



DEPARTMENT OF HEARING AND SPEECH SCIENCES

Purpose: Use this checklist to confirm your event and information submitted for CEU approval follows ASHA CEU Guidelines

Checklist must be submitted with promotional materials.

Content Validity

- ☐ Is this content based on identified learner needs?
- ☐ Is the content appropriate for an audience that includes audiologists, speech-language pathologists, and/or speech, language, and hearing scientists?
- ☐ Is the content current?
- ☐ Does the content reflect best practices?
- ☐ Do the learning outcomes focus on learner knowledge and performance and are they written in measurable and/or observable terms?
- ☐ Could any content be taken out?
- ☐ Is any content missing?
- ☐ Does the course follow a logical order?

Citations and Evidence

- ☐ Is the information referenced/cited appropriately?
- ☐ Is the evidence base disclosed for any clinical recommendations made?
- ☐ Does the content include a balance of potential benefits and risks of any actions discussed?
- ☐ Does the course focus on a particular product or service? If so, does a content disclosure make this clear to learners?



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Content Accessibility

- ☐ Does the way the content is presented consider learner strengths and needs?
- ☐ Is the content learner-centered, engaging, and inclusive?
- ☐ Does the content, including examples and images, reflect the target population appropriately?
- ☐ Does the content incorporate social determinants of health, person-centered care, and trauma-informed perspectives, when appropriate?
- ☐ Is the content culturally responsive?

Outcomes Assessment

- ☐ Does the learning assessment align with the learning outcomes? (are learners able to demonstrate mastery of the learning outcomes)?
- ☐ Is the learning assessment meaningful? (does it measure learning; does it allow learners to assess their strengths and weaknesses in relation to the content)?
- ☐ Is the learning assessment authentic? (does it reflect the real world; is it relevant to learners' performance)?
- ☐ Do you clearly state what learners need to do to earn credit for the course?