



AMERICAN
SPEECH-LANGUAGE-
HEARING
ASSOCIATION

Record Keeping Form for Certification Maintenance Hours (CMH) Audit

Please do not report the CEUs that are included on your CE Registry Transcript

Name: _____ ASHA ID #: _____ 3-year maintenance interval: _____

Area of certification: ☐ Audiology ☐ Speech-Language Pathology ☐ Dually certified

Instructions

- List each of your professional development activities on a separate line. Be sure the activities were completed during your 3-year maintenance interval.
- Calculate the CMHs.

.1 CEU = 1 CMH	1 CEU = 10 CMHs	1 quarter hour of university course work = 10 CMHs	1 semester hour of university course work = 15 CMHs
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- Be sure to attach the documentation of participation/attendance/completion for each activity you list on the Record Keeping form.

Incomplete Record Keeping forms and/or documentation will delay your certification maintenance process.

If you have questions, please call 800-498-2071 or send an email to certification@asha.org.

You may send your form and supporting documentation to: **ASHA, attn: Certification Unit, 2200 Research Blvd. #313, Rockville, MD 20850-3289**

Activities will not be accepted without appropriate documentation*

Title of Activity	Completion Date	Sponsoring Organization/Third Party	Number of CMHs	Documentation of Participation*	Office Use Only

*Documentation Required for Audit: Acceptable documentation of participation is a copy of a certificate of participation, a copy of a letter of participation, a copy of the college transcript, and/or a copy of a transcript of activities from other professional organizations. Sign-in sheets, registration fees receipts, and/or course descriptions and brochures are not acceptable. If you cannot get acceptable documentation for CMH activities, you will not be able to use those activities.