



Testing Evaluation, and Certification Unit (TECUnit)

# CMP Manual

Certification Maintenance Program Policies and Procedures

**2023-2024**



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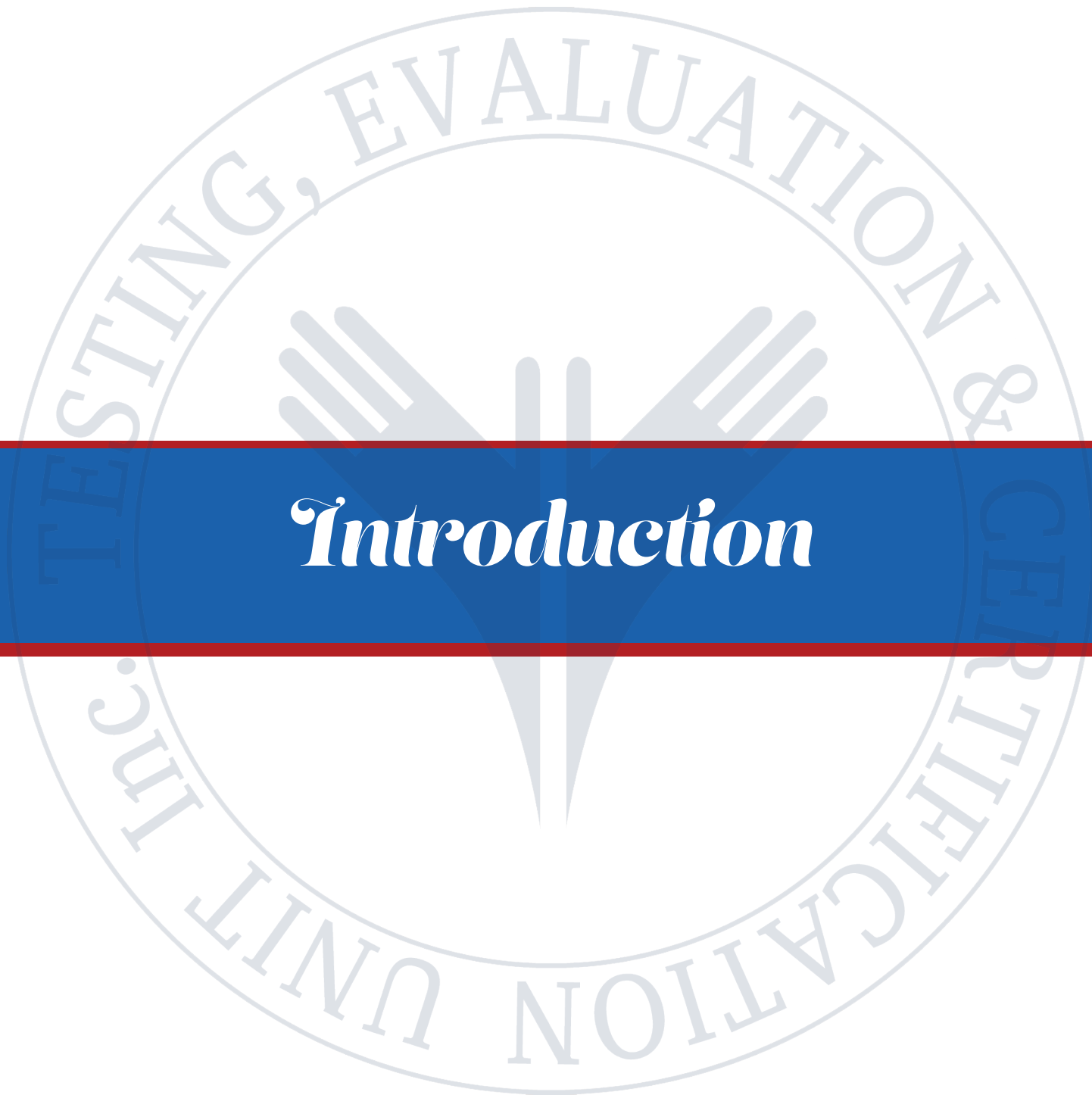
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# *Introduction*



## About this Manual

This document states the current policies and procedures of the Certification Maintenance Program (CMP) and provides guidance to cued language transliterators (CLTs) for successful participation in the program. Every effort is made to update and revise this document as necessary. With the publication of each revision, all previous versions of this document become invalid and should not be considered a reliable reference. The information in this document supercedes all previous policies and correspondence.

## Audience

This manual is a reference for those who are enrolled in the Certification Maintenance Program and for organizations that may seek to offer training approved for TECUnit Continuing Education Hours (CEHs). In general, CMP participants are those who have successfully been certified through the **Cued Language Transliterator National Certification Examination (CTLNCE)**. However, in some cases, participation in the Certification Maintenance Program may be required by state agencies for CLTs after successfully passing the **Cued Language Transliterator State Level Assessment (CLTSLA)**. To determine whether your state requires participation in the CMP or periodically retaking the CLTSLA, contact the relevant state agency.

## Purpose of the CMP

The TECUnit Certification Maintenance Program (CMP) provides a system that: (1) allows nationally certified cued language transliterators to preserve their certification status without retaking the CLTNCE test battery; and (2) promotes the retention of the high level of skill and knowledge demonstrated by cued language transliterators at the time of certification.

## CLT Code of Conduct Adherence

Cued language transliterators in the Certification Maintenance Program attest to adhere consistently to the CLT Code of Conduct at all times when providing cued language transliteration services.

## Additional Responsibilities

CLTs participating in the CMP are expected to update the TECUnit in a timely manner regarding changes to contact information including mailing address, phone number, and email to ensure reliable communication. Additionally, participants should check the TECUnit website regularly for announcements, updates, and revisions to policies and procedures.

With regard to providing appropriate documentation and artifacts demonstrating successful completion of CMP requirements, the burden of proof falls upon the participant.





*Requirements*

## Overview

The purpose of the Certification Maintenance Program (CMP) is to provide a system whereby nationally certified cued language transliterators may preserve their certification status without retaking the Cued Language Transliterators National Certification Examination (CLTNCE) test battery. The CMP also serves to ensure that participants retain, or advance, the high level of skills demonstrated at the time of certification. Additionally, the CMP promotes ongoing learning so that cued language transliterators remain current in knowledge related to the field.

## Annual Requirements

**The CMP year begins each July 1st and ends on June 30th of the following calendar year.** Each TSC holder has a minimum of two annual requirements. Each must provide adequate proof of five (5) hours of cued language transliteration work hours as assurance that skills are maintained. An annual fee must be paid by June 30th.

### ► Work Hours

The work hours requirement is intended to ensure that TSC holders engage in ongoing (i.e., at least annual) provision of cued language transliteration services to retain CLT skills including expressive and receptive fluency. The criterion of five (5) work hours yearly was determined to be the minimum requirement to ensure skills maintenance.

Acceptable activities that may be applied to satisfy the five (5) Work Hours requirement include:

- Full or Part-time Employment as a CLT;

- Freelance cued language transliteration work;
- Unpaid/pro bono cued language transliteration hours;
- In-person or remote cued language transliteration services;
- Symbolic cued language transliteration [see below].

The total five (5) work hours may be completed through any combination of the activities above. When the total five (5) hours is combined from multiple sources, verification is required for each.

Symbolic transliteration is applicable. In such cases, cued language transliteration services are offered without a request from a deaf, cueing consumer. Examples include:

- Provision of transliteration at houses of worship;
- Government meetings and events open to the public;
- Televised and streamed events with a CLT shown as picture-in-picture.

Each of these activities could be applied toward the work hours requirement.

***All work hours submitted to satisfy the annual requirement must be completed/fulfilled assignments.*** Cued language transliteration assignments that are cancelled are not acceptable. If a CLT is dismissed because the deaf consumer does not show for the assignment, the hours cannot be applied for work hours. Provision of American Sign Language (ASL) interpreting is not accepted to satisfy this requirement.

***Acceptable documentation to verify completion of work hours specifies three pieces of information:*** (1) The work hours were delivered between July 1st and the June 30th of the CMP year to which the hours are to be applied; (2) cued language transliter-

ation must be specified as the service rendered; and (3) a minimum of five hours were provided. **Documentation that lacks any of this information will not be accepted.**

A paystub or letter from a supervisor or employer (with contact information) may serve as documentation provided the information above is clearly specified. An invoice generated by the CMP participant does not serve as acceptable documentation.

CMP participants who do not submit acceptable documentation of five (5) work hours by the June 30th will be notified and given until July 31st to satisfy this deadline. Cued language transliterator work hours completed and reported during this grace period will be accepted to satisfy the annual requirement. However, specific cued language transliteration work hours may not fulfill requirements in more than one CMP year. Exceeding the minimum required hours in one year does not satisfy future requirements. Work hours do not rollover to the next CMP year.

In the event that a TSC holder is unable to submit verification of five (5) hours of cued language transliteration work, the individual has two options: 1) Use the once-in-a-lifetime, one-year extension by submitting the required paperwork [explained in further detail later in this manual]; or 2) register for the CAECS-E by July 31st of the same calendar year. Future requirements and deadlines are unaffected. A CLTID card will not be issued until the annual work hours requirement has been met or one of the alternate options has been completed. This may result in a lapse of certification status until the requirement has been satisfied.

A score in the Acceptable range must be earned by November 30th of the same year. If these requirements are not fulfilled fol-

lowing the procedures outlined in this manual, the CMP participants certification status will expire.

### ▶ **CMP Annual Fee**

Each year by June 30th, every CMP participant must pay the annual fee. This may be paid by check mailed to the TECUnit office. Checks sent by mail must be postmarked by June 30th in order to avoid a late fee. The fee may also be paid by credit card through the online system.

#### **Schedule of Late Fees**

Annual fee received by June 30.....	\$90
Annual fee received between July1-31.....	\$100
Annual fee received between August 1-31.....	\$110
Annual fee received between Sept. 1-Nov. 30.....	\$150
Annual fee received between Dec. 1-31.....	\$200

A CLTID will not be issued until all requirements have been satisfied. This may result in a lapse of certification status until the requirement has been satisfied. If the annual fee is not received by December 31st, the participant's certification expires. Any transliterator who is unable to pay the annual fee due to financial hardship should contact the TECUnit office.

