

## Course and Offering Registration Checklist

Date of Submission: \_\_\_\_\_

*Before filling out the Course and Offering Registration Form, please use this optional checklist as a guide to ensure that all items necessary to complete the form are included.*

PROVIDER CODE: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

*IS THIS COURSE A RECORDED VERSION OF A LIVE EVENT? IF YES:*

HAVE YOU INCLUDED:	√	COMMENTS:
COURSE TITLE		
COURSE DESCRIPTION <ul style="list-style-type: none"> <li>acronyms spelled out</li> </ul>		
SUBJECT CODE		
CONTENT CODE		
INSTRUCTIONAL LEVEL		
TIME-ORDERED AGENDA		
ASHA CEU AMOUNT <ul style="list-style-type: none"> <li>30 minute increments (If Individual Learning see additional charts to the right)</li> </ul>		
PROMOTIONAL MATERIALS (BROCHURE/FLYER) <ul style="list-style-type: none"> <li>Disclosure Statements</li> <li>Brand Block and course information</li> </ul>		
LEARNING OUTCOMES <ul style="list-style-type: none"> <li>Measurable and observable</li> </ul>		
TYPE OF LEARNING EXPERIENCE (If Individual see additional charts to the right)		
Offering Dates and Locations (list on form)		

HAVE YOU INCLUDED:	√	COMMENTS:
Course and Offering Number of the Live Event		

*IS THIS COURSE A PEER REVIEWED SELF-STUDY? IF YES:*

HAVE YOU INCLUDED:	√	COMMENTS:
Details on how ASHA CEUs were determined <ul style="list-style-type: none"> <li>Pilot Study Data (if applicable)</li> <li>Run-time</li> <li>Word Count Formula</li> <li>Previously Registered Course (provide course number)</li> </ul>		

*IS THIS COURSE A COOPERATIVE? IF YES:*

HAVE YOU INCLUDED:	√	COMMENTS:
Cooperative Contact Info		
Payment		