



Manitoba Speech & Hearing Association
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Memo

To: Membership of MSHA
From: Leanne Peleck and Cheryl Proceviat-Ganes,
Co-Chairs, Continuing Education Committee
Date: December 2, 2011
Re: Reminders for Reporting

THE REPORTING FORM HAS BEEN REVISED - PLEASE REVIEW THE FORMAT AND THE ACTIVITY CODES CAREFULLY WHEN COMPLETING THE FORM. INCOMPLETE OR INCORRECTLY FILLED OUT FORMS MAY BE RETURNED TO YOU.

- REMEMBER to retain proof of all CE activities for the **3 year reporting period. NEW!!!**
- Major and Related allowable hours have changed, please refer to the Definitions of Ed. Activities.
- **DO NOT FAX FORMS**, faxed submissions will not be reviewed and considered incomplete.
- Please indicate the number of CEE's for each activity.
- All activities must have codes.
- List names of ALL SPEAKERS i.e. "MSHA Conference - various speakers - 12 CEE's" - will not be accepted.
- Ensure each activity is dated correctly.
- If recording credits for "Self-Study", please review the criteria and ensure that the program of study covers one topic area and consists of five different components. A list must be submitted.
- Special projects require proof of completion to be submitted with the form.
- Some activities may be questioned for relevancy to the practice of SLP and Audiology please include a brief description of activities relevance.
- General computer courses are not accepted, a computer course specific to SLP/AUD area would be accepted such as Board Maker, AAC or any other clinical program.
- Initial CPR training is accepted with evidence of relevancy to practice.
- Government legislated and/or facility based training i.e. WHIMIS, PHIA, fire training, conflict resolution, quality assurance, data collection are not accepted as continuing education. These typically do not "further the professional knowledge and skills" of the Speech-Language Pathologist or Audiologist.
- Outcome measures will be accepted on a one-time basis if taken at a workshop/seminar.

Additional CE submission forms are available at www.msha.ca