### **Four-Year Cycle**

Continuing education is central to the Certification Maintenance Program. Towards that goal, participants must successfully complete 60 approved hours of coursework, presentations, events, or meetings in every four-year cycle. All coursework applied toward CEHs must be approved in advanced.

## FAQs about Annual Requirements

### ▶ I lost my full-time job as a CLT. Do I still need to submit cued language transliteration work hours?

Yes. The five (5) work hours requirement is intended to ensure that CLTs maintain the high levels of cued language transliteration skills and expressive cueing proficiency demonstrated at the time of certification. This requirement can be fulfilled by delivery of cued language transliteration services that are paid or unpaid, in-person or remote, and in a variety of setting (e.g., educational or freelance). You may wish to reach out to interpreter/transliterators agencies, cueing organizations, and cue camps for work opportunities. If work is hard to come by, symbolic transliteration is accepted to satisfy this requirement. Contact our office if you have questions about other acceptable alternatives.

### ▶ Can I use ASL interpreting hours to satisfy my work hours requirement?

We understand that many cued language transliterators also work as signed language interpreters and that the skills of these two roles overlap in many ways. However, provision of ASL-English interpreting does not ensure that CLTs maintain the high level of expressive cueing and specific skills needed for our profession. Only cued language transliteration services satisfy this requirement.

### ▶ I earned more than five Work Hours this year. Can I apply some to next year?

No. The spirit of this requirement is to ensure that CLTs continue to use related skills each year. Five (5) annual work hours

were deemed the minimum to ensure maintenance of skills over time. Cued language transliteration work hours applied to this requirement must be delivered between July 1 and June 30th of the CMP year to which they will be applied unless the grace period is used.

### ▶ What payment methods do you accept?

You may pay by check (postmarked by the deadline). Our online system works with any U.S.-issued and most internationally-issued magstripe or chip cards bearing a Visa, MasterCard, American Express, Discover, JCB, or UnionPay logo. Credit, corporate, debit, prepaid, and rewards cards are also accepted.



### ▶ I'm worried about my ability to pay the annual fee. What should I do?

We encourage you to plan ahead. This expense occurs on June 30th of each year you maintain your certification status. You can pay the annual fee earlier if that works for you. You may also pay later with a late fee. If you still believe you will not be able to pay the annual fee, please reach out to our office as soon as possible.

### ▶ I provided cued language transliteration services at a Cue Camp as a volunteer. Would those hours apply to my Work Hour requirement?

Absolutely. Pro bono transliteration satisfies this requirement. You do not need to be paid for the service to earn CLT Work Hours. The host organization must write a letter on your behalf that includes the required information.

### ▶ I completely forgot to send my annual requirements. What should I do?

You have a grace period until July 31st of the same year to submit verification of Work Hours. *You may pay your annual fee with late fees until December 31st following the deadline of your CMP year (refer to the schedule of late fees).*

The TECUnit makes every effort to post announcements on our website and to send reminders via email. However, it is the responsibility of the CLT to track and complete all requirements to maintain certification status. Make sure to update your contact information with our office. If you provided a school-based email address that you do not check regularly during the summer, you may be missing important notifications. Consider either checking that email in the summer or provide the TECUnit a secondary email address.

As soon as you realize you've missed a deadline, reach out to our office.

### ▶ I wasn't able to get five work hours completed. I registered for the CAECS-E, but what if my skills have decreased?

Remember, the purpose of the Certification Maintenance Program is to ensure that CLTs maintain the high level of skills demonstrated at the time of testing. If you are concerned that your skill level has declined and wish to remain certified, you should take measures to regain your skills (e.g., attending coursework, implementing daily practice, seeking out mentorship opportunities). If you are still concerned about your ability to pass the CAECS-E, start early. You may take the test more

than once if necessary. A score in the Acceptable range must be earned by November 30th of the same year.

### ▶ I need a copy of my CLTID card. What do I do?

If your CLTID card is lost or damaged, you can request a replacement using our online system.

### ▶ I'm not currently working as a CLT. Could I arrange to provide symbolic cued language transliteration during services at my church?

Yes. Your house of worship will need to provide verification that includes the required information according to CMP policies.

### ▶ Can I provide symbolic transliteration for a board meeting at my spouse's company?

Symbolic transliteration applied to fulfill this requirement must be delivered at a public event in association with house of worship, national/state/local government, or a televised event. If you have questions about an event for which you intend to provide symbolic interpreting to fulfill your Work Hours requirement, you should contact our office in advance.

### ▶ Why am I being required to transliterate when there is no deaf consumer?

You're not. Symbolic transliteration is a last resort option for CLTs who are unable to find five hours of work during the CMP year. If you work regularly as a CLT, you do not need to provide any symbolic transliteration services.



## Your Four-Year CMP Cycle

### Year 1

(By June 30)  
Annual Fee  
Five (5) Work Hours

### Year 2

(By June 30)  
Annual Fee  
Five (5) Work Hours

### Year 3

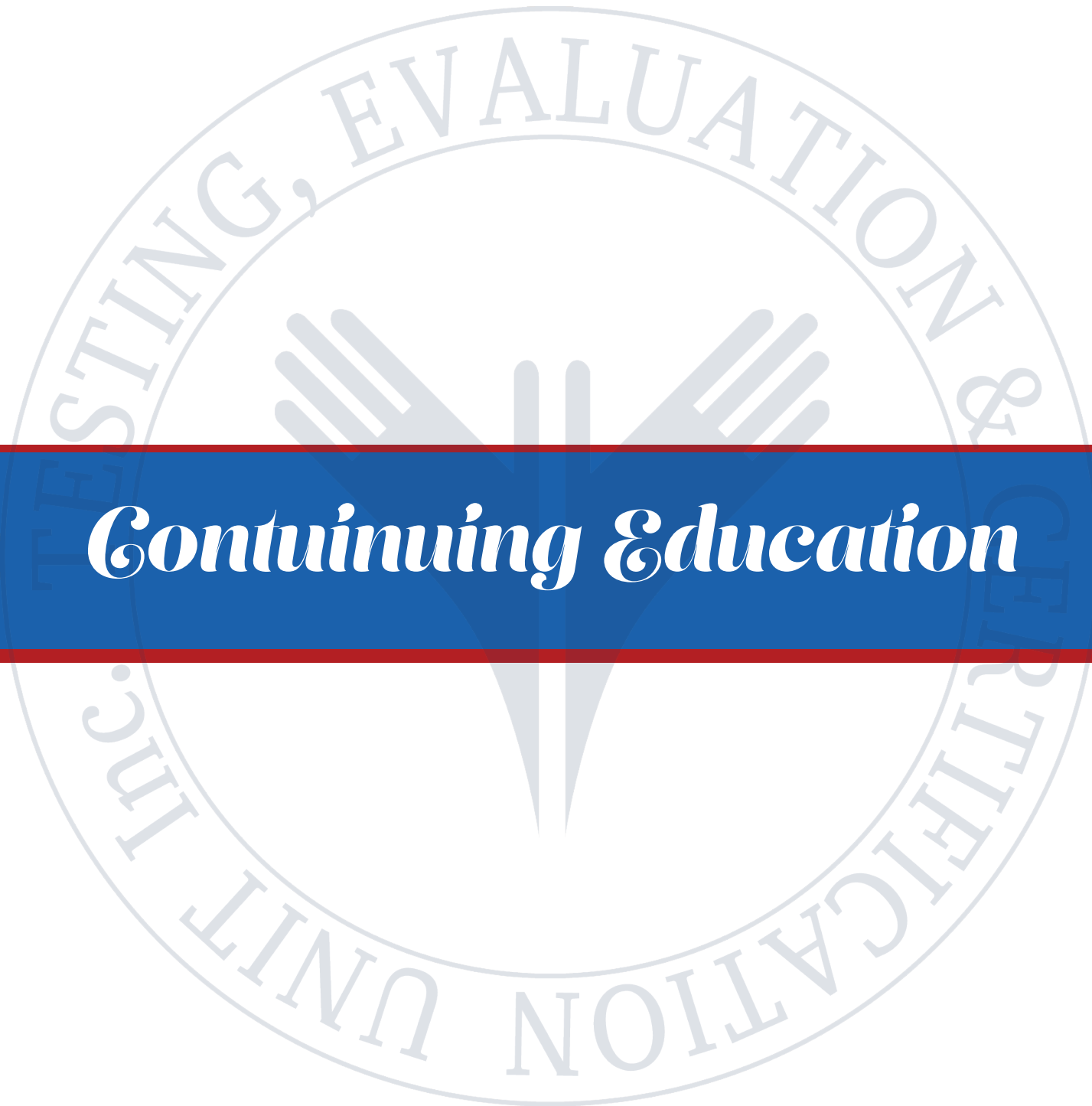
(By June 30)  
Annual Fee  
Five (5) Work Hours

### Year 4

(By June 30)  
Annual Fee  
Five (5) Work Hours  
Report CEH Activities

Acquire a minimum of **60 approved Continuing Education Hours (CEHs)** through successful completion of any combination of Sponsored CEH Events, Unsponsored CEH Events, college coursework, teaching or presenting CEH events, or teaching college coursework.





*Continuing Education*



## Continuing Education Hours (CEHs)

Participants in the CMP are required to successfully complete 60 hours of continuing education in each four-year cycle. Continuing Education Hours (CEHs) are those hours spent in professional development activities that advance or maintain the skills and/or knowledge of a cued language transliterator.

Acceptable topics include a wide variety of related areas provided that the course:

- Primarily focuses on content that applies to the profession of cued language transliteration;
- Is delivered at an appropriate level given the skills required to achieve a TSC or state-level credential;
- Enhances a CLT's ability to perform on the job;
- Is sponsored by an organization and delivered by an instructor/presenter with appropriate qualifications or background
- Includes assessment to ensure achievement of learning outcomes.

The TECUnit adopted a 1:1 ratio wherein one hour of instruction is equivalent to one (1) Continuing Education Hour. When the total instructional time includes part of an hour, the CEH equivalent is rounded up to the nearest quarter hour (i.e., 15 minutes equals .25 CEHs). For example, an approved 70-minute course would be offered for 1.25 CEHs and an 80-minute course could be approved for 1.5 CEHs. Determination of the maximum number of CEHs is made during the approval process. CLTs may not round CEHs when reporting their CEH activities.

