooperative organization will be clearly enumerated in the Cooperative Course Agreement (Appendix A). _____ will withdraw from any cooperative course if the cooperative organization fails to meet its obligation in the agreement or fails to comply with this policy.
9. The cooperative organization agrees to ensure that individuals who are eligible to earn ASHA CEUs are properly instructed on how to indicate an intent to earn ASHA CEU credit and give permission for their information to be transmitted to ASHA CE.
10. The cooperative organization agrees to send the final record of all participant attendance and course evaluation information to _____.
 - a. Information needed to report course participation to ASHA (i.e., ASHA id, first name, last name, address, email address, ASHA CEUs and course completion date) must be sent to _____ within 15 days of the end of the course.
 - b. Course evaluation information must be sent to _____ no later than 30 days after the course ends.
11. _____ will maintain all information related to the course planning and registration for 4 years from the date of the last course offering.
12. There is an initial cooperative fee for the first time the course is available to learners,
 - a. There is a subsequent fee for each additional offering of the course.
 - i. Live courses or Hybrid courses (in-person or web-based): Fee for each time the course is offered.
 - ii. Self-study courses (asynchronous): Fee is charged for each month the course will be available to learners. For example, a self-study available for 12 months would be charged the initial cooperative offering fee + 11 subsequent offering fees. Providers reporting through web calls are charged a single fee per calendar year for self-study cooperative offerings.

These fee(s) must be submitted to _____ when the Cooperative Course Agreement (Appendix A) is completed. All cooperative fees must be paid to ASHA CE at the time of course submission in the CE Provider Portal.

Cooperative Course Agreement Template—Appendix A

_____ is committed to ensuring that all jointly offered courses are planned and implemented in accordance with the [Standards for ASHA CE Providers](#) and [ASHA CE Policies](#).

Instructions:

1. _____ inserts dates into the “date to submit by” column below and sends this document along with the Cooperative Course Policy to the cooperative organization.
2. The cooperative organization reads the Cooperative Course Policy.
3. The cooperative organization completes the Cooperative Course Information section, reviews *Materials That the Cooperative Organization Must Submit* grid, and keeps a copy for its records.
4. The cooperative organization signs the Cooperative Course Agreement and returns it to the Provider.
5. The cooperative organization submits materials and applicable fees according to the timelines in the grid.
6. _____ reviews the materials and requests additional information, as needed.
7. _____ submits the cooperative course registration to ASHA CE according to ASHA CE deadlines.
8. The cooperative organization conducts the course.
9. _____ submits participant reporting information to ASHA CE according to ASHA CE deadlines.

A cooperative course will only be registered with ASHA CE if the conditions outlined in the Cooperative Course Policy and the responsibilities and timelines outlined below are followed. The signed Cooperative Course Agreement must be returned by _____ to:

Name: _____

Address: _____

Email Address: _____

Cooperative Course Information:

Name of cooperative organization: _____

Cooperative organization’s address: _____

Contact at cooperative organization: _____

Contact e-mail address: _____

Contact phone: _____

Title of course: _____

Date(s) course to be conducted: _____

Is this course a self-study? Yes No

Note: Self-studies require monthly offerings. There is a cooperative fee assessed for each month the self-study is available for ASHA CEUs.

Attestation

By signing this form, I agree to adhere to the Cooperative Course Policy and provide the requested information as specified above.

Cooperative Organization's Representative	Date
Representative	Date

Materials That the Cooperative Organization Must Submit

Name of cooperative organization: _____

Material needed	Date to submit by	ASHA Approved CE Provider Comments
Policies: <ul style="list-style-type: none"> • Professional conduct/nondiscrimination policy • Intellectual property rights • Refund of fees <ul style="list-style-type: none"> ○ in the event a program is canceled or rescheduled by the cooperative party ○ when a participant cancels • Complaint from individuals not satisfied with the organization's continuing education services/programs • Privacy and security of participants' records 		
Signed Cooperative Course Agreement <ul style="list-style-type: none"> • Fee charged by Provider (if appropriate) • Cooperative course and offering fees 		
Results of needs assessment		
Planner and instructional personnel disclosure forms and resolution description <ul style="list-style-type: none"> • Forms completed prior to course planning 		
Course learning outcomes		
Time-ordered agenda (if enduring material/self-study, contact for guidance)		
If receiving financial or in-kind support, submit: <ul style="list-style-type: none"> • Names of organizations providing financial and/or in-kind support, • Dollar amount received from each organization (if financial), • Monetary value and description (if in-kind), • How money and in-kind support will be used. 		
Draft promotional materials, including: <ul style="list-style-type: none"> • Instructional personnel disclosure statements (one for each instructor) 		
Draft pre-course learner communications, including: <ul style="list-style-type: none"> • Course content disclosure (if appropriate), 		

<ul style="list-style-type: none"> • Financial or in-kind disclosure (if appropriate). • Refund, cancellation and complaint policies • Course learner outcomes • How to request accommodation • Learner outcomes • Satisfactory completion requirements, including learner assessment method • If applicable, the purchase of a product or service is required to attend • Details on requesting ASHA CEUs including how to provide ASHA ID, first and last name, and mailing and email addresses and deadlines 		
<p>Final promotional materials (with required CE Brand Block, course information, and instructional personnel disclosures)</p>		
<p>Description of how instructional personnel disclosure will be made available at the start of course</p>		
<p>Details on how satisfactory completion will be determined</p> <ul style="list-style-type: none"> • Attendance verification process • Tool(s) to assess achievement of learning outcomes 		
<p>Program evaluation</p> <ul style="list-style-type: none"> • Tool(s) • Results • Analysis 		
<p>Information needed to report course participation to ASHA (i.e., ASHA id, first name, last name, address, email address, ASHA CEUs and course completion date) for everyone who requested and is eligible for ASHA CEUs</p>		
<p>Copies of all planning and evaluation meeting notes, e-mails, templates, etc.</p>		

Course Development Resources – Appendix B

Standards for ASHA CE Providers: <https://www.asha.org/ce/for-providers/admin/standards-for-asha-ce-providers/>

ASHA CE Policies: <https://www.asha.org/ce/for-providers/ce-policies/>

Accessibility guidelines: <https://www.asha.org/ce/for-providers/accessibility-guidelines/>

Cooperative course policies and resources: <https://www.asha.org/ce/for-providers/ce-policies/cooperative-course-offerings/>

Eligibility to earn ASHA CEUs criteria: <https://www.asha.org/ce/ceus/eligibility-to-earn-asha-ceus/>

Fees: <https://www.asha.org/ce/for-providers/continuing-education-fees/>

Learner outcome resources: <https://www.asha.org/ce/for-providers/learner-outcomes/>

Marketing courses to ASHA members: <https://marketing.asha.org/>

Recommendations for Infusing Evidence Into CE Course Content: <https://www.asha.org/ce/for-providers/recommendations-for-infusing-evidence-into-continuing-education-course-content/>

Transparency resources: <https://www.asha.org/ce/for-providers/ce-policies/transparency-and-disclosure/>