ASHA CE EXCEL REPORTING CHECKLIST

This ASHA CE Reporting Resource may assist CEAs in ensuring the necessary tasks are completed to submit accurate course offering reporting Excel Files.

	☑	TASK	NOTES
		Only one window is Open	
		Double check that you are reviewing the correct file	
		Review your file for any missing information	
		Contact participants to collect any missing information	
		The header row is from [ASHA's Excel Template](#), if not follow below	

		o *For non-ASHA Excel Template users*
		     o *The columns are listed in the correct order*
		     o *No spaces between Address1 Address2 Address3*
		     o *Zip Code has a space in between*
		     o *No apostrophe in ASHA CEUs*	

		ASHA ID #s are 8 digits (no letters or symbols)	
		o *Leave this cell blank if you do not have a participant's ASHA ID #*	
		The first and last names are listed in the correct columns	
		Do not list place of employment as part of a participant's name	
		The ASHA CEU total matches the registered offering amount	
		The offering is registered for partial credit if being offered	
		The correct ASHA CEU total is listed for each participant	
		The ASHA CEU total does not exceed two places after decimal point	
		The ASHA CEU total ends with either a "0" or "5" in the second place after the decimal point	
		The Total Number of Participants only includes the # of participants requesting ASHA CEUs	
		o *This number may be "0"; if so enter "0" and click submit; there would be no EXCEL file to upload*	
		The correct course offering is selected in the portal	
		The correct EXCEL file is being uploaded	

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Please review your file to ensure the highlighted areas are accurate.

A	B	C	D	E	F	G	H	I	J	K	L	M
ASHA ID	Last Name	First Name	Address1	Address2	Address3	City	State	ZIP Code	Country	Email	ASHA CEUs	Course and Offering ID
12345678	Smith	Jane	2200 Research Blvd.			Rockville	MD	20850	United States of America	asha@asha.org	0.6	0001-001
12345678	Doe	John	2200 Research Blvd.			Rockville	MD	20850	United States of America	...sha@asha.org	0.6	0001-001

Callouts:
- Address1: No space between Address and number
- Address2/Address3: Must have both words with a space
- Country: Do not include "Address" after Email
- Email: No apostrophe
- ASHA ID (12345678): No letters or symbols; if no ASHA ID available leave this cell blank
- ASHA CEUs (0.6): Only two places after decimal point and the second place must end in a "0" or "5"

References

[ASHA CE Excel Reporting Instructions](#)