

## CONTINUING EDUCATION PROVIDERS

### Instructions and Application to apply to offer Continuing Education (CE) for Listening and Spoken Language Specialists (LSLS) and Candidates Seeking LSLS Certification\*

Complete and submit at least 6 weeks prior to the start date

The AG Bell Academy for Listening and Spoken Language® (the Academy) requires that all certified Listening and Spoken Language Specialists (LSLS) obtain at least 15 hours of approved continuing education every two years to maintain their certification. All professionals seeking LSLS certification are required to obtain 80 hours of Academy approved continuing education prior to applying to take the LSLS Certification Exam.

The AG Bell Academy for Listening and Spoken Language® currently offers continuing education credit with one hour of education equal to 1 CE credit. An hour is defined as a typical 60- minute period of educational instruction.

Organizations and individuals that provide continuing education opportunities appropriate for LSLS professionals are encouraged to gain pre-approval through the Academy for those offerings.

### BENEFITS OF OFFERING PRE-APPROVED LSLS CE CREDIT\*

- Increased demand for your courses, sessions, and conferences
- Use of the AG Bell Academy logo in your CE Provider's promotional materials
- Complimentary posting for your approved events on the Academy's list of approved LSLS CE opportunities
- Ability to advertise and provide guaranteed LSLS CE credit (individual CE Credit Request Forms will be provided for attendees)

\*Continuing education providers must have every CE offering approved in advance by the Academy in order to advertise guaranteed CE credit to attendees. See below for more details.

### STEP I - CONTINUING EDUCATION PROVIDER REGISTRATION

All CE Providers must register with the Academy before submitting their first program application for review. Registration is free and required only once. Registration forms may be submitted in advance or along with a first-time program application. The CE Provider Registration Form is included on Page 7 of this packet.

**\*Updated documents for individuals seeking CE credit will be available on the Academy website.**

## STEP II - CE PROGRAM APPLICATION

CE Providers must submit completed applications for each CE offering to be considered by the Academy for pre-approved status. Applications must be submitted **no less than six (6) weeks prior to the program's start date** to be considered for LSLS CE credit. The Academy will review submissions within four weeks of receipt of the completed application. Incomplete submissions will be returned to the program contact for corrections and resubmission to the Academy within one week of initial submission. The Academy will determine the number of CE credits each participant receives based on the number of instructional hours offered, which typically equates to one hour of CE credit for every one hour of instructional learning.

Please submit your application form in one of the following ways:

**Mail:** AG Bell Academy 3417 Volta Place, NW Washington, DC 20007

**Fax:** (202) 337-8314

**Email:** [academy@agbell.org](mailto:academy@agbell.org)

## STEP III - APPLICATION FEES

The application fees for the CE programs are:

Sessions/Workshops/University courses/ Online courses and webinars	\$150 per session or \$450 per year for unlimited application processing
Conferences/Conventions/Symposiums	\$350 per conference/symposium
Descriptors included in FAQ's below	

- Individual sessions or workshops require a payment of \$150 each when the provider is seeking approval to offer LSLS CE credit. However, if an organization anticipates hosting four or more individual sessions throughout the calendar year, the Academy offers a flat rate of \$450 for an unlimited number of course submissions over a 12-month time period. Alternatively, a CE Provider who is unsure of the quantity of CE sessions, workshops or courses to be offered over a 12-month period can pay \$150.00/ per application until they reach a ceiling of \$450.00 – from which point on, the Academy will process unlimited CE applications until 12 months from the time of the first \$150.00 payment. For additional information, please contact the Academy at [academy@agbell.org](mailto:academy@agbell.org).
- The application for a conference, symposium or convention is \$350 and cannot be combined with the fees for individual sessions. In other words, that fee does not count towards the \$450 cap for individual sessions.

## STEP IV - CE PROGRAM REVIEW AND APPROVAL

Once a program has been reviewed, the designated contact person will be notified by email as to the status of the application. Approved applicants will be provided with:

- Academy CE Program Number.

- Instructions for using approved LSLS CE credit promotional and supportive promotional language from the Academy.
- An electronic file of the Academy's logo for use on promotional materials.

