

Virginia Board of Audiology and Speech-Language Pathology

Guidance for Continuing Education (CE) Audits and Sanctioning for Failure to Complete CE

Acceptable types of continuing education (“CE”).

The Board makes the following recommendations concerning acceptable continuing education hours:

- If offered or approved by an accredited sponsor or organization as prescribed in 18VAC30-21-100, the following activities may be counted as acceptable CE:
 - Hours spent in the reading, preparation and acquisition of new knowledge as a presenter may be counted for CE credit and are to be calculated hour for hour.
 - Hours delivering a presentation at a workshop may be counted by the presenter for the first-time presentation of a continuing education program but may not be duplicated by hours credited for attendance at the program.
 - Attendance at or presentation to virtual or online courses directly related to the practice of speech-language pathology and/or audiology may be counted for CE credit.
- Clinical supervision may not be used to meet CE requirements.
- Meetings with colleagues or employers that are not designated as an audiology or speech-language pathology professional learning experience for the licensee are not accepted as CE (i.e. billing procedures, required employer documentation, software usage).

CE extension requests.

For good cause shown, extensions of up to one year may be granted for the completion of CE requirements. A request for an extension must be received by the Board prior to the licensure renewal date of each year. Licensees who have not completed the CE requirements and submit a request after the renewal date may be subject to disciplinary action.

CE exemptions.

The Board may grant an exemption for all or part of the CE requirements due to circumstances beyond the control of the licensee, such as temporary disability, mandatory military service or officially declared disasters.

A licensee is exempt from completing CE requirements for the first renewal period after initial licensure in Virginia.

CE audit procedures.

- After each renewal cycle, the Board may audit the following licensees for compliance with CE requirements:
 - Licensees who fail to respond or respond “no” to the CE renewal question on the annual license renewal form; and
 - Licensees selected for random audit.

- If a practitioner is selected for audit:
 - Board staff will notify licensees that they have been selected for audit via email if an address is available or by postal carrier if an email address is not available.
 - The licensee will submit documentation of completion of required CE credits and complete the CE form. The licensee will:
 - Provide certificates of completion of CE; or
 - Provide a transcript from the American Speech-Language Hearing Association or the Academy of Audiology.
 - Documentation submitted to verify CE completion will be reviewed by Board staff for compliance with the regulations.
 - Licensees who have not completed required CE will be referred for possible disciplinary action.

Disciplinary action for non-compliance with CE requirements.

The Board provides the following guidelines for resolution of cases of non-compliance with CE requirements. 10 hours of CE are required in a one-year period. *See* 18VAC30-21-100. All monetary penalties are deposited in the Literary Fund. *See* Va. Code § 54.1-2401.

Cause	Possible Action
First offense; short 1 – 3 hours	Confidential Consent Agreement 45 days to make up missing hours
First offense; short 4 – 10 hours	Consent Order; Monetary Penalty of \$300 60 days to make up missing hours
Second offense; short 1 – 10 hours	Consent Order; Reprimand Monetary Penalty of \$200 per missing hour up to a maximum of \$2000

	60 days to make up missing hours
No response to audit notifications or three or more offenses	Informal Fact-Finding Conference
First Offense: Failure to respond with CE documentation prior to initiation of board action	Confidential Consent Agreement
Second Offense: Failure to respond with CE documentation prior to initiation of board action	Consent Order

NOTE: When probable cause is found that a licensee has falsely certified completion of the required CE for renewal of his license, the Board may offer a pre-hearing consent order or hold an informal fact-finding conference.

References:

- [18VAC30-21-100](#)
- [Va. Code § 54.1-2401](#)