In general, CEHs are awarded for direct contact hours of instruction or outside approved, structured activities that are part of instruction. Breaks are not figured into calculations.

## Pre-Approved Continuing Education

In order to be counted toward Continuing Education Hours, all coursework must be approved by the TECUnit. Events that are approved as CEH events include Sponsored CEH Events and some college courses.

Sponsored CEH Events are submitted by the host organization for review and must be approved before the event begins. Additionally, many college classes have been pre-approved. Coursework taken at an accredited college or university that is categorized within certain disciplines is automatically approved and will be accepted for CEH credit provided that certain minimal criteria for successful completion are met.

### ► Sponsored CEH Events

An organization may submit a course or an event for approval as a CEH Sponsored event. These courses will display the CEH logo indicating that CEHs are approved for participants. While the TECUnit cannot verify all content within a course, every effort is made to ensure that the course topics are relevant, objectives are appropriate, assessment is conducted, and that instructors are sufficiently qualified. Additionally, participants are given the opportunity to provide event feedback to the TECUnit to ensure ongoing satisfaction with approved training.

Some organizations opt to become *TECUnit Providers*. These registered organizations maintain membership fees to avoid having to resubmit the same recurring events for approval each time they are offered. With regard to Providers, it is important for CLTs to know that:

- Each CEH event hosted by a Provider undergoes the same approval process as Sponsored Events;
- CEH Providers may also hold events that are not approved for CEHs. Be sure to look for the CEH logo on advertising. Reach out to the host organization with questions you have about whether an event provides CEHs and how many you can earn.

All questions about registration procedures, course costs, and logistics should be directed to the organization delivering the training. The TECUnit does not organize or deliver CLT training.

### ▶ Advertising CEH Events

Hosting organizations are required to display the Approved for TECUnit CEHs logo when advertising their Sponsored CEH events.



When organizations submit an application requesting CEHs, advertising for the course might state Pending Approval for TECUnit CEHs. However, approval is not guaranteed. Verify that events are approved before you register. If your decision to attend is conditional on the training's provision of CEHs, you should communicate with the host organization about their refund policy in the event that CEHs are not approved. The TECUnit is not responsible for claims made by outside organi-

zations about provision of CEHs.

***The TECUnit does not approve CEHs for any event after it has started.***

### ▶ College Coursework

Many college and university courses are pre-approved for TECUnit CEHs. In such cases, a TSC holder does not need to submit a request for CEH approval to the TECUnit. Courses taught at accredited colleges and universities within the following disciplines and with these exact college course codes are pre-approved for Continuing Education Hours (CEHs):

- CSD | Communication Sciences and Disorders
- EDU, EDUC, EDUX | Education
- LING | Linguistics
- PSY, PSYCH | Psychology

***Additionally, undergraduate and graduate-level foreign language courses are pre-approved and follow the same requirements.*** These include all spoken and signed language courses taught at accredited colleges and universities.

Additionally, college courses with a primary focus on the topics of interpretation and translation (between languages), ethics, and audiology are preapproved. These key terms must appear in the title of the course (e.g., Introduction to Social Ethics) and should not simply be tangentially related. For example, a course called *Introduction to Genetics* that includes a section on ethical considerations is not pre-approved.

Courses containing the terms interpretation and translation

must relate to language facilitation. The title should not refer to analysis. For example, a course titled “Interpreting in Health Care Settings” would be pre-approved if directed at interpreters who facilitate communication between providers and patients. However, the course “Interpreting Social Media’s Impact on Society” would not be pre-approved. If you are unsure of the acceptability of a course, contact us at [info@tecunit.org](mailto:info@tecunit.org) before enrolling. Misunderstanding the nature of a course does not mean that it will be accepted toward the CEH requirement.

If you are considering a college-level course that does not meet any of the criteria for pre-approval but that you think would be appropriate toward your continuing education, you may submit the course as an Un-sponsored Event. If your decision to enroll is contingent on your ability to earn CEHs, be sure to get approval from the TECUnit prior to enrolling in the course. You will need to complete an individual request for an Un-sponsored Event [see below]. You will also need to submit a copy of the syllabus with your application. A syllabus of that course from a recent, previous semester is acceptable.

If, at the end of a four-year cycle, a CMP participant reports a successfully completed college course that was not submitted to the TECUnit for approval and varies from these specifications, the CLT runs the risk of the course being rejected and not counted as part of the required 60 CEHs. This could put your certification status at risk. Always reach out to our office when you are unsure if coursework will apply. Remember, the TECUnit does not approve any course or event for CEHs retroactively. If you complete a course mistakenly believing it would be pre-approved, it cannot be submitted as an Un-sponsored Event after the fact.

***There is no limit to the number of CEHs that may be earned in a four-year cycle by successfully completing college credit.***

[Note: This is a change from a previous policy of the Certification Maintenance Program. However, the current board eliminated the cap on college coursework.]

For classes offered at **institutions on a semester system**, each college credit is equivalent to 15 CEHs. In such cases, a three-credit course would be equivalent to 45 CEHs.

For classes offered at **institutions on a quarter system**, each college credit is equivalent to 10 CEHs. In those cases, a three-credit course would be equivalent to 30 CEHs.

***CLTs who wish to apply college-level coursework toward the requirements of the CMP must earn a grade of C or better. Be sure to check the grading policies of the institution. (Grading conventions like “Satisfactory”, “Pass”, “Successfully Completed” are not accepted for college coursework.)***

In order to apply college-level credit for CEHs, the CMP participant must submit verification of successful completion with a final grade of C or better. ***An official transcript from the institution is required and should be sent within thirty (30) days of the completion date of the course.***

## **Un-sponsored Events**

If you plan to attend a workshop or event and the sponsoring organization has not sought CEH approval, there are two options. First, you can encourage the host organization to submit an application for the course as a Sponsored Event. This is the preferred method as it enables other CLTs to get credit for

successful completion and may benefit the host organization by drawing additional participants to the event.

If the event sponsors do not wish to request CEHs, a CMP participant may submit a request for CEHs as an individual. ***In that case, the event does not become a CEH Sponsored Event. Rather, the individual would be approved to earn CEHs by successfully completing that Un-sponsored Event.*** Documentation of successful completion is required within two weeks after the end of the event. Other CMP participants who attend the same course would also need to request CEHs individually.

The application process for a Sponsored CEH Event must be initiated by the host organization and may not be requested by attendees or individuals. The request for an Un-sponsored Event must be submitted by each individual CMP participant seeking CEHs.

### ▶ Applying for an Un-sponsored CEH Event

If a host organization does not wish to apply to offer CEHs for a Sponsored CEH Event or if a college course does not fall into one of the pre-approved disciplines, a CMP participant may submit an application to earn CEHs through an Un-sponsored Event.

The application form must be completed fully, which may require the CMP participant to contact the organization to gather sufficient information to complete the application. It is the applicant's responsibility to gather sufficient, accurate information so that TECUnit may make an informed determination whether or not a course can be approved for CEHs. ***It is insufficient to submit a flier, links, or other forms of advertising to the***

***TECUnit for reviewers to glean information. Incomplete forms will be returned without review.*** If clarification is necessary, the TECUnit office will reach out to you with questions.

Applications to request CEHs for Un-sponsored Events should be sent at least two weeks in advance of the course/event start date. The cost of review for CEH approval for an Un-sponsored Event is \$25 and is not refundable. The fee may be paid by check made payable to TECUnit and sent to our office or paid by credit card through our online system ([www.tecunit.org](http://www.tecunit.org) > Make a Payment). The application can be found on our website. Once completed, it should be sent to [info@tecunit.org](mailto:info@tecunit.org). An event may not be submitted for approval after its start date. Events will not be approved for CEH credit retroactively. If a CMP participant wishes to submit a CEH request for an Un-sponsored Event less than two weeks prior to the start date, an expedite fee can be paid to prioritize the review process.

## Retaking Courses/Events

Repeating coursework is common in the culture of our community. Many courses for cued language transliterators have been designed to adapt to the evolving skill levels of attendees. For that reason, a CMP participant may earn CEHs in another four-year cycle for a previously attended course. ***Repeating a course, however, cannot earn additional CEHs within the same four-year cycle.***

## CEHs for Teaching/Presenting

Many nationally certified cued language transliterators teach and present on a variety of topics related to our profession. Continuing Education Hours may be earned for teaching or presenting a CEH event.

***CMP participants who serve as a primary instructor/presenter for a CEH event will earn 1.5x the total number of CEHs approved for the event.*** For example, teaching a three-hour CEH event would earn the presenter 4.5 CEHs. Individuals who teach only a portion of an event approved for CEHs may earn 1.5x the number of CEHs for the amount of time they teach or present.

Review the section, ***Sponsor Responsibilities*** in this manual to learn how to report the increased number of CEHs occurs.

For participants in the CMP, there is currently no limit to the number of CEHs that may be earned in a four-year cycle for teaching/presenting at workshops or presentations.

### ► Teaching College Courses

A CMP participant who teaches a course at an accredited college or university in any of the approved disciplines (i.e., Communication Sciences and Disorders, Education, Linguistics, Psychology) is pre-approved to earn CEHs for teaching those courses. The same formula for equivalency between college credits and CEHs applies (and is dependent on whether the institution is on a semester or quarter system. See above). ***However, a maximum of 20 CEHs may be earned per four-year cycle for teaching college coursework.*** The formula of 1.5x CEHs for instructors does not apply to the teaching of college coursework. A recurring college course may only be reported once per four-year cycle.

College classes outside of the pre-approved disciplines may also apply toward the CEH requirement, but must be submitted by the individual for approval of CEHs as an Un-sponsored Event.

An official copy of the course syllabus is sufficient documenta-

tion for courses taught by a CMP participant and must be sent to the TECUnit within thirty (30) days of the course completion date.

## Finding CEH Opportunities

### ► It Starts with You

What kinds of courses, presentations, and events should you consider as part of your continuing education as a cued language transliterator? Before looking in more detail at the requirements for the Certification Maintenance Program, start by thinking about what you would like to learn.

- ***Consider your individual educational needs.*** Which of your skills or knowledge areas do you think would benefit from instruction or mentorship? Are there any areas where you believe your skills could be improved?
- ***Think about your interests.*** Learning should be enjoyable. Are there topics relevant to cued language transliteration that you'd like to explore in more detail?
- ***Consider your resources.*** Courses vary in cost, length, and the time and frequency of delivery. No one knows your obligations better than you. Find courses that fit your time and budget (e.g., College courses can be expensive, but provide many hours in a relatively short period of time.)