If your CE program is not approved, you will receive an email explaining the reasons for that decision. The primary reasons why CE programs are not approved are: insufficient information, program content is not consistent with one or more of the 9 LSL Domains or the program is of a sales/promotional nature.

Please remember to attach the following to your application form:

- ✓ Bio up to 75 words for each instructor
- ✓ Time-ordered course outline that includes the various instructional strategies used
- ✓ Assessment tool that will be used to determine the attainment of Learning Objectives
- ✓ Evaluation form that will be used to evaluate the quality of the program

## **STEP V - SUBMISSION OF CE PROGRAM PARTICIPANT ROSTER**

CE Providers must submit a list of confirmed participants\* to the AG Bell Academy within 30 days of the program's completion. The participant roster should be submitted in a Microsoft Excel format and should include the following:

- Name of attendee
- Email address of attendee
- Mailing address of attendee
- Indication of which participants are Certified LSLS or candidates seeking LSLS Certification All rosters should be emailed to [academy@agbell.org](mailto:academy@agbell.org).

## **STEP VI - ISSUANCE OF CERTIFICATE OR CE REQUEST FORM\***

CE providers must give their audience a certificate or other document verifying that they have participated in the course/workshop/seminar. The certificate or other document must indicate the total number of LSLS CE credit hours earned, the program ID (issued by the Academy at the time of approval) and must be signed by a representative of the provider's organization or one of the program presenters.

# FREQUENTLY ASKED QUESTIONS

## 1. What type of CE content is considered for approval by the Academy?

To be eligible to offer LSLS CE credit, a program must be of an educational nature and led by a qualified instructor. Approved programs must address one or more of the nine domains of LSLS:

Domain 1. Hearing and Hearing Technology

Domain 2. Auditory Functioning

Domain 3. Spoken Language Communication

Domain 4. Child Development

Domain 5. Parent Guidance, Education and Support

Domain 6. Strategies for Listening and Spoken Language Development

Domain 7. History, Philosophy and Professional Issues

Domain 8. Education (The focus of this domain is on the development and expansion of the auditory and language skills that underlie and support the child's progress in the general education curriculum.)

Domain 9. Emergent Literacy (The focus of this domain is on the development of the auditory and language skills that underlie and support the acquisition and advancement of literacy.)

Resources related to LSL domains and content:

<https://agbellacademy.org/certification/lsls-domains-of-knowledge/>

[https://agbellacademy.org/wp-content/uploads/2018/12/LSLS-Certification-Exam-Blueprint\\_FINAL.pdf](https://agbellacademy.org/wp-content/uploads/2018/12/LSLS-Certification-Exam-Blueprint_FINAL.pdf)

## 2. Who is eligible to be a CE Provider and apply to offer LSLS CE credit?

Employers providing in-service education to their employees may apply to have their in-service sessions approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains. In-service programming may be delivered by a staff member, external consultant or external training provider.

Organizations providing professional education that is open to the public, either for free or with a registration fee, may apply to have their educational offerings approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains. Organizations may include schools, therapy centers, hospitals, professional associations, hearing device manufacturers and other organizations that provide educational programming that is open to the general public.

Universities and other academic institutions may apply to have their courses and educational programs approved by the Academy for CE credit if the entirety of the coursework includes relevant content that falls within at least one of the nine LSLS domains. These can include degree programs, certificate programs, individual courses, distance or online learning programs, and summer institutes.

Independent presenters and lecturers may apply as a CE Provider to have their presentations, workshops or lectures approved by the Academy for CE credit if the content of the presentation falls within one of the nine LSLS domains.

## 3. How does the Academy define a type of program and what are the application fees?

Sessions/Workshops are presentations, lectures or learning activities that occur sequentially, and all attendees participate in the same session(s)/workshop(s). There should be a clear agenda and specific learning objectives that apply to the overall session/workshop, whether it lasts an hour, a full day or multiple days.

Examples of sessions/workshops include:

- A lecture, presentation or staff training where a speaker presents to the same audience for a set amount of time.
- Full day event where one or multiple speakers present in succession and all attendees attend the same presentations or learning activities.
- Multi-day event where one or multiple speakers present and all attendees attend the same presentations or learning activities.
- Online courses or webinars.

