

ASPPA CE Guidelines for Qualified In-House Training Programs

Attendee or Instructor Requirements

1. Attend qualified in-house training programs which provide training on topics that fall within the definition of acceptable subject matter.
2. Receive and retain written verification of attendance. Use the [ASPPA Attendance Verification Form](#), or a computer generated verification form.

This written verification should include:

- program (topic) title
 - name and address of attendee or instructor
 - date of program
 - signature of ASPPA credentialed member or employer
 - number of hours of instruction who can verify attendance (50 minutes = one hour; 15 credit maximum per program)
3. Retain outline/written materials provided by employer for the program for a minimum of four years following the end of the CE cycle.
 4. Complete the [Continuing Education Program Reporting Form](#) or use the [on-line reporting template](#) provided by ASPPA, listing your attendance at these programs. (Do not submit backup material retained in 2 and 3 above unless specifically requested to do so upon audit of your submitted CE form. You must retain these materials for a period of four years following the end of the CE cycle.)

Sponsor Requirements

1. The program must be sponsored by the employer.
2. There is no requirement that the speaker or instructor be an ASPPA credentialed member. (Note that the use of audio or video tapes, in lieu of a speaker or instructor, is an acceptable program format.)
3. The subject matter covered at the program must fall within the definition of acceptable subject matter.
4. The computation of CE credit is based on acceptable subject matter on a 50 minutes equals one CE hour basis (15 credit maximum per training program).
5. Prepare and distribute a detailed outline of the program topic(s) to each ASPPA attendee.
6. Use the [ASPPA Attendance Verification Form](#) or a computer-generated verification form to provide written verification of attendance to each ASPPA attendee. Include:
 - program (topic) title
 - name and address of attendee
 - date of program
 - signature of ASPPA credentialed member or employer
 - number of hours of instruction who can verify your attendance at the program (50 minutes = one hour; 15 credit maximum)

Note

There is no pre-approval process for qualified in-house training programs. Rather, we ask that the attendee, instructor and the sponsor of the program comply with the guidelines or requirements as described above. Provided the above criteria are met, the sponsor may make the statement that its program “is designed to meet the CE requirements of the ASPPA CE program.” ASPPA members who have questions about non-ASPPA-sponsored seminars may contact the [ASPPA Membership Department](#).