CONTINUING EDUCATION PROVIDERS

Instructions and Application to apply to offer Continuing Education (CE) for Listening and Spoken Language Specialists (LSLS) and Candidates Seeking LSLS Certification*

Complete and submit at least 6 weeks prior to the start date

The AG Bell Academy for Listening and Spoken Language® (the Academy) requires that all certified Listening and Spoken Language Specialists (LSLS) obtain at least 15 hours of approved continuing education every two years to maintain their certification. All professionals seeking LSLS certification are required to obtain 80 hours of Academy approved continuing education prior to applying to take the LSLS written exam.

The AG Bell Academy for Listening and Spoken Language® currently offers continuing education credit with one hour of education equal to 1 CE credit. An hour is defined as a typical 60 minute period of instruction.

Organizations and individuals that provide continuing education opportunities appropriate for LSLS professionals are encouraged to gain pre-approval through the Academy for those offerings.

BENEFITS OF OFFERING PRE-APPROVED LSLS CE CREDIT*

• Increased demand for your courses, sessions, and conferences
• Use of AG Bell Academy logo for use in CE Provider’s promotional materials
• Complementary posting for your approved events on the Academy’s list of approved LSLS CE opportunities
• Ability to advertise and provide guaranteed LSLS CE credit (individual CE Credit Request Forms will be provided for attendees)

*Continuing education providers must have every CE offering approved in advance by the Academy in order to advertise guaranteed CE credit to attendees. See below for more details.

STEP I - CONTINUING EDUCATION PROVIDER REGISTRATION

All CE Providers must register with the Academy before submitting their first program application for review. Registration is free and required only once. Registration forms may be submitted in advance or along with a first-time program application. The CE Provider Registration Form is included on Page 7 of this packet.

*Updated documents for individuals seeking CE credit will be available on the Academy website.
STEP II - CE PROGRAM APPLICATION

CE Providers must submit completed applications for each CE offering to be considered by the Academy for pre-approved status. Applications must be submitted no less than six (6) weeks prior to the program’s start date to be considered for LSLS CE credit. The Academy will review submissions within four weeks of receipt of the completed application. Incomplete submissions will not be reviewed, but will be immediately returned to the program contact for corrections and resubmission to the Academy. The Academy will determine the number of CE credits each participant receives based on the number of instructional hours offered, which typically equates to one hour of CE credit for every one hour of instructional learning.

Please submit your application form in one of the following ways:

**Mail:** AG Bell Academy  
3417 Volta Place, NW  
Washington, DC 20007

**Fax:** (202) 337-8314

**Email:** academy@agbell.org

STEP III - APPLICATION FEES

The application fees for the CE programs are:

| Sessions/Workshops/University courses/Online courses and webinars | $150 per session or $450 per year for unlimited application processing |
| Conferences/Conventions/Symposiums | $350 per conference/symposium |
| Descriptors included in FAQ’s below |

- Individual sessions or workshops require a payment of $150 each when the provider is seeking approval to offer LSLS CE credit. However, if an organization anticipates hosting four or more individual sessions throughout the calendar year, the Academy offers a flat rate of $450 for an unlimited number of course submissions over a 12-month time period. Alternatively, a CE Provider who is unsure of the quantity of CE sessions, workshops or courses to be offered over a 12-month period can pay $150.00/per application until they reach a ceiling of $450.00 – from which point on, the Academy will process unlimited CE applications until 12 months from the time of the first $150.00 payment. For additional information, please contact the Academy at academy@agbell.org.

- The application for a conference, symposium or convention is $350 and cannot be combined with the fees for individual sessions. In other words, that fee does not count towards the $450 cap for individual sessions.

STEP IV - CE PROGRAM REVIEW AND APPROVAL

Once a program has been reviewed, the designated contact person will be notified by email as to the status of the application. Approved applicants will be provided with:

- Academy CE Program Number.
- Academy CE Attendance form (for distribution to attendees).
• Instructions for using approved LSLS CE credit promotional and supportive promotional language from the Academy.

• An electronic file of the Academy’s logo for use on promotional materials.

If your CE program is not approved, you will receive a letter explaining the reasons for that decision. The primary reasons why CE programs are not approved are: insufficient information or the program is of a sales/promotional nature.

