

## Documentation required for PD Activities, by PD subsection

#	Professional Development Rule	Documentation Required
(1)	Attendance or participation in educational programs where continuing education credit is approved by the American Speech-Language Hearing Association (ASHA) or the American Academy of Audiology (AAA).	A certificate of attendance that clearly shows the attendee's name, the number of hours, the name of the activity and that the activity is approved the American Speech-Language Hearing Association (ASHA) or by the American Academy of Audiology (AAA).
(2)	Attendance or participation in educational programs where continuing education credit is given by the Oregon Speech-Language and Hearing Association (OSHA) and other state chapters of the American Speech-Language Hearing Association (ASHA); the Oregon Academy of Audiology (OAA) and other state chapters of the American Academy of Audiology.	A certificate of attendance that clearly shows the attendee's name, the number of hours, the name of the activity and that the activity is approved the state chapter of American Speech-Language Hearing Association (ASHA) or by state chapter of the American Academy of Audiology (AAA). When attending a conference, retain a record of the individual workshops you attended for reporting during an audit.
(3)	Continuing education units (CEUs) earned through ASHA.	ASHA CEU transcript.
(4)	Attendance at educational programs where continuing education credit is given and approved by the Health Licensing Agency Hearing Aid Specialist Licensing Program.	A certificate of attendance that clearly shows the attendee's name, the number of hours, the name of the program, and that the program is credited by the Health Licensing Office Hearing Aid Dealers Program.
(5)	Academic course work taken for credit with a minimum grade of "C", from an educational institution accredited by an appropriate state or regional body or approved by the Board. The courses must relate to the clinical practice of speech-language pathology or audiology. One academic semester hour shall be equivalent to fifteen (15) clock hours for professional development credit. One academic quarter hour shall be equivalent to ten (10) clock hours for professional development credit.	Transcripts from university attended, showing the number of hours of instruction and whether those hours are semester or quarter hours, the beginning and end date of the course(s), and grade of "C" or higher for each course. Unofficial transcripts are fine as long as they do not appear to be tampered.
(6)	Self-assessment home study courses accompanied by examination and sponsored by a Board-recognized professional organization in audiology or speech-language pathology.	A photocopy of the completed examination that accompanies the course, <b>OR</b> notification from the organization that shows credit given for the course. Either should include the name of the course, the name of the organization, and how many hours the course required.
(7)	Speech-language pathology or audiology programs (in-services, seminars, workshops) offered by public school districts, education service districts, and hospitals for employees. Programs must directly relate to the performance and practice of speech-language pathology or audiology for the purpose of developing and updating professional skills.	A certificate of attendance that shows the attendee's name, number of hours, subject, and school, hospital, or clinic's name.
(8)	<b>CPR classes</b> for a maximum of two (2) hours credit during the two-year licensing period.	A photocopy of the Cardiopulmonary Resuscitation (CPR) card issued.
(9)	A universal health precautions class for a maximum of one (1) hour credit during the two-year licensing period.	A certificate of attendance that shows the attendee's name, the subject of the training, a signature from a third party verifying completion and the printed name of the issuing agency.
---	Any Program specially approved by Oregon Board of Examiners for Speech-Language Pathology and Audiology	The Approval number (e.g. SLP141) needs to be written on the Report of Professional Development Hours. The absence of this number may mean that the hours will not be accepted. In addition, a certificate of attendance that clearly shows the attendee's name, the number of hours, and the name of the program.