### ► Finding Appropriate Training

When a course is submitted to the TECUnit for CEH approval, it is evaluated in several ways including:

- ***Relevance to cued language transliteration.*** Obviously, courses on the CLT Code of Conduct, transphonation, and Auditory Environmental Stimuli relate to our profession. However, many other topics may also be pertinent including



American Sign Language, education, interpreting, phonology, foreign languages, psychology, bilingualism, speech production, deafness, language development, linguistics, language disorders, ethics, learning and instruction, learning disabilities, cochlear implants, written language, reading, and literacy development. This list offers just a few of the possible subjects that might be relevant to a cued language transliterator.

- **Level of Instruction.** CEH-approved training must be at a sufficient level for a CMP participant. Advanced courses in expressive or receptive cued language instruction would likely qualify. Beginner-level courses might also be appropriate for related topics like American Sign Language.
- **Quality of Instruction.** Courses/events must be taught/presented by individuals with appropriate credentials, backgrounds, education, and/or experience. Reviewers ensure the event was designed with clear, thoughtful, achievable, and appropriate learning outcomes supported by interactive activities that are assessed in some way to ensure successful completion.

### ► What Types of Events are Not Approved

Most applications for CEH approval are approved. Sponsors and CMP participants generally vet training well before submitting it. However, while some types of training activities may be beneficial, they may not qualify for CEHs. Events that would not likely be approved for CEHs include:

- **Self-guided Activities.** All CEH Events must be delivered under the direction of a host organization, which ensures learning objectives are met and that the CMP participant successfully completed training. Individual activities or practice conducted with peers (e.g., cue reading on Zoom, peer

mentoring) would not be approved. Again, this is not to say that these activities are not beneficial – only that they do not qualify as structured, professional continuing education.

- **Social Events.** Many social events for cuers yield benefits (e.g., networking, cue reading practice). However, these would not be approved for continuing education.
- **Unstructured Practice.** Hours of individual fluency practice would not be approved. CEH Events must have clear learning objectives and a measure to determine their successful completion.
- **Events Unrelated to the Profession.** The TECUnit accepts a wide variety of topics associated with language and education. Business training on topics like accounting, advertising, personal computing, etc. that might be beneficial for a transliterator’s private practice would not be approved for continuing education credit. [See Appendix D for more examples.]

### ► Where to Look for Appropriate Training

In recent years, we’ve witnessed significant growth in the number of online courses related to cued language transliteration and related topics. Access to CLT training is now made available throughout the country like never before. Sponsored Events are required to include the Approved for TECUnit CEHs logo for easy identification.

The ability for CLTs to request CEHs for Un-sponsored Events has also opened up millions of hours of in-person and online instruction on a variety of topics. Internet searches for “continuing education” and a topic/ skill of interest are likely to yield many options. For support on tecunit.org, go to:

MAINTENANCE > Finding CEH Opportunities.

## At the End of a CEH Event (For Participants)

Documentation is essential to accurate tracking of continuing education. In this section, we will examine roles and responsibilities as they relate to different types of CEH events. As the Continuing Education Program continues to evolve to better serve consumers, it is important that stakeholders know what to expect.

### ► Completion of a Sponsored CEH Event

At the end of a Sponsored CEH Event, the instructor will distribute a Participant Form to be completed by each attendee seeking CEHs. Your completed Participant Form should be returned in a timely manner to the instructor/host organization according to their specifications. The host organization is required to gather all completed Participant Forms and submit them together to the TECUnit within two weeks of the completion of the CEH Event.

Completed Participant Forms may only be sent to the TECUnit by the host organization. Individual TSC holders may not submit their Participant forms directly. The sponsoring organization must ensure that each attendee seeking CEHs successfully completed the event according to its specifications. Organizations can indicate on the form if a TSC holder should receive fewer CEHs than the total allowable for the event (e.g., if an attendee missed a significant portion of the event.)

Sponsors are also required to provide each CMP participant a proof of attendance certificate for each CEH event. It is essential that you retain your certificates for all CEH events. **The burden**

**of proof for verification of Continuing Education Hours at the end of the four-year cycle is the responsibility of the TSC holder.** In the event that a discrepancy in reporting occurs between Participant Forms and the list of CEH activities provided by the CMP participant, certificates may be requested to verify that requirements have been met. Be sure you receive and retain a certificate for each Sponsored CEH activity you attend.

When a participant does not attend the entire event, the determination whether or not to award partial CEHs is left to the instructor/presenter.

In cases when a CEH event goes over the scheduled time, additional CEHs cannot be awarded. The maximum number of CEHs earned for an event is determined at the time of the application's approval.

Participants have the opportunity to provide feedback about an event they attended to the TECUnit reviewers who approved it for CEHs. This information may be used by reviewers to determine whether future events are approved for CEH credit and whether or not a sponsoring organization may continue in that role. A link to provide online feedback is provided as a QR code at the bottom of every Participant Form, but may also be found on our website.

MAINTENANCE > Provide CEH Event Feedback

Participants may provide feedback about this CEH event directly to the TECUnit by following this QR code.





Participants in the CMP may provide feedback by email to the TECUnit. Organizations and instructors are not provided direct access to feedback provided to the TECUnit. Confidentiality with regard to participant feedback is strictly maintained.

### ▶ **Completion of an Un-sponsored CEH Event**

Participant Forms are not provided at Un-sponsored CEH Events requested by an individual. The attendee must be sure to receive a certificate/proof of attendance from the instructor, presenter, or host organization, which must be submitted by the TSC holder to the TECUnit within two weeks of the completion date of the event. Certificates may be submitted by mail or sent electronically to info@tecunit.org. Be sure that your full name and CLTID are included in your correspondence so that TECUnit staff can update your records. Event fliers do not serve as sufficient verification of successful completion of an Un-sponsored Event. Self-generated certificates are not acceptable.

For college coursework submitted as an Un-sponsored Event, the participant must submit an official transcript from the college or university showing a final grade of C or better. This documentation must be sent to the TECUnit within thirty (30) days of the course end date.

### ▶ **Professional Development Plan (PDP)**

In the past, TSC holders were allowed to submit an individualized Professional Development Plan proposing professional activities (e.g., reading articles) to earn a limited number of CEHs per year. This option has been discontinued. Professional Development Plans are no longer accepted.

## **FAQs about Continuing Education**

### ▶ **I live where there aren't many CLT training courses offered. What should I do?**

Online training for CLTs is on the rise. This shift from in-person training to remote learning increases access around the country. Contact CLT training organizations to learn more about the CEH courses and events offered. Consider joining their mailing lists to be notified of upcoming coursework. Networking via social media may also yield information about events.

Additionally, you can request CEHs for an Un-sponsored Event. This feature of the CMP makes millions of hours of relevant training opportunities available to you to apply toward your requirements.

If resources allow, you may consider taking a college course. Many are pre-approved. Successful completion of a 3-credit course at an institution on a semester system would earn you 45 CEHs toward your four-year cycle.

Finally, you could also teach/present a CEH event through a sponsoring organization. By working with a host organization and submitting your event for CEHs, you could earn 1.5x the approved number of CEHs for your event.

### ▶ **I'd rather submit all my Participant Forms myself. Where do I send them?**

Participant Forms may only be received by the TECUnit from the host organization. The hosting organizations are tasked with distributing those forms at the end of a CEH event, collecting them after completion, verifying hours, and submitting forms

for those attendees who have successfully completed the CEH event. Submission of the Participant Form by the sponsor indicates that you completed the course according to their requirements (e.g., attendance).

**▶ My four-year cycle ends this year and I'm not sure if I'll be able to get all my CEHs completed. What should I do?**

First, don't wait to acquire hours. If you try to acquire most of your CEHs in the final months of your four-year cycle, you may have difficulty.

You might reach out to CEH Providers, who can offer recurring events at any time without having to go through the approval process again.

If you are still unable to meet this requirement, you may opt to take the once-in-a-lifetime, one-year extension. Refer the End of Your Cycle policies and procedures in this manual for more information about that option.

We encourage CMP participants to start acquiring CEHs early. If you suspect you will not be able to meet any requirement of the CMP by the deadline, reach out to our office as soon as possible. If you wait until the deadline to notify the TECUnit that you cannot fulfill your CEH requirement, there is not much we can do for you except offer the once-in-a-lifetime extension.

**▶ Is there a specific number of CEHs I need to acquire each year?**

No. You must acquire 60 CEHs by the end of your four-year cycle. While that breaks down to an average of 15 CEHs/year,

there are currently no regulations on how you divide the 60 CEHs over the four years.

**▶ If I complete my CEHs early can I submit them?**

Absolutely. As soon as you complete 60 CEHs, we recommend you submit your CEH Reporting Form to the TECUnit (info@tecunit.org). Submitting early gives you additional time if any discrepancies need to be addressed.

Please note that excess CEHs earned in one cycle cannot be applied to the next. In other words, if you complete your 60 CEHs and earn additional CEHs before the end of your four-year cycle. Those additional CEHs do not rollover to future cycles.

**▶ I still have a copy of the application for the TECUnit's Professional Development Plan (PDP), can I submit that?**

The TECUnit no longer offers the Professional Development Plan as an option. Forms used prior to 2020 are no longer valid.

**▶ I used to receive from the TECUnit a certificate for every CEH event I completed. Will I still get those?**

No. CEH Sponsors and CEH Providers are required to provide you with a certificate or proof of attendance indicating the number of CEHs you earned. You should retain those for your records. In the event that a discrepancy occurs between the paperwork submitted by sponsors/providers and your reported CEH activities for the cycle, we will ask you to provide a copy of the certificate as proof that you completed the CEH event. It is

the TSC holders responsibility to obtain and retain a certificate or proof of attendance from every sponsored CEH completed.

▶ **Should I send the TECUnit all my certificates in advance?**

No. We only require certificates following the successful completion of Unsponsored Events or if a discrepancy occurs in CEH reporting and verification is required. The TECUnit will not store your unsolicited course certificates for you.

▶ **I'd like to earn CEHs by reading books and watching videos. What options are available to me?**

Self-guided activities are not accepted as part of the CMP.

