

Virginia Board of Audiology and Speech-Language Pathology
Guidance for
Continuing Education (CE) Audits and Sanctioning for Failure to Complete CE

Applicable Law, Regulation and Guidance

[Regulations Governing the Practice of Audiology and Speech-Language Pathology: 18VAC30-20-300](#)

Guidance

CE Extension Requests

CE extensions may be granted for good cause of up to one year for the completion of CE requirements. Requests for extensions must be received by the Board of Audiology and Speech-Language Pathology (Board) prior to the licensure renewal date of December 31 of each year. Licensees who have not completed the CE requirements and submit a request after December 31 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. Requests for an exemption should be submitted to the Board prior to the licensure renewal date of December 31 of each year.

A licensee is exempt from completing CE requirements on the first biennial renewal of his 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 using a statistically valid audit sample and a method that ensures randomness of those selected.
- For those selected for the audit
 - Board staff will notify licensees that they are being audited via email if an address is available or by postal carrier if an email address is not available.
 - The licensee is required to submit documentation of completion of required CE credits. The CE form must be completed as required.
 - Documentation submitted to verify CE completion will be reviewed 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 adopted the following guidelines for resolution of cases of non-compliance with CE requirements (30 hours of CE are required in a two year period):

Cause	Possible Action
First offense; short 1 – 10 hours	Confidential Consent Agreement; 45 days to make up missing hours
First offense; short 11 – 20 hours	Consent Order; Monetary Penalty of \$300; 60 days to make up missing hours
First offense; short 21 – 30 hours	Consent Order; Monetary Penalty of \$500; 60 days to make up missing hours
Second offense; short 1 – 30 hours	Consent Order; Reprimand; Monetary Penalty of \$200 per missing hour up to a maximum of \$3000; 60 days to make up missing hours
No response to audit notifications or three or more offenses	Informal Fact-Finding Conference

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.