Please remember to attach the following to your application form:

✓ Curriculum Vitae for each instructor

✓ Time-ordered course outline that includes the various instructional strategies used

✓ Assessment tool that will be used to determine the attainment of Learning Objectives

✓ Evaluation form that will be used to evaluate the quality of the program

STEP V - SUBMISSION OF CE PROGRAM PARTICIPANT ROSTER

CE Providers must submit a list of confirmed participants* to the AG Bell Academy within 21 days of the program’s completion. The participant roster should be submitted in a Microsoft Excel format and should include the following:

- Name of attendee
- Email address of attendee
- Mailing address of attendee
- Indication of which participants are Certified LSLS or candidates seeking LSLS Certification

All rosters should be emailed to academy@agbell.org.

*An attendance form for CE credit, provided for distribution by the AG Bell Academy, must be submitted by all participants in attendance. Participants are ultimately responsible for submitting all documentation to the Academy to verify their individual CE requirements.

STEP VI - ISSUANCE OF CERTIFICATE OR CE REQUEST FORM*

CE providers must give their audience a certificate or CE Request form verifying that they have participated in the course/workshop/seminar. The certificate or CE Request form must indicate the total number of LSLS CE credit hours earned, the program ID (issued by the Academy at the time of approval) and must be signed by a representative of the provider’s organization or one of the program presenters.

*The Academy will provide a CE Request Form to all approved CE Providers that can be distributed to all attendees at an approved CE learning event.
1. What type of CE content is considered for approval by the Academy?

To be eligible to offer LSLS CE credit, a program must be of an educational nature and led by a qualified instructor. Approved programs must address one or more of the nine domains of LSLS:

- **Domain 1.** Hearing and Hearing Technology
- **Domain 2.** Auditory Functioning
- **Domain 3.** Spoken Language Communication
- **Domain 4.** Child Development
- **Domain 5.** Parent Guidance, Education and Support
- **Domain 6.** Strategies for Listening and Spoken Language Development
- **Domain 7.** History, Philosophy and Professional Issues
- **Domain 8.** Education (The focus of this domain is on the development and expansion of the auditory and language skills that underlie and support the child’s progress in the general education curriculum.)
- **Domain 9.** Emergent Literacy (The focus of this domain is on the development of the auditory and language skills that underlie and support the acquisition and advancement of literacy.)

2. Who is eligible to be a CE Provider and apply to offer LSLS CE credit?

**Employers providing in-service education to their employees** may apply to have their in-service sessions approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains. In-service programming may be delivered by a staff member, external consultant or external training provider.

**Organizations providing professional education that is open to the public,** either for free or with a registration fee, may apply to have their educational offerings approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains. Organizations may include schools, therapy centers, hospitals, professional associations, hearing device manufacturers and other organizations that provide educational programming that is open to the general public.

**Universities and other academic institutions** may apply to have their courses and educational programs approved by the Academy for CE credit if the entirety of the coursework includes relevant content that falls within at least one of the nine LSLS domains. These can include degree programs, certificate programs, individual courses, distance or online learning programs, and summer institutes.

**Independent presenters and lecturers** may apply as a CE Provider to have their presentations, workshops or lectures approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains.
3. How does the Academy define a type of program and what are the application fees?

**Sessions/Workshops** are presentations, lectures or learning activities that occur sequentially, and all attendees participate in the same session(s)/workshop(s). There is a clear agenda and specific learning objectives that apply to the overall session/workshop, whether it lasts an hour, a full day or multiple days.

Examples of sessions/workshops include:

- A lecture, presentation or staff training where a speaker presents to the same audience for a set amount of time.
- Full day event where one or multiple speakers present in succession and all attendees attend the same presentations or learning activities.
- Multi-day event where one or multiple speakers present and all attendees attend the same presentations or learning activities.
- Online courses or webinars.