▶ **How many work hours can I apply toward my CEH requirement?**

None. The cued language transliteration work hours requirement is separate from the continuing education requirement.

▶ **I'm not sure if a specific course is the right level for me. Can someone from the TECUnit call me to discuss?**

Questions about a course's content, intended audience, logistics, registration, structure, activities, prerequisites, or requirements should be directed to the instructor, presenter, or sponsoring organization.

▶ **I need help selecting quality courses for my professional development. Can someone at**

**the TECUnit assist me?**

The TECUnit is happy to answer your questions about the Certification Maintenance Program (CMP). However, we do not recommend any specific training, mentorship, or organizations.

▶ **I'm not sure how to complete one of the TECUnit forms. Can someone clarify?**

Absolutely. First, we recommend you have a look at the appendices of this manual. We have annotated several of our forms to provide clarification and examples. Direct your remaining questions to our office.

▶ **I transliterated a CEH event, should I ask the sponsor for a Participant Form so I can earn continuing education hours?**

According to the Cued Language Transliterator Code of Conduct, a transliterator may not participate in and facilitate communication for the same event. A working transliterators may not complete a Participant Form for that event as this would constitute an ethical violation.

## CMP Participants & Approval for CEHs

Every event applied toward the CEH requirement must be approved by the TECUnit. Sponsored Events are submitted by the host organization. College courses in certain disciplines are pre-approved. Other events may be submitted by the CMP participant as an Un-sponsored Event.

### Pre-Approved

#### Sponsored Events

- Submitted by the host organization; already approved for attendees;
- Advertising carries the Approved for TECUnit CEHs logo;
- Following completion, paperwork is submitted by the host organization.

### Some Pre-Approved

#### College Coursework

- Undergraduate and graduate courses in specified disciplines and foreign languages are pre-approved;
- Following completion, an official transcript sent by the CMP participant.

### Requires Approval

#### Un-sponsored Events

- Selected and submitted for approval by the CMP participant;
- Includes college courses in disciplines not specified as pre-approved;
- CEHs earned only by the TSC holder who submitted application;
- Following completion, certificate submitted by the TSC holder.



*End of Your Cycle*

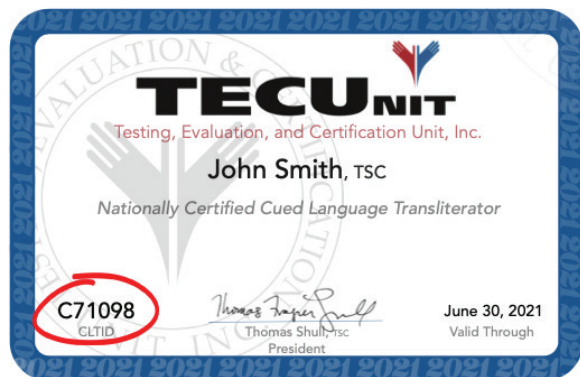
## Requirements

At the end of your four-year cycle, you will need to satisfy your regular annual requirements (i.e., proof of cued language transliteration work hours and the annual fee). Additionally, you will need to submit a list of your completed CEH activities during that cycle.

### ▶ Tracking your Four-Year Cycle

The deadline for all four-year cycles occurs at the end of a CMP year – June 30th. Determination of your end year is based on the year your certification was awarded.

Each CMP Participant has been assigned to a group for ease of tracking and notification. You can find your group by looking at the letter that precedes your CLTID number.



The image above shows a TSC card for John Smith who is part of Group C. Your group number is determined by the year in which you entered the CMP program. The following table shows the years in which four-year cycles end for each group. In the

case of John Smith, his four year cycles end on June 30th, 2022, 2026, 2030, and so on.

Group	End of Cycle; June 30 <sup>th</sup>
<b>A</b>	2024, 2028, 2032
<b>B</b>	2021, 2025, 2029
<b>C</b>	2022, 2026, 2030
<b>D</b>	2023, 2027, 2031

### ▶ Reporting Your CEH Activity

In recent years, a change was made to the way CMP participants report their CEH activities at the end of their four-year cycle to make the process as simple as possible. You are asked to submit a list of your completed CEH activities using the CEH Reporting Form. This form has been created as a Word document (.doc) for ease of use and may be downloaded from our website. This form may be completed and returned as a .pdf or .doc file to [info@tecunit.org](mailto:info@tecunit.org). Please avoid submitting your completed list as another file type (e.g., .pages). **You should not submit certificates for all of your CEH activities with your reporting form.** You will only be asked to submit supporting paperwork in the event that there are discrepancies between your list and the Participant Forms and approved CEH events we have on file.

***When calculating your CEHs to determine the total, do not round.*** A total of 59.75 CEHs does not round up.

Remember, the burden of proof for verification of successful

completion of CEHs falls on the CMP participant. **Always be sure to obtain a certificate for each CEH event your complete.** In the event that a sponsor does not return a Participant Form to the TECUnit, your certificate will ensure that you receive the credit you earned. If you do not receive a certificate, you should contact the sponsor promptly. You may wish to indicate through the CEH Event feedback form that these requirements were not fulfilled by the host organization. Sponsors who consistently fail to return Participant Forms to the TECUnit or to provide certificates to attendees may lose their ability to sponsor future CEH events.

### ► **Verification**

At the end of your four-year cycle, your list of CEH events will be verified to ensure that:

- The total number of hours is at least 60 hours;
- Each event was approved for CEH credit;
- Participant Forms verify your successful completion with the same number of hours awarded;
- CEH activity dates fall within the range of your four-year cycle;
- The same course/event is not applied more than once within the four-year cycle;
- All other requirements were followed in accordance with the policies and procedures outlined in this manual.

In cases where discrepancies occur, the CMP participant's CEH activity may be audited and supporting paperwork will be required. It is the responsibility of the CMP participant to ensure that each event is approved for CEH credit in advance.

## **Requesting an Extension**

If a CMP participant is unable to satisfy a requirement of the CMP program, he or she may request a once-in-a-lifetime, one-year extension for additional time to satisfy the requirements. Extensions are neither automatically applied nor are they retroactive to any previous annual requirements of the CMP. In order to exercise this option, the CMP participant must submit the Certification Maintenance Program Extension Request Form to the TECUnit prior to the June 30th deadline.

Once approved by the TECUnit, this extension option is not available to the CMP participant for any subsequent annual requirements. An approved extension request applies exclusively to the annual deadline for which the request was submitted.

**The end dates of the subsequent CMP annual requirements and four-year cycle are not affected.** In other words, a CMP participant who requests a one-year extension to meet the minimum requirement for CEHs must also fulfill the following year's annual requirements and requirements for the following four-year cycle by that deadline. Deadlines for future four-year cycles do not change. For example, a CLT who requests a once-in-a-lifetime extension on June 20th, 2024 due to an insufficient number CEHs will be granted an extension from July 1, 2024 to June 30, 2025 to complete that previous four-year cycle. The CLT will only have three years remaining in their next cycle to earn 60 CEH toward the requirements of that next four-year cycle ending June 30, 2028.



## FAQs about CEHs and Reporting

### ▶ When does my four-year cycle end?

Check your group assignment by looking at the first letter of your CLTID number on your TSC card. The back of the card displays a table that shows the years in which your four-year cycles end. That table is also available in this manual.

### ▶ I attended coursework approved for CEHs before becoming nationally certified. Can I apply those credits to my four-year cycle?

Acquisition of Continuing Education Hours begins after you become nationally certified and enter the Certification Maintenance Program (CMP). Coursework you completed in preparation for certification does not count toward your CMP requirements. Only coursework completed during your four-year cycle will count towards your CEH requirement.

### ▶ I'm in graduate school to become a speech-language pathologist. Can my coursework apply toward my CEHs?

College coursework at an accredited college or university that contains the prefix CSD (which is required for a graduate degree in Communication Sciences and Disorders) is pre-approved for CEHs. Be sure to check policies around college coursework and other coursework you may complete as part of your degree if the course codes do not exactly match the pre-approved disciplines.

### ▶ Where can I find opportunities for continuing education?

You may wish to contact businesses and nonprofit organizations that provide cued language training for notifications of CEH Sponsored Events. You may also submit for approval other courses and events as Un-sponsored Events.

### ▶ I earned more than 60 CEHs during my cycle. Will my hours carryover to the next cycle?

Unfortunately, CEHs do not carryover to other cycles. CEHs only count toward the four-year cycle in which they were completed.

### ▶ Can I complete my 60 CEHs in fewer than four years?

Yes. On average, 15 CEHs/year would allow you to reach the minimum of 60 CEHs by the end of your four-year cycle. However, this is only a guideline. There are currently no rules about how many CEHs you need to earn per year as long as you reach the total by the end of the four-year cycle.

### ▶ I counted my CEHs incorrectly and don't have enough. What should I do?

Keep and running tally and check your math frequently. Waiting until the end of your cycle puts you in a tough position. Consider your remaining options for training. Refer back to the section on Continuing Education in this manual if necessary. Anytime you think you may not be able to satisfy any requirement of the CMP, you should contact our office asap. We'll do our best to support you. If you wait until just before the June 30th deadline, there's little that can be done. However, you may have the option

to use your once-in-a-lifetime, one-year extension to give yourself more time to complete your requirements.

▶ **I'm worried and want to make sure that the Sponsor sent my Participant Form for a recent CEH event I attended. Who should I contact?**

Contact the Sponsor. Also, be sure you receive (and retain) a certificate for your successful completion of every course/event. That is how you can be sure you receive the credit you earned.

▶ **Why does the certificate I earned from a recent CEH event show fewer CEHs than were provided for the course?**

The instructor, presenter, or sponsoring organization decides whether a participant will receive partial credit when they do not attend the entire session or fulfill all of the course requirements. If you missed part of the CEH event, your instructor may have opted to alter your certificate to indicate how many CEHs you earned for the event. Be sure you communicate with your instructor.

▶ **What happens if my certification lapses?**

Currently, the only way to reinstate your status as a national certified cued language transliterator is to retake the Cued Language Transliterator National Certification Examination (CLTNCE). As soon as you suspect that you may have difficulty satisfying any requirement of the CMP, please reach out to our office. We want to support you in retention of your status as a certified CLT.

