ASHA CE DEADLINE GUIDE

How to Use This Resource

This reference guide lists deadlines that ASHA CE Providers must follow related to **course/offering registration**, **participant reporting**, and **organizational changes**. It also provides directions for how to submit specific information and describes what response Providers can expect from ASHA CE. Additional guidance and explanation regarding the listed information types is available via the **ASHA CE Providers** webpage.

Course/Offering Registration

Information	Deadline	Directions to Submit	Confirmation	ASHA CE Response
Course Registration – Sole- and Joint-Provider Initiated	At least 15 days prior to start date of first offering	**Course and Offering Registration/ Cancellation Instructions** (pp. 5 – 8)	Automated email confirmation of registration submission	Email requesting additional information **or** Registration Confirmation is typically sent within 14 days after course submission.
Course Registration – Cooperative Course	At least 30 days prior to start date of first offering			
Additional Offerings	At least 3 days prior to start date of the offering	**Course and Offering Registration/Cancellation Instructions** (pp. 8 – 9)	None	New offering(s) will appear immediately on course's Offering Overview page.
Change to Course Registration Information	Within 7 days from receipt of information	Submit **CE Course and Offering Registration Information Change Form**	Automated email confirmation of web form submission	Email requesting additional information **or** Course Registration Change Notification is typically sent within 14 days after course submission.
Change to Course Offering Information				

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Participant Reporting

Information	Deadline	Directions to Submit	Confirmation	ASHA CE Response
Reporting via Excel	Within 45 days of the end date of the offering	Excel Reporting Instructions for the CE Provider Portal	None, our system will process the file overnight.	An email notification that a roster is available is typically sent within 7 days from the upload date.
Reporting via .CSV files *(approval required)*		Overview of Electronic Submission of Participant Data	Auto-generated email confirmation after submission	An email notification that a roster is available is typically sent within 5 days from the upload date.
Reporting Offerings with Zero Participants		Reporting and Roster Corrections Instructions (pp. 13 –14)	None, our system will process the file overnight	An email notification that a roster is available is typically sent within 2 days from the notification date.
Cancel Offerings		Course and Offering Registration/Cancellation Instructions (p. 10)	None	Offering's status will update immediately in the CE Provider Portal.
Roster Changes	By Roster Changes Due Date listed on roster	Reporting and Roster Corrections Instructions (pp. 14 –17)	None	Depending on the circumstances behind the requested change, this may require a consultation with your Accounts Manager.

Organizational Changes

Information	Deadline	Directions to Submit	Confirmation	ASHA CE Response
Changes to a Provider Organization	Within 30 days of changes	Notifying ASHA CE About Changes in Provider Organization	Automated email confirmation of web form submission	Email requesting additional information is typically sent within 5 days after information's received.
Changes to Personnel or Organizational Contact Information		Submit CE Provider Contact Information Change		Email requesting additional information or confirming change is typically sent within 7 days after information's received.
Changes in Personnel (e.g. CEA, Content Consultant)		Procedure for Changing CE Administrator or CE Content Consultant		Email requesting additional information or confirming changes is typically sent within 10 days after information's received.