

Instructions for online participants applying for ASHA CEUs:

All forms must be received within **15 days** from the end date of the class.

Materials received after this date will not be processed.

There will be no exceptions to this policy.

You will need to complete the following documents:

- **ASHA CEU Participant Form** – This form is found in the “Review the Materials” link of your original confirmation email as well as reminder and follow up emails.
 - You DO NOT need to fill in the Course Number. PRC-Salttillo will do that for you.
 - **You DO NEED to fill in Completion Date.**
 - MAC computers do not work well with the ASHA form. Please print, scan and email your completed form if you are using a MAC.
 - If you are using Adobe Acrobat, please make sure you are using a more current version.
- Your entrance and exit of the class are timestamped and you must stay logged in on a computer or tablet for the entire class in order to receive ASHA CEUs. Call-in only attendance does not qualify for ASHA CEUs.
- Complete the **Participant Feedback** that launches at the end of class.

Completing the ASHA CEU Participant Form

You have two options for submitting this form.

- 1) Complete electronically and email to info@prc-salttillo.com
 - a. To complete electronically:
 - i. Download the form to the *desktop* of your computer.
 - ii. Enter Completion Date, Name, Address, Phone, and Email.
 - iii. **Click inside** the Last Name box. **Type your last name** (even though the boxes disappear), then **hit Tab** on your keyboard (**do not hit the enter/return button**). Then **type your ASHA Account Number** (even though the boxes disappear). **Hit Tab again.**
 - iv. Save the form. Put your first initial and last name in file name.
 - v. Email to info@prc-salttillo.com Include the **training title** and **date** of the **class** in the subject line of your email.
- 2) Print the ASHA CEU Participant Form on WHITE PAPER ONLY, complete the boxes on the form and mail to:

Seminar Coordinators
PRC-Salttillo
1022 Heyl Road
Wooster, OH 44691

 - a. Include a short note stating the **training title** and **date** of the **class** you attended.

Please allow 90 days for your ASHA CEUs to appear on your ASHA transcript.