▶ **I'm required to participate in Professional Development by my school district. Could that training count for CEHs?**

If the topic is relevant to the field of cued language transliteration and meets the criteria for CEHs, you may submit it as an Un-sponsored Event. There are currently no rules preventing you from earning CEHs for training you must attend as part of your job.

▶ **I attended a workshop last week that turned out to be relevant to my work as a CLT. Can I submit a request for CEHs?**

Unfortunately, the TECUnit does not approve CEHs for any event after it has started.

▶ **I'm planning to take a summer class in June that ends in August. Could I apply hours earned in June toward my current four-year cycle and the rest to my next cycle?**

You cannot earn CEHs for an event before it ends. The completion date of the event determines the four-year cycle to which the CEHs will apply.

▶ **I was planning to earn most of my CEHs from a college course, but I didn't pass. Can I have an extension on my CMP requirements?**

If you have not already used your once-in-a-lifetime, one-year extension, you may do so to have additional time to earn CEHs.





*Sponsors & Providers*

## Applying to Offer CEHs

An organization can apply to provide Continuing Education Hours (CEHs) for its event as either a Sponsor or as a CEH Provider.

Applications for a Sponsored Event must be submitted by the organization hosting the event. An individual or outside organization cannot submit an application for an event hosted by another organization.

## Advertising Your Event

Provision of CEHs may draw participants to your event. We encourage sponsors to advertise their approved CEH events widely so that TSC holders know what continuing education options are available to them.

### ▶ Pending Approval

Organizations should not advertise that CEHs will be offered until the TECUnit confirms that the event has been approved. In some cases, organizations may wish to advertise an event prior to receiving approval from the TECUnit. Your organization may publicly advertise the intention to offer CEHs by describing its status as “Pending Approval”. However, if your application for CEHs is rejected, you should notify registrants immediately that CEHs will not be made available. The TECUnit is not responsible for claims made by outside organizations about provision of CEHs.

### ▶ Approved CEH Events

Advertising for approved CEH Events should show the Approved for TECUnit CEHs logo, which will be provided with

notification of approval. Specification of the total number of CEHs available should also be provided [see example below].



Approved for 3.0 TECUnit CEHs

## Approval Process

We encourage host organizations to start the application process early. Completed applications should be submitted at least two weeks prior to the event start date.

The cost to request CEHs for a Sponsored Event is \$50 for one occurrence of the event. Once the completed application and fee have been received, our office will send your application to reviewers who will ensure that the event is appropriate for Continuing Education Hours in the Certification Maintenance Program (CMP).

Requestors may send fliers and other materials used to publicize the event. **However, these do not replace the required information for the application.** Reviewers should not be expected to glean the required application information. **Forms with insufficient information or fields left blank will be returned without review.** In some cases, reviewers may seek clarification and our office will reach out to the requester. If approved, the TECUnit will send digital versions of the Approved for TECUnit CEHs logo, Participant Forms, and any other necessary paperwork with instructions.

## Expediting the Approval Process

Applications submitted fewer than two weeks prior to the event start date must include an additional Expedite Fee of \$25, which can be applied in our online payment system. For expedited applications, we do not recommend paying by check as the review process will not begin until payment is received and applications received after the event's start date will not be considered.

## Who is Covered?

At a Sponsored CEH Event, all nationally certified CLTs may receive CEH credit for attending. There is no limit to the number of attendees who may earn credit at a CEH Sponsored Event.

## Repeated Events

Approval for a CEH Event applies only to a single occurrence of an event from its start to end date. Approval does not apply to other occurrences of the same event (i.e., an event offered again at another time) or to another cohort (e.g., the same course offered to a different group of people). Each occurrence of an event must be submitted separately.

If your organization offers recurring events, you may want to consider becoming a TECUnit CEH Provider.

## Additional Responsibilities

Following your CEH event, the instructor/presenter must distribute a Participant Form to each attending TSC holder seeking CEH credit. Each Participant Form must be completed by the attendee and returned to the instructor or host organization. Instructors/presenters should use the For Sponsor Use Only box

to indicate any attendee who should receive fewer than the total number of CEHs available. **Then, the host organization must submit all completed Participant Forms together to [info@tecunit.org](mailto:info@tecunit.org) within two weeks of the event end date.** This is an essential step in the CMP process.

Additionally, **as the host organization, you must provide a certificate or proof of attendance to each attendee seeking CEH credit.** This safeguard ensures that CLTs will receive the CEHs they've earned. **In cases, when an attendee is only awarded reduced CEH credit due to partial attendance, that individual should be notified and their certificate/proof of attendance amended.**

Sponsors who consistently fail to provide the required paperwork to attendees or to the TECUnit may lose the ability to provide CEHs for their events.

## Event Feedback

At the bottom of each Participant Form is a QR code leading attendees to a feedback form for CEH events. This online form is also available as a link from the TECUnit website. The feedback gathered pertains only to the event's status as a CEH event and is only made available only to the TECUnit reviewers. This feedback is not intended to replace feedback an organization may wish to gather about its own events.

## FAQs about CEH Sponsored Events

### ▶ What types of events are approved for CEHs?

In general, events approved for continuing education must (1) be relevant to cued language transliterators (2) at a level that is appropriate given a participant's TSC status. The event should be (3) taught by appropriately experienced and credentialed instructors and (4) provide appropriate assessment to ensure successful achievement of learning outcomes. We accept a variety of relevant topics even those that are not primarily devoted specifically to cued language (e.g., ethics, linguistics, foreign language). Some previously approved CEH events include:

- Advanced Mechanics Q & A Session
- Facts & Myths of Deaf Culture & History
- Panel Discussion with Deaf Adult Cuers
- ASL English Bilingualism: Theory and Practice

In general, courses should provide professional development for CLTs, not just general training (e.g., computer classes, relaxation techniques). Some other events that would be less likely to be approved might include: an intermediate course in cued English mechanics (not at an appropriate level for TSC holders), Preparing for the CLTNCE (not appropriate for those who have already passed the exam), a college course in chemistry (unrelated to the field of cued language transliteration).

### ▶ Before I pay the fee, can you look over my application to see that I filled it out correctly?

We'll be happy to answer any questions you have about the application process and application form. We continue to revise our materials and processes to make them as clear and simple as possi-

ble while also maintaining high standards. An annotated application form is available to you as an appendix in this manual. Unfortunately, we cannot preview your application. Once we receive your completed application and fee, we will send your request to be reviewed.

### ▶ My organization will be hosting a Cues on Tap event. Can we submit that for CEHs?

No. Unstructured social events (e.g., Cues on Tap) would not be approved.

### ▶ Many of the questions in the application are covered in our flier, can I just send the flier?

You are welcome to include supplementary materials with your application. However, these do not replace any required fields of the application. Applications with empty fields will not be reviewed and will be returned for revision.

### ▶ What happens if my application is rejected?

Reviewers sometimes request clarification or additional information from the organization that submitted the CEH request. It is essential that organizations submit their applications early (at least two weeks in advance of the start date), so that the TECUnit has sufficient time to send the application to reviewers and to request additional information as needed. ***CEHs will not be approved for any event after its start date.***

It is uncommon for applications to be flatly rejected, but it has occurred. In such cases, a refund is not provided as the review process was completed.



▶ **Our event will start sooner than the two weeks required for the CEH application process. Can we still apply?**

Yes. You can submit your application and pay an Expedite Fee of \$25. We will prioritize your application.

▶ **What if our event gets postponed?**

If your approved event's start and/or end dates change, you do not need to resubmit a request for CEHs. Simply notify the TECUnit so we can update the event records in our database. This is important. We use this information to match CEH activities reported by TSC holders with the approved events in our database. **[Note: This policy does not apply to offering an additional occurrence of the same event again at a later date.]**

▶ **Our event was so well-received, we've decided to offer it again. Are we already CEH approved?**

No. Each Sponsored CEH event is approved for a single occurrence. You'll need to resubmit. If your organization offers the same event or courses repeatedly, consider becoming a TECUnit CEH Provider.

▶ **What if our event gets cancelled?**

It is helpful to the TECUnit if you notify us that your planned CEH event was cancelled. For example, your notification would explain why no Participant Forms were received for your event. No further action will be needed. We are not able to refund the cost of reviewing your event for the approval you were granted.

▶ **What should we do if a participant only shows up to part of the event or fails to complete all of the requirements?**

The determination whether to award partial CEH credit to those who do not attend the entire event is at the discretion of the host organization and the instructor/presenter. The host organization should take into consideration the amount of time missed by the attendee and whether the nature of course content enables attendees who only complete part of the course to achieve some of the learning outcomes. It's best to let attendees know in advance if they run the risk of not earning CEHs by missing a specified amount of instructional time.

The Participant Form has an area for the instructor to indicate participants who earn fewer than the total number of approved CEHs for the event.

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Complete only if this participant should receive a different number than the expected CEHs for this course. Enter the number earned. For example, if a participant only earned 5 and 1/2 hours enter 5.5. You can round up to the nearest quarter hour (.25) If this form is for the course instructor, you may enter up to 1.5x the number of total CEHs.

		.		
1	1		1	1
2	2		2	2
3	3		3	3
4	4		4	4
5	5		5	5
6	6		6	6
7	7		7	7
8	8		8	8
9	9		9	9
0	0		0	0

**When deducting CEHs, it is required that the instructor/presenter notify that attendee of the total number of CEHs actually earned.** That TSC holder needs to plan accordingly to ensure that the required number of CEHs is achieved by the end of the four-year cycle. The TECUnit does not notify individual CEH event attendees that they received a different number of CEHs than was available.

▶ **Our CEH Event went 15 minutes over the scheduled end time, can we add .25 CEHs to everyone's Participant Form?**

No. An instructor may reduce, but not increase, the number of CEHs earned an attendee. The only instance in which the number of CEHs earned for an event can exceed the number approved is if the instructor/presenter is a TSC holder and seeks CEHs for the event they led.

▶ **The CEH Event was transliterated by two nationally certified CLTs. Should I offer them Participant Forms to complete?**

No. A working CLT may not earn CEHs for an event for which they facilitated communication whether they were paid to do so or not. To do so would be an ethical violation.

