

ASPPA CE Guidelines for Qualified Study Group Programs

Attendee (ASPPA Member) Requirements

1. Attend qualified study group programs which provide training on topics that fall within the definition of acceptable subject matter.
2. Receive and retain written verification of attendance. The [ASPPA Attendance Verification Form](#) or a computer generated verification form can be used to document attendance, and should include:
 - program (topic) title
 - name and address of attendee
 - date of program
 - signature of ASPPA credentialed member
 - number of hours of instruction who can verify attendance (50 minutes = one hour; 15 maximum per study group session)
3. Retain outline/written material provided 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 minimum of four years following the end of the CE cycle.

Sponsor Requirements

1. The study group must include at least one ASPPA credentialed member.
2. There is no requirement that the 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 study group session).
5. A detailed outline of the program topic(s) must be provided 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
 - number of hours of instruction who can verify attendance (50 minutes = one hour; 15 credit maximum per study group session)

Note

There is no pre-approval process for qualified study group programs. Rather, we ask that the attendee (ASPPA member) and the study group comply with the above guidelines. ASPPA members who have questions about non-ASPPA-sponsored seminars may contact the [ASPPA Membership Department](#).