Candidates must participate in all parts of the program to earn credit, and partial credit may not be assigned. Participation must be verified by the instructor or an administrator who is present during all parts of the program. The CE Provider must submit a list of participants to the Academy within 21 days of the program’s completion. When sessions/workshops occur over more than one day, participants may only earn credit if they have participated in all parts of the program. **Application Fee for sessions/workshops is $150 per session, to be paid by the CE Provider.**

**University Courses, Online Courses and Webinars** may be traditional university courses, moderated online classes, on-demand tutorials or other ongoing educational activities in which student participation is determined by the completion of one or more knowledge assessments. The continuing education provider must submit a list of participants to the Academy within 21 days of the completion of the program. **Application Fee for University courses, online courses and webinars is $150 per session, to be paid by the CE Provider.**

**Conferences/Conventions/Symposiums** with educational sessions are events during which multiple presentations, lectures or learning activities are occurring simultaneously and attendees are able to select from a number of different concurrent sessions or workshops.

Examples of conferences/conventions/symposia include:

- AG Bell’s biennial convention where attendees select from a variety of sessions that are presented concurrently. Not all of the available sessions may be approved by the Academy.
- ASHA’s annual convention that also presents concurrent sessions, not all of which may be applicable for LSLS CE credit.

The Academy will determine the number of CE credits to be assigned to each element of the conference and attendees will earn CE credit for only those learning activities in which they participate (participants will earn one hour of CE credit for every one hour of instructional learning). Applications must also include Part II – Program Information for each of the sessions within the conference for which LSLS credit will be requested. Participation must be verified by instructors or representatives of the CE Provider. The CE Provider must submit a list of participants for each session to the Academy within 21 days of the program’s completion. **Application Fee for a conference, convention or symposium is $350, to be paid by the CE Provider.**
4. Does a CE Provider need to resubmit an application each time an approved CE learning event is held?

No. Once the Academy has approved a CE learning event or program, it may be presented as often as the approved CE Provider would like without the need to reapply for approval. The same event is one that has the same Learning Objectives, amount of instruction time, presents the same content and uses the same learning assessments. Use of the Academy’s logo and listing on the AG Bell website is granted for each presentation of the same CE event or program.

The only documentation requested by the Academy would be a copy of all instructor CVs if additional or alternate facilitators will be presenting the same program, as well as a class roster for any additional iterations of the program that are held.

5. My organization tends to present several trainings and events that have similar content. How do we know when we need to submit a whole new application for another program?

For any unique session with its own distinct Learning Objectives and agenda, a separate application will be required for review by the Academy. For further clarification, please refer back to question 3, page 4 of this document.

6. My organization presents a lengthy training institute that is presented in two parts – the first is lecture-based and the second is practicum-based. How does the Academy categorize this event?

This is considered one session if the same group of participants attends the entire two parts. That is because the entire event would have a set of Learning Objectives that would apply to all participants from lecture through practicum.

If, on the other hand, your organization allows for registrants to participate in some, but not all elements of the two part program – then you are expecting a different set of learning outcomes for different audiences. Under these circumstances, your two-part institute would be considered two events and require separate applications.

The Academy staff is always available to answer any questions you may have when making decisions about your sessions or application.
REGISTRATION for Continuing Education Provider
THE AG BELL ACADEMY FOR LISTENING AND SPOKEN LANGUAGE
Complete and submit prior to or with the first program application  (Type or Print)

PART I - ORGANIZATION INFORMATION

Name of Organization: ____________________________
Contact Person: ____________________________
Address: ____________________________
City: __________________ State: _______ Zip: __________________
Phone: __________________ Fax: __________________
E-mail: __________________ Website: __________________

PART II - ORGANIZATION SUMMARY

Select type of CE Provider:

☐ LSLS employers  ☐ University/academic institution
☐ Professional development  ☐ Other: ____________________________

Programs and Services Offered by Organization (check ALL that apply):

☐ Auditory-verbal therapy  ☐ University-level courses or programs
☐ Auditroy-verbal education for children  ☐ Accredited degree programs
☐ Education, guidance and support for parents  ☐ Distance learning
☐ Professional development (other than staff-in-service)

Intended Audience:  ☐ Audiologists  ☐ Speech-Language Pathologists
☐ Teachers of the Deaf  ☐ Other: ____________________________

Approximate number of LSLS-relevant professional development hours offered per year:

☐ 0-9  ☐ 10-24  ☐ 25-40
☐ 41-70  ☐ 71-99  ☐ 100+
APPLICATION for CONTINUING EDUCATION PROVIDER
THE AG BELL ACADEMY FOR LISTENING AND SPOKEN LANGUAGE

To offer continuing education credit (CE) for Listening and Spoken Language Specialists (LSLS) and professionals seeking LSLS certification. Complete and submit at least 6 weeks prior to the start date. Applications received after the 6 week deadline will be charged an additional $100 late fee. (Type or Print)

PART I - APPLICANT INFORMATION

Provider Name: ____________________________________________________________
Contact Person: ____________________________________________________________
Address: __________________________________________________________________
City: ___________________________ State: _________ Zip: _________________________
Phone: ___________________________ Fax: ________________________________
E-mail: ___________________________ Website: ______________________________

PART II - CE PROGRAM SUMMARY

Program Title: __________________________________________________________________
# of Instructional Hours: _________ Start Date/Time: ___________ End Date/Time: ___________
Location (City, State): __________________________________________________________________

Program Scope (check all that apply):

☐ Hearing and Hearing Technology ☐ Philosophy and Professional Issues
☐ Auditory Functioning ☐ Education
☐ Spoken Language Communication ☐ Emergent Literacy
☐ Child Development ☐ Strategies for Listening and Spoken Language Development
☐ Parent Guidance, Education and Support

Delivery Method: ☐ University course ☐ Seminar ☐ Demonstration
☐ Distance Learning ☐ Workshop ☐ Other: __________________________

Target Audience: ☐ Audiologists ☐ Speech-Language Pathologists
☐ Teachers of the Deaf ☐ Other: __________________________

□ □ □ □ □
PART III - PROGRAM DETAILS

Program description/purpose - please provide a brief program description:

________________________________________________________________________

________________________________________________________________________

List the people involved in planning instruction. Attach a Curriculum Vita for each instructor.

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

5. ____________________________________________

6. ____________________________________________

7. ____________________________________________

8. ____________________________________________

List each instructor’s affiliations or financial interests in corporate organizations with commercial products that may relate to the presentation:

________________________________________________________________________

________________________________________________________________________

List or attach measurable Learning Objectives. Learning Objectives should complete the following sentence: “After this course, participants will be able to...” (NOTE: Do not use words such as “learn” and “understand” since these verbs cannot be measured.)

________________________________________________________________________

________________________________________________________________________

Learning Objectives - how will the Learning Objectives be explained to the participants?

________________________________________________________________________

________________________________________________________________________

What types of learning materials will be provided? (e.g., audio visual aids, handouts, etc...)

________________________________________________________________________

________________________________________________________________________
Assessment of Learning - briefly explain how participants will demonstrate their attainment of the Learning Objectives. (A typical learner assessment tool for a lecture-based activity is a multiple choice quiz or essay questionnaire. A general question and answer session held at the end of a presentation does not count as an assessment of learning. Please submit a copy of your assessment tool with this application.)

How will you verify participants’ attendance, and will variable credit be awarded?

PART IV - PAYMENT INFORMATION

Applications received after the 6 week deadline will be charged an additional $100 late fee.

Select payment method: □ check or money order #_____________ is enclosed □ please bill my credit card
Credit Card Number Expiration Date
Cardholder Name Security Code
Signature Date

□ Sessions / Workshops / University courses, Online courses or webinars
□ $150 each or
□ $450 / 12 months for unlimited applications

□ Conferences / Conventions / Symposiums
$350 per conference / symposium

Make check or money order payable to and send form to:
AG Bell Academy Fax: (202) 337 - 8314
3417 Volta Place, NW Email: academy@agbell.org
Washington, DC 20007

Please remember to attach the following to your application form:
✓ Curriculum Vitae for each instructor
✓ Time-ordered course outline that includes the various instructional strategies used
✓ Assessment tool that will be used to determine the attainment of Learning Objectives
✓ Evaluation form that will be used to evaluate the quality of the program

For Academy Use Only: Date received by Academy:
Program has been: □ Approved □ Not-Approved - reason: ______________________________
Staff Initials: ___________ Date: ___________ Program Number: __________________________