## **Becoming a TECUnit CEH Provider**

Some organizations offer the same CEH Events multiple times to different groups of attendees. The CEH Provider program was created to fit this model. Organizations that have recurring events that are appropriate for TSC holders to earn CEHs may apply to become a TECUnit CEH Provider. By paying a yearly subscription fee, an organization may submit applications to request CEHs at a reduced rate and do not need to resubmit the application for future occurrences of the same event provided that it is delivered in the same format, there is no lapse in CEH Provider membership, and that the event's content does not change significantly (according to the policies outlined below).

▶ **Annual Provider Fee**

The cost of becoming a CEH Provider is \$150 paid annually by June 30th. The TECUnit prorates subscriptions started between January 1 and June 30th. Contact our office if this applies.

▶ **Requesting CEHs for a Recurring Event**

The application process to request CEHs for your event uses the same application as the process for a typical Sponsored Event. However, the cost of requesting CEHs for a Recurring Event is reduced (\$25/event). The request should be sent two weeks prior to the event's first start date. Requests sent less than two weeks prior to the event start will require an Expedite Fee (an additional \$25) in order to be reviewed.

▶ **Recurring CEH Events Remain Approved**

Provided that CEH event does not change in format (e.g., from in-person to an online course; from a two-day to six week course) and content is not altered more than 25% from when

it was approved, your event will remain approved for CEHs. If an event is modified and requires a change in the total number of Continuing Education Hours that can be earned, the event must be resubmitted for approval as a new event. However, all approved versions will remain in the catalog of approved events for that provider.

### ▶ **Provider Fees**

Your Provider Fee is due each June 30th. If unpaid, you may pay with a late fee of \$25 by July 31st of the same year. If unpaid after July 31, your subscription will expire and your events will no longer be CEH approved. Once a subscription has expired, the only way to reinstate the organizations status as a provider is to start the process from the beginning. Any previously approved events will need to be resubmitted for approval with the required fees.

### ▶ **Notification of a Recurring Event**

**When a CEH Provider plans to offer an already-approved event, the TECUnit must be notified before each occurrence.**

We use this information as part of the process to verify the list of CEH activities submitted by each TSC holder at the end of the four-year cycle. To make this process as easy as possible, we've created a simple online form available on our website:

[APPLY > Recurring Event](#)

Providers are required to notify the TECUnit of a each recurring event prior to its start date.

## **FAQs about CEH Providers**

### ▶ **Is there a limit to the number of times we can offer a Recurring Event for CEHs?**

No. As a Provider, there is no limit to the number of times you may deliver your approved Recurring Event for CEH credit.

### ▶ **We've converted a live class approved for CEHs to a self-paced, online course. Is it still approved?**

No. The conversion of an event from in-person to online qualifies as a change in format. The online version will need to be submitted as a new Recurring Event.

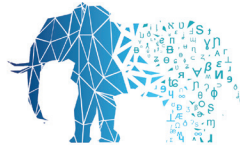
### ▶ **Can we offer our CEH Event for a different number of Hours?**

No. You cannot alter the number of approved CEHs for a specific event without submitting it for approval as a different version.

### ▶ **Can a Recurring Event be led by a different instructor than approved in the application?**

The instructor's experience and qualifications are a significant part of the review process. If the instructor/presenter changes, you'd need to resubmit the application. However, we recommend submitting a list of alternate instructors and their qualifications at the time of the initial application. Then you have a pool of approved instructors who may teach the recurring event. We will retain a list of approved instructors for each event in your catalogue.

## Current CEH Providers



Language**Matters**

P.O. Box 2466

King, NC 27021

336-769-0433

[info@languagemattersinc.com](mailto:info@languagemattersinc.com)



*Appendices*


# ▶ Appendix A: Annotated Request Form for CEHs for a Sponsored Event Page-1

The name of your organization as the sponsor of the event.

Select a contact who will be able to respond to questions.

In case there is a need for clarification on your application.

The day that the event will begin. In some cases the start and end date may be the same.



## TECUnit

### Request for Continuing Education Hours (CEHs) for an Sponsored Event/ Course

The form is to be completed by the host/sponsoring organization for an event that wishes to provide TECUnit CEHs to nationally certified transliterators who will be in attendance. Approval applies to all attendees in the CMP program, requires proof of successful completion and additional documentation. The \$50 application fee must be received prior to consideration for approval and may be submitted by check (made payable to the TECUnit) or paid by credit card at www.tecunit.org.

**Sponsoring Organization Information**

Name of Organization

Address

Website

Event url  (if applicable)

E-mail  Phone

**Contact Person Information**

Your Name  Phone

E-mail  alt. Phone

alt. E-mail

updated mailing address

**Course/Event Request Overview**

Course/Event Title <input type="text"/>	Total # of CEHs Requested <input type="text"/>
Start Date <input type="text"/>	Completion Date <input type="text"/>
Check this box only if you are an instructor/moderator/presenter for this event.	
Primary Focus (Choose one) <input type="radio"/> Applicable skills or knowledge; <b>non-cueing</b> <input type="radio"/> <b>Cueing-specific topics; but not primarily skill-based practice</b> <input type="radio"/> <b>Cueing-specific skill-based practice of expressive or receptive skills and/or transliteration technique</b>	

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Page 1 of 3 © TECUnit, 2021

Applicable skills or knowledge could describe a general presentation on literacy or ASL Bilingualism.

Cueing-specific topics, but not primarily skill-based might apply to a presentation on Cued Speech Research or the Educational Applications of Cued Speech.

Cueing-specific skills-based practice would apply to classes that target areas like CLT skills training, advanced expressive cued English courses, or advanced receptive cued English courses.



## ▶ Appendix B: Annotated Request Form for CEHs for a Sponsored Event Page-2

Provide a general description. While you may also submit a flier for reviewers. You must complete every section of the application.

What specific, measurable objectives have you set. Statements such as “practice cue reading” are not measurable learning outcomes. For more guidance, search the internet for advice on writing SMART goals.

### Course/ Event Information

**Description** | Provide a brief overview of the course.

**Audience (Role/ Level)** | Identify the primary audience for this event by both role (e.g., parents) and skill/ knowledge level.

**Learning Outcomes** | List the learning objectives. What will attendees be able to do when the event/course is complete.

**Learning Activities and Media** | Describe what participants will do during the event or class to achieve the learning outcomes.

**Assessment/ Evaluations** | How will successful achievement of the learning outcomes be measured?

Page 2 of 3 © TECUnit, 2021

Who are you primarily targeting to attend this event? What background are you expecting them to have already achieved? You may also include who this event is not intended for.

How will you determine if attendees learned what they were supposed to learn?

In some cases, this might be a formal assessment (e.g., a test) or informal assessment (e.g., instructor observation).

For presentations to large audiences, this might be a questionnaire.

Assessments might only be required of TSC holders seeking CEHs.

## ▶ Appendix C: Annotated Request Form for CEHs for a Sponsored Event Page-3

*How will your event enhance a transliterator's ability to perform on the job? If relevant, you may wish to relate your event to specific tenets of the CLT Code of Conduct.*

**Relevance to Cued Language Transliteration** | Describe specifically how this event/course relates to the CLT role.

### Leader(s)/ Presenter(s) / Instructor(s) / Moderator(s) Information

**Instructor Biography** | Provide relevant qualifications for each lead leader/ presenter/ instructor / moderator.

*List only relevant qualifications. You can attach additional paperwork if you run out of space.*

*If there's any chance you'll need to use an alternate instructor, you are welcomed to provide a list of backups with their qualifications.*

*Use this area to show how you arrived at the total number of CEHs requested. In some cases, this might be straight forward (e.g., a 2-hour panel followed by 2-hours of Q&A). If you are also requesting CEHs for outside reading or preparation, specify those here.*

### Instructional Hours Breakdown

Total # of Hours  
for Event

Total # of Direct  
Instructional Hours

\*Direct instructional hours are defined as face-to-face, interactive contact with an instructor (may be delivered through teleconferencing). Direct hours do not include breaks, meals, or outside work.

**Breakdown of CEH Request** | Please breakdown the total hours requested. Be sure to specify the number/kind/ duration of meetings and number/ kind/duration of any outside requirements (e.g., 2 hours of assigned readings/week x 4 weeks = 8 hours)

Additional paperwork or explanation may be submitted to supplement, but not replace, the fields of this form. Approval of CEHs applies to one occurrence of this event. It is the responsibility of the requesting organization seeking CEH approval for a sponsored events to report successful completion and number of hours awarded for each attendee seeking CEHs.

## ▶ Appendix D: Examples of Approved and Denied CEH Events

### Examples of **Approved** CEH Events

#### ▶ **Silent Murder Mystery**

Sponsored by a Cued Speech organization, this immersive, interactive event conducted entirely in cued English without voice supported advanced receptive skills.

#### ▶ **CLT Mentorship Program**

While nationally certified CLTs have already demonstrated a high level of skills, mentorship from master practitioners helped maintain and advance these skills.

#### ▶ **ASL-English Bilingualism**

Presentations on American Sign Language enhanced CLTs' knowledge of the language and the Deaf community.

#### ▶ **Current Research on Attention in School-Aged Children**

Appropriately-leveled academic presentation on research focused on an issue relevant to CLTs working in educational settings.

#### ▶ **Panel Discussion with Deaf Adult Cuers**

Intended to expand understanding of the perspectives and experiences of deaf cueing consumers.

#### ▶ **Repetitive Motion Injuries & How to Avoid Them**

This seminar led by medical professionals prescribed ways to prevent repetitive motion injuries. This information could directly inform how CLTs divide assignments with teams and schedule breaks.

#### ▶ **Cued Language Round Table: Crucial Conversations**

Sponsored by a cueing organization and led by a nationally certified CLT, this book group applied specific principles of interpersonal communication covered by the text to actual ethical situations and inservicing needs within our field.

### Examples of **Denied** CEH Events

#### ▶ **Cueing Game Night**

A cueing-themed game night might be great practice. However it must be structured (with objectives) and sponsored by a cueing organization. Individuals may not sponsor CEH events.

#### ▶ **Tip and Tricks in Excel for Small Business Owners**

Training of skills that were not directly related to cued language transliteration.

#### ▶ **Intermediate-Level Cued English**

Not sufficiently advanced to maintain or advance the skills of a nationally certified cued language transliterator.

#### ▶ **Observation and advice from a colleague**

This learning opportunity submitted as an Un-sponsored Event may be valuable, but was offered by an individual, not an organization.