Candidates must participate in all parts of the program to earn credit, and partial credit may not be assigned. Participation must be verified by the instructor or an administrator who is present during all parts of the program. The CE Provider must submit a list of participants to the Academy within 30 days of the program's completion. When sessions/workshops occur over more than one day, participants may only earn credit if they have participated in all parts of the program. *Application Fee for sessions/workshops is \$150 per session, to be paid by the CE Provider.*

University Courses, Online Courses and Webinars may be traditional university courses, moderated online classes, on-demand tutorials or other ongoing educational activities in which student participation is determined by the completion of one or more knowledge assessments. The continuing education provider must submit a list of participants to the Academy within 30 days of the completion of the program. *Application Fee for University courses, online courses and webinars is \$150 per session, to be paid by the CE Provider.*

Conferences/Conventions/Symposiums with educational sessions are events during which multiple presentations, lectures or learning activities are occurring simultaneously and attendees are able to select from a number of different concurrent sessions or workshops.

Examples of conferences/conventions/symposia include:

- AG Bell's Global LSL Symposium where attendees select from a variety of sessions that are presented concurrently. There is no guarantee that all sessions will be deemed eligible, and therefore, approved by the Academy.
- ASHA's annual convention that also presents concurrent sessions, not all of which may be applicable for LSL CE credit.

The Academy will determine the number of CE credits to be assigned to each element of the conference and attendees will earn CE credit for only those learning activities in which they participate (participants will earn one hour of CE credit for every one hour of instructional learning). Applications must also include Part II – Program Information for each of the sessions within the conference for which LSL credit will be requested. Participation must be verified by instructors or representatives of the CE Provider. The CE Provider must submit a list of participants for each session to the Academy within 30 days of the program's completion. *Application Fee for a*

*conference, convention or symposium is \$350, to be paid by the CE Provider.*

#### **4. Does a CE Provider need to resubmit an application each time an approved CE learning event is held?**

No. Once the Academy has approved a CE learning event or program, it may be presented as often as the approved CE Provider would like without the need to reapply for approval. The same event is one that has the same Learning Objectives, amount of instruction time, presents the same content and uses the same learning assessments. **The CE Provider must contact the Academy to obtain a new approval code for each year the program is offered.** Other documentation requested by the Academy includes a copy of all instructor CVs if additional or alternate facilitators will be presenting the same program, as well as a class roster for any additional iterations of the program that are held. Use of the Academy's logo and listing on the AG Bell website is granted for each presentation of the same CE event or program.

#### **5. My organization tends to present several trainings and events that have similar content. How do we know when we need to submit a whole new application for another program?**

For any unique session with its own distinct Learning Objectives and agenda, a separate application will be required for review by the Academy. For further clarification, please refer back to question 3 on page 4 of this document.

**6. My organization presents a lengthy training institute that is presented in two parts – the first is lecture-based and the second is practicum-based. How does the Academy categorize this event?**

This is considered one course offering if the same group of participants attends the entire two parts and the entire event has a set of Learning Objectives that would apply to all participants from lecture through practicum.

If, on the other hand, your organization allows for registrants to participate in some, but not all elements of the two-part program – then you are expecting a different set of learning outcomes for different audiences. In this circumstance, your two-part institute would be considered two events and require separate applications.

The Academy staff is always available to answer any questions you may have when making decisions about your sessions or application.

**REGISTRATION for Continuing Education Provider**  
**THE AG BELL ACADEMY FOR LISTENING AND SPOKEN LANGUAGE**

**Complete and submit prior to or with the first program application (Type or Print)**

**PART I - ORGANIZATION INFORMATION**

Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**PART II - ORGANIZATION SUMMARY**

Select type of CE Provider:

- LSLS employers  University/academic institution  
 Professional development  Other: \_\_\_\_\_

Programs and Services Offered by Organization (check ALL that apply):

- Auditory-verbal therapy  University-level courses or programs  
 Auditory-verbal education for children  Accredited degree programs  
 Education, guidance and support for parents  Distance learning  
 Professional development (other than staff in-service)

Intended Audience:  Audiologists  Speech-Language Pathologists  
 Teachers of the Deaf  Other: \_\_\_\_\_

