

# ASHA Verification of Attendance

This form will be accepted as documentation of attendance for the ASHA Certification Maintenance professional development requirement. This form is provided for ASHA certificate holders to document Certification Maintenance Hours (employer-sponsored In-service activities and other organizations' continuing and professional development activities).

This confirms that \_\_\_\_\_  
(name of attendee)

Attended (title of activity): **Workshop**

Completion date:

Number of Certification Maintenance Hours\*:

## Certification Maintenance Verified by:

Name of sponsoring organization or third party:  
***Washtenaw ISD***

Authorized individual's signature:

\_\_\_\_\_

Mailing address of sponsoring organization or third party:

***Washtenaw ISD***  
***A Regional Educational Service Agency***  
***1819 South Wagner Road P.O. Box 1406***  
***Ann Arbor, Michigan 48106-1406***  
***www.washtenawisd.org (734) 994-8100***

***ASHA Certification Maintenance Hour (CMH) = 60 minutes*** spent in a professional development activity as a learner or participant (not including break time).

0.1 CEU = 1 CMH = 1 contact hour

1.0 CEU = 10 CMH = 10 contact hours

3.0 CEU = 30 CMH = 30 contact hours

1 quarter hour college coursework = 10 CMH = 10 contact hours

1 semester hour academic coursework = 15 CMH = 15 contact hours

These CMH's may be used towards the 30 hours required to maintain your ASHA CCC's. SLPs must retain the agenda and this form in your files, as ASHA may audit your hours when you renew.