#### ▶ **Mindfulness for Stressed-Out Educators**

While this course may benefit CLTs, it would not advance skills or knowledge related to our profession.

#### ▶ **School Meetings**

Some school districts require the CLTs on staff to attend school or district-wide meetings. Administrative meetings do not fulfill continuing education requirements.

#### ▶ **Back-to-School Night**

Opportunities to meet and inservice school staff are part of the job and are not acceptable for continuing education hours.

#### ▶ **Cues on Tap**

While good for practice and networking, unstructured social events without learning outcomes and assessment will not be approved.

#### ▶ **Any event after it has started.**



▶ Appendix F: CLT Code of Conduct



**Cued Language Transliterators  
Code of Conduct**

*A cued language transliterator shall:*

Facilitate communication between deaf/hard-of-hearing cued language consumers and hearing consumers.

Provide sound-based environmental information to deaf/hard-of-hearing consumers of cued language.

Provide appropriate training to deaf/hard-of-hearing consumers to allow for proper transliterator utilization.

Provide hearing consumers with appropriate demonstration/explanation of the transliterator role.

Demonstrate and implement ongoing reverence for the preservation and promotion of complete and equal access.

Promote the progression of events as if circumstances do not necessitate transliterator presence.

Adhere to the ethical standards of transliterating for deaf/hard-of-hearing consumers.

Support the profession of cued language transliteration by striving to improve related skills and knowledge and the application thereof.

## ▶ Appendix G: Responsibilities of the TSC Holder, Sponsor, Providers

### Responsibilities of the TSC Holder

- ▶ Adhere to the CLT Code of Conduct.
- ▶ Read and follow the policies and procedures outlined in this manual.
- ▶ Update the TECUnit of changes in contact information.
- ▶ Visit [www.tecunit.org](http://www.tecunit.org) regularly for announcements.
- ▶ Pay the annual fee on time.
- ▶ Fulfill and provide appropriate verification of the yearly work hours requirement by the deadline.
- ▶ Track and adhere to deadlines including completion the required number of CEHs within the four-year cycle.
- ▶ Submit complete and wholly accurate documentation including the faithful submission of CMP requirements.
- ▶ Fully review course/event information to select appropriate continuing education opportunities.
- ▶ When requesting CEHs for an Un-sponsored Events, gather information to complete the application fully and accurately.
- ▶ Submit appropriate verification of completed Un-sponsored Events following required timelines.
- ▶ Communicate with the TECUnit well in advance of deadlines when requirements may not be met.

### Responsibilities of Sponsors & Providers

- ▶ Read and follow the relevant policies and procedures outlined in this manual.
- ▶ Ensure that applications requesting CEHs are completed fully and accurately and submitted two weeks before the start date.
- ▶ Inform attendees before the course begins of all requirements that may impact their earning of CEHs (e.g., attendance policy, minimum scores on assessments, etc.)
- ▶ Pay related fees on time.
- ▶ [Providers only] Notify the TECUnit of an already-approved, recurring event at least one week in advance of the start date.
- ▶ Accurately indicate on the Participant Forms reduced hours for attendees to reflect their reduced attendance according to your specified policy.
- ▶ Inform attendees who did not fulfill course requirements if they will earn fewer than the expected number of CEHs.
- ▶ Distribute a Participant Form to each TSC holder in attendance who is seeking CEHs and provide them the required information for its completion (i.e., official course title, instructor names, etc.)
- ▶ Allow time for Participant Form completion during in-person learning. Provide clear instructions and deadlines for returning forms following remote learning events.
- ▶ Return all completed Participant Forms to the TECUnit within two (2) weeks of the event's end date.



# Appendix H: Annotated CEH Request for an Un-sponsored Event Page-1

rev. 2022



## TECUNIT

### Request for Continuing Education Hours (CEHs) for an Un-sponsored Event/ Course

This form is to be completed by the individual, nationally certified cued language transliterator (CLT) who is seeking Continuing Education Hours (CEHs) for an event that is not already sponsored for TECUnit CEHs. Approved CEHs apply only to the applicant and require proof of successful completion and additional documentation. The \$25 application fee must be received prior to consideration of approval and may be submitted by check (made payable to the TECUnit) or paid by credit card at [www.tecunit.org](http://www.tecunit.org).

#### Requestor Information

Your Name	<input type="text"/>	CLTID	<input type="text"/>
E-mail	<input type="text"/>	Phone	<input type="text"/>
alt. E-mail	<input type="text"/>	alt. Phone	<input type="text"/>
updated mailing address	<input type="text"/>		

*If your mailing address changed and you wish to update it in our database, please enter the current information here. Otherwise, you may leave this section blank.*

#### Event/Course Organizer Information

Name of Organization	<input type="text"/>		
Address	<input type="text"/>		
Website	<input type="text"/>		
Event url	<input type="text"/>		
E-mail	<input type="text"/>	Phone	<input type="text"/>

*(if applicable)*

#### Course/Event Request Overview

Course/Event Title	<input type="text"/>		Total # of CEHs Requested	<input type="text"/>
Start Date	<input type="text"/>	Completion Date	<input type="text"/>	<input type="checkbox"/>

Check this box only if you are an instructor/moderator/presenter for this event.

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*These fields are completed with information about you, the TSC-holding applicant.*

*If your email on file is school-based, we encourage you to provide a secondary email for communication during the summer.*

*All events approved for CEHs are hosted by an organization.*

*Practice activities with peers, while beneficial, would not be approved for CEHs.*

*This can be found on your CLTID card. It begins with a letter A,B,C, or D and a five-digit number.*

*Provide the url of the host's organizational website.*

*Some events have a dedicated webpage. You are welcomed, but not required, to include it here. Inclusion of an event website does not replace completion of any field on this form.*

*Based on instructional time. Do not include breaks and meals.*

*If you are requesting additional CEHs as a primary instructor [see below], you should include that time in your calculation of this total.*

*Nationally certified CLTs can earn 1.5x the number of hours for approved events for which they serve as a primary instructor/presenter.*

*You should include this calculation in the Total # of CEHs Requested [see above] and should also include this as part of the Breakdown of CEH Request. [see page 3]*

## ▶ Appendix I: Annotated CEH Request for an Un-sponsored Event Page-2

### Course/ Event Information

**Description** | Provide a brief overview of the course.

The source of the information you report in this section must originate from the host or instructor. Applicants must not guess, speculate, or improvise this information.

This is a standard overview of the event, which can usually be found on fliers and other promotional material. You may take the description directly from those materials. You may paraphrase where appropriate.

It is typical for instructors to write learning objectives for educational programming. These should be Specific, Measurable, Achievable, Relevant, and Time-Bound (a.k.a. S.M.A.R.T. Goals).

These must come from the instructor or presenter and may not be improvised by applicants.

If objectives are not provided in promotional materials, you may need to contact the host or the instructor to acquire the information. If the instructor did not create learning objectives when planning this course, it is unlikely to be approved for CEHs.

**Learning Outcomes** | List the learning objectives exactly as devised by the event's presenter(s)/ instructor(s).

Organizations often specify the intended audience (e.g., teachers, sign language interpreters, speech-language pathologists, etc.). There are many events that may be relevant to the continuing education of CLTs even when not the intended audience.

**Audience (Role/ Level)** | Identify the primary audience for this event by both role (e.g., parents) and skill/ knowledge level.

While the level of specific transliterator skills classes should be appropriately advanced to meet the needs of nationally certified transliterators, other related coursework might be appropriate at an introductory or intermediate level (e.g., American Sign Language instruction).

These details may need to be gathered from the instructor or the sponsoring organization. Applicants must not guess.

**Learning Activities and Media** | Describe the tasks participants will complete during to achieve the learning outcomes.

This information might not be included in advertising. You may need to contact the host organization or the instructor. What methods will be used to determine that participants successfully completed the course. They may use informal methods (e.g., observation with feedback) or more formal methods, (e.g., recorded video samples, written tests, etc.). Be sure to include accurate information from the source. Indicating that you'll receive a proof of attendance certificate is insufficient. How will organizers know you achieved what you set out to learn?

**Assessment/ Evaluations** | How will your successful achievement of the learning outcomes be measured by the instructor?

## ► Appendix J: Annotated CEH Request for an Un-sponsored Event Page-3

Why have you selected this course/event as part of your ongoing professional development as a cued language transliterator? What specific applications do you hope to be able to implement in your transliteration work?

If you wish, you can relate aspects of this course to tenets of the CLT Code of Conduct where applicable.

**Relevance to Cued Language Transliteration** | Describe specifically how you expect this course/event to relate to your practice.

### Leader(s)/ Presenter(s) / Instructor(s) / Moderator(s) Information

**Instructor Biography** | Provide relevant qualifications for each lead leader/ presenter/ instructor / moderator.

Advertising for educational programming often includes an instructor bio. Include only relevant background information.

If there will be more than one primary instructor/presenter/moderator, you should include information on each.

You do **not** need to include information for additional guest speakers or panelists for events that have a moderator.

You may paraphrase biographical from promotional material to include only that information that is pertinent to the topic.

From start to finish.

### Instructional Hours Breakdown

Total # of Hours for Event

Total # of Direct Instructional Hours

\*Direct instructional hours are defined as face-to-face, contact with an instructor (may be delivered through teleconferencing or video recording). Direct hours do not include breaks or meals.

**Breakdown of CEH Request** | Please breakdown the total hours requested. Be sure to specify the number/kind/ duration of meetings and number/ kind/duration of any outside requirements (e.g., 2 hours of assigned readings/week x 4 weeks = 8 hours). Do not include breaks or meals in your calculation of total CEHs request.

List the details of exactly how you calculated the total number of CEHs you are requesting.

Additional paperwork may be submitted to supplement, **but not replace**, the fields of this form. Forms with any incomplete fields will not be reviewed and returned to the applicant who resubmit. Return this completed form and any accompanying documents to [info@tecunit.org](mailto:info@tecunit.org).

It is the responsibility of the applicant to contact the host organization and/or instructor to ensure that the information in this application is complete and accurate. If approved, the applicant must successfully complete the course according to all course requirements to earn CEHs. Partial CEHs will not be granted for coursework that is not successfully completed according to the specifications of the host organization. The applicant must submit appropriate documentation demonstrating successful completion (e.g., certificate of completion, transcript, etc.) according to the timelines defined by the policies and procedures of the Certification Maintenance Program.