Language(s) of educational instruction for this CE offering: \_\_\_\_\_

Approximate number of LSLs-relevant professional development hours offered per year: \_\_\_\_\_

## APPLICATION for CONTINUING EDUCATION PROVIDER THE AG BELL ACADEMY FOR LISTENING AND SPOKEN LANGUAGE

To offer continuing education credit (CE) for Listening and Spoken Language Specialists (LSLS) and professionals seeking LSLS certification. Complete and submit at least 6 weeks prior to the start date. Applications received after the 6-week deadline will be charged an additional \$100 late fee. (Type or Print)

### PART I - APPLICANT INFORMATION

Provider Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### PART II - CE PROGRAM SUMMARY

Program Title: \_\_\_\_\_

# of Instructional Hours: \_\_\_\_\_ Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

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Program Scope (check all that apply):

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|---|--|
| <input type="checkbox"/> Hearing and Hearing Technology         | <input type="checkbox"/> Philosophy and Professional Issues                          |
| <input type="checkbox"/> Auditory Functioning                   | <input type="checkbox"/> Education   |
| <input type="checkbox"/> Spoken Language Communication          | <input type="checkbox"/> Emergent Literacy   |
| <input type="checkbox"/> Child Development                      | <input type="checkbox"/> Strategies for Listening and Spoken Language<br>Development |
| <input type="checkbox"/> Parent Guidance, Education and Support |  |

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Delivery Method:       University course       Seminar       Demonstration  
                                  Distance Learning       Workshop       Other: \_\_\_\_\_

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Target Audience:

Audiologists

Speech-Language Pathologist

Teachers of the Deaf

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Level of Instruction:

Basic

Advanced

Intermediate

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### PART III - PROGRAM DETAILS

Program description/purpose - please provide a brief program description:

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List the people involved in planning instruction. Attach a Curriculum Vitae for each instructor.

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

List each instructor's affiliations or financial interests in corporate organizations with commercial products that may relate to the presentation:

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List or attach measurable Learning Objectives. Learning Objectives should complete the following sentence: "After this course, participants will be able to..." (NOTE: Do not use words such as "learn" and "understand" since these verbs cannot be measured.)

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Learning Objectives - how will the Learning Objectives be explained to the participants?

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What types of learning materials will be provided? (e.g., audio visual aids, handouts, etc...)

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Assessment of Learning - Briefly explain how participants will demonstrate their attainment of the Learning Objectives. (A typical learner assessment tool for a lecture-based activity is a multiple choice or essay question format. A general question and answer session held at the end of a presentation does not count as an assessment of learning. Please submit a copy of your assessment tool with this application.)

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Will variable credit be awarded? Yes or No. Please describe: \_\_\_\_\_

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How will you verify participants' attendance? \_\_\_\_\_

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## PART IV - PAYMENT INFORMATION

**Applications received after the 6-week deadline will be charged an additional \$100 late fee.**

Select payment method: <input type="checkbox"/> check or money order # _____ is enclosed <input type="checkbox"/> please bill my credit card	
Credit Card Number	Expiration Date
Cardholder Name	Security Code
Signature	Date
<input type="checkbox"/> Sessions / Workshops / University courses, Online courses or webinars	<input type="checkbox"/> \$150 each or <input type="checkbox"/> \$450 / 12 months for unlimited applications
<input type="checkbox"/> Conferences / Conventions / Symposiums	\$350 per conference / symposium

Make check or money order payable to and send form to:

AG Bell Academy  
3417 Volta Place, NW  
Washington, DC 20007

Fax: (202) 337 - 8314

Email: [academy@agbell.org](mailto:academy@agbell.org)

Please remember to attach the following to your application form:

- ✓ Bio up to 75 words for each instructor
- ✓ Time-ordered course outline that includes the various instructional strategies used
- ✓ Assessment tool that will be used to determine the attainment of Learning Objectives
- ✓ Evaluation form that will be used to evaluate the quality of the program

*For Academy Use Only:*

*Date received by Academy:*

**Program has been:**  **Approved**       **Not-Approved - reason:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Program Number:** \_\_\_\_\_