

ASHA CE PROVIDER AGREEMENT

How to Use This Resource

This resource represents an agreement on the part of an approved ASHA CE Provider to comply with established [ASHA CEB standards](#) and policies. Review each of the listed terms and conditions. Then, sign and complete the subsequent fields on the next page to acknowledge your agreement with the listed items.

As an ASHA Approved CE Provider, our organization agrees to:

1. Provide accurate and truthful information to the ASHA Continuing Education (ASHA CE) in all transactions to the best of our knowledge.
2. Conduct our operations and continuing education (CE) courses in an ethical manner that respects the rights and worth of the individuals we serve.
3. Provide full and accurate disclosure about our CE courses and fees in our promotions and advertising.
4. Use the ASHA Approved CE Provider brand block without any modifications when advertising CE courses offered for ASHA CEUs.
5. Report to ASHA CE any major organizational or program changes within 30 days that have an impact on the role and mission of the organization and/or administrative unit on which ASHA CE Provider approval is based currently.
6. Report to ASHA CE within 30 days any decision to change the person designated as the ASHA CE administrator. The change requires a letter from the current ASHA CE administrator and/or organization CEO, a new Provider Agreement Form, as well as submission of the replacement's qualifications, vitae, and other support material. ASHA CE reserves the right to request additional documentation as needed to verify the new CE administrator's qualifications. If the replacement is not a member of or certified by ASHA, please submit the same information listed above for the CE Consultant.
7. If accredited or approved by another ASHA approval body, notify ASHA CE within 30 days if our organization is placed on probation or has its accreditation/approval withdrawn for any reason (voluntary or involuntary).
8. Waive registration fees for CEB-designated monitors in any programs provided for purposes of monitoring compliance with CEB requirements.
9. Furnish requested information, work cooperatively with ASHA CE, and pay fees in a timely manner.
10. Operate within the CEB Standards and policies and the terms of this agreement or relinquish our approval status after due process.
11. Upon notification from ASHA CE, abide by any revision of the CEB Standards and policies, or inform ASHA CE of intentions to withdraw.
12. Abide by the one person contact policy established by ASHA CE. The CE administrator will act as sole liaison between the ASHA Approved CE Provider and ASHA CE.

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Organization _____ hereby agrees with all of the foregoing terms and conditions. As the proposed CE Administrator (CEA), I have read the [CEA job description](#) and understand the role and responsibilities of the CEA. I have read and become familiar with all ASHA Continuing Education Board (CEB) requirements, policies, and procedures, as outlined in the official CEB Manual. I will review the ASHA Continuing Education website throughout each year to remain updated on any revisions to CEB requirements, policies, procedures, and guidelines.

Proposed CEA signature: _____

CEA name: _____ Date: _____

Please complete the following only if the CE administrator is not a member of or certified by ASHA:

ASHA CE Content Consultant Agreement As the proposed CE Content Consultant (CECC), I have read the [CECC job description](#) and understand my role and responsibilities. As CECC, I agree to:

1. Provide accurate and truthful information to ASHA Continuing Education (ASHA CE) in all transactions to the best of our knowledge.
2. Conduct our operations and continuing education (CE) courses in an ethical manner that respects the rights and worth of the individuals we serve.

Proposed CECC signature: _____

CECC name: _____ Date: _____