

## ON-LINE CE REPORTING INSTRUCTIONS

### Submit your CE credits online by March 27, 2016!

- Please note: To have CEUs submitted to the **ASHA Registry** follow directions as a TSHA member or Non-member. (For those who have paid the ASHA CE Registry fee. Requests for transcripts of CE hours earned at the TSHA 2016 Convention will be available at [www.asha.org](http://www.asha.org) or by calling 800-498-2071 [ASHA Action Center] after May 7, 2016.)

### TSHA Members:

#### \* Starting from the registry page on the TSHA website

- ACCESS YOUR TSHA REGISTRY. You can access your registry by first going to the TSHA site [http://www.txsha.org/tsha\\_ce\\_registry](http://www.txsha.org/tsha_ce_registry). From there, click on the "Access the TSHA Member Registry" button and it will take you to your personal CE registry. Enter your User ID and Password.
- Once you are in your registry, choose the blue "ADD SESSION" button located under the green ANNUAL CONVENTION SESSIONS section.
- You may search for sessions by Keyword – Session ID – Date. Once you have located the session you attended, click on the orange "SELECT" button. (Note: If the select button is grey, you have already added this session to your registry or it conflicts with sessions you have already added to your registry.)
- Confirm that the session information is correct and click on the orange "SUBMIT" button.
- The session will now be listed on your registry as a "PENDING SUBMISSION". You may repeat this step for all sessions you attended.
- IMPORTANT: Once you have entered all of your sessions, you must click on the orange "SUBMIT" button located under the "Annual Convention Reporting" section. *\*If you do not submit them within two weeks of the convention, there will be a late fee of \$25 assessed.*
- If you would like to report your convention hours to ASHA please select "YES" in the drop down menu and provide your ASHA ID. If you do not wish to have your hours reported to ASHA please select "NO" in the drop down menu and leave the ASHA ID field blank.
- To complete the reporting processes please click on the orange "SUBMIT" button. *\*If you do not submit them within two weeks of the convention, there will be a late fee of \$25 assessed.*
- Your convention CEs have now been added to your registry.
- A printer-friendly copy of your entire registry is available by clicking on the overview button at the top right and then on the printer-friendly button, also at the top right.

### Non-TSHA Members:

1. Log in to your Guest Account from the TSHA website [http://www.txsha.org/tsha\\_ce\\_registry](http://www.txsha.org/tsha_ce_registry). If you are a non-member with an existing account click on the button that says, "PRINT E-LEARNING CERTIFICATE". (Note: If you have not created a guest account previously, you will have to create a guest account to access the TSHA Continuing Education system by clicking the "register as guest" button. Once you create a guest account, return to this page and click on the "Print e-learning Certificate" button.
2. Once you are in your guest account, choose the orange "Begin" button.
3. Once you are on the certificate printing page, choose the "ADD SESSION" button located under the ANNUAL CONVENTION SESSIONS section.
4. You may search for sessions by Keyword – Session ID – Date. Once you have located the session you attended, click on the orange "SELECT" button. (Note: If the select button is grey, you have already added this session or it conflicts with sessions you have already added to your registry.)
5. Confirm that the session information is correct and click on the orange "SUBMIT" button.
6. The session will now be listed as a "PENDING SUBMISSION". You may repeat this step for all sessions you attended
7. IMPORTANT: Once you have entered all of your sessions, you must click on the orange "SUBMIT" button located under the "Annual Convention Reporting" section. *\*If you do not submit them within two weeks of the convention, there will be a late fee of \$25 assessed.*
8. If you would like to report your convention hours to ASHA please select "YES" in the drop down menu and provide your ASHA ID. If you do not wish to have your hours reported to ASHA please select "NO" in the drop down menu and leave the ASHA ID field blank.
9. After hitting submit, choose the blue "Overview" button at the top right of the page.
10. Select the "Printer Friendly" link at the top right of the page. Your transcript will appear and be ready for printing. **Please note that you will have 5 days to print your transcript. After 5 days you will have to complete the process again.**