



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

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**SUBJECT: CONTINUING EDUCATION-  
CANCELATION POLICY**

**Policy No.: 215  
Supersedes: January 1996  
Revision Date: February 2022  
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### **Purpose:**

To outline the Communication Disorders Department's cancellation policy regarding continuing education activities.

### **POLICY:**

The Communication Disorders Department is an established Continuing Education Sponsor with the American Speech-Language and Hearing Association (ASHA) and therefore adheres to the guidelines established by the ASHA Continuing Education Board (CEB) to provide and to conduct in-house continuing education activities for LACO SLPs and Audiologists including independent studies for COD Staff, and, ASHA Co-Sponsorship of select outside professional conferences.

### **PROCEDURES:**

1. Independent Study (IS) for ASHA CEUs:
  - a. The Communication Disorders Department offers ASHA Independent Study for RLANRC COD Staff only, as ASHA Providers may only accept plans for members/staff within their organization. Participant must contact the Rancho Education/Training Coordinator prior to the start of the IS plan and follow all other ASHA requirements in order to successfully complete the IS. Cancellation of an IS may be decided by the CE Coordinator and/or the participant wishing to withdraw the IS at any time.
2. RLANRC/CDD/Conferences/Workshops:
  - a. Continuing Education Conferences/Workshops sponsored by the Communication Disorders Department have set registration fees per activity due by the registration deadline included in the activity brochure.
  - b. Attendee cancellation notification must be received in writing a minimum of 7 days prior to the date of the CE activity. After this date, under no circumstances will refunds/credits be made. RLANRC/CDD reserves the right to modify the course's schedule or program as necessary. RLANRC also reserves the right to cancel an activity, in which case a full refund of the registration fee will be provided.. RLANRC/CDD is unable to refund travel costs (flight, hotel, etc.) in the case of RLANRC cancellation.
3. Cooperative/ASHA Co-Sponsorship for jointly offered community Continuing Education Conferences/Workshops

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EFFECTIVE DATE: January 1996  
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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

Signature(s) on File.

SUBJECT: CONTINUING EDUCATION- CANCELLATION POLICY  
RANCHO LOS AMIGOS NATIONAL REHABILITATION  
CENTER

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The Communication Disorders Department may act as co-sponsor for appropriate community continuing education events. The Communication Disorders Department administrative fee is \$10.00 per ASHA participant form processed; or, one free course registration for a Rancho Communication Disorders Department employee to attend the conference/workshop. If, the activity is canceled, a \$25.00 cancellation fee will be charged for filing the required ASHA cancellation paperwork. The Community Sponsor is responsible for paying the \$250.00 course filing fee with ASHA. This fee is per activity offered.

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