

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

Applicable Regulation and Guidance

***18VAC30-21-100. Continuing education requirements for renewal of an active license.***

*A. In order to renew an active license, a licensee shall complete at least 10 contact hours of continuing education prior to December 31 of each year. Up to 10 contact hours of continuing education in excess of the number required for renewal may be transferred or credited to the next renewal year.*

*B. Continuing education shall be activities, programs, or courses related to audiology or speech-language pathology, depending on the license held, and offered or approved by one of the following accredited sponsors or organizations sanctioned by the profession:*

- 1. The Speech-Language-Hearing Association of Virginia or a similar state speech-language-hearing association of another state;*
- 2. The American Academy of Audiology;*
- 3. The American Speech-Language-Hearing Association;*
- 4. The Accreditation Council on Continuing Medical Education of the American Medical Association offering Category I continuing medical education;*
- 5. Local, state, or federal government agencies;*
- 6. Colleges and universities;*
- 7. International Association of Continuing Education and Training; or*
- 8. Health care organizations accredited by the Joint Commission on Accreditation of Healthcare Organizations.*

*C. If the licensee is dually licensed by this board as an audiologist and speech-language pathologist, a total of no more than 15 hours of continuing education are required for renewal of both licenses with a minimum of 7.5 contact hours in each profession.*

*D. A licensee shall be exempt from the continuing education requirements for the first renewal following the date of initial licensure in Virginia under 18VAC30-~~20~~ 21-60.*

*E. The licensee shall retain all continuing education documentation for a period of three years following the renewal of an active license. Documentation from the sponsor or organization shall include the title of the course, the name of the sponsoring organization, the date of the course, and the number of hours credited.*

*F. The board may grant an extension of the deadline for continuing education requirements, for up to one year, for good cause shown upon a written request from the licensee prior to the renewal date of December 31.*

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

*H. The board shall periodically conduct an audit for compliance with continuing education requirements. Licensees selected for an audit conducted by the board shall complete the Continuing Education Activity and Assessment Form and provide all supporting documentation within 30 days of receiving notification of the audit.*

*I. Failure to comply with these requirements may subject the licensee to disciplinary action by the board.*

## Guidance

### **Types of CE**

The Board makes the following recommendations concerning 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 shall be counted as 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.
  - Computer classes or courses taught on-line directly related to the practices of speech-language pathology and/or audiology.
- Licensees providing clinical supervision to students in a certified and recognized master's or doctoral degree program in speech-language pathology and/or audiology or supervision of a traditional clinical fellowship year student may be given CE credit equal to hour for hour of supervision. Documentation of logged hours must be kept.
- Meetings with colleagues or employers that are not designed 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**

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.

Licenses 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.

A licensee is exempt from completing CE requirements on the first 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.
    - § Provide certificates of completion; or
    - § Provide transcript from the American Speech-Language Hearing Association or the Academy of Audiology.
  - 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 (10 hours of CE are required in a one year period):

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* <b>per missing hour</b> 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

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.

\* Pursuant to § 54.1-2401 of the Code of Virginia monetary penalties are deposited in the Literary Fund.

**§ 54.1-2401. Monetary penalty.**

*Any person licensed, registered or certified or issued a multistate licensure privilege by any health regulatory board who violates any provision of statute or regulation pertaining to that board and who is not criminally prosecuted, may be subject to the monetary penalty provided in this section. If the board or any special conference committee determines that a respondent has violated any provision of statute or regulation pertaining to the board, it shall determine the amount of any monetary penalty to be imposed for the violation, which shall not exceed \$5,000 for each violation. The penalty may be sued for and recovered in the name of the Commonwealth. All such monetary penalties shall be deposited in the Literary Fund.*