



## MSHA Continuing Education Independent Study Plan

To identify the current Continuing Education Administrator, please go the MSHA website:  
<http://www.mshaonline.org/> . Current fees for services are located on the MSHA website.

The following flow chart outlines the duties for an independent study. Email communication is preferred.

MSHA Duties	Independent Study (IS) Participant Duties
	1. Contact MSHA Continuing Ed. Administrator (CEA) <b>30 days prior to start of IS</b>
	2. Complete <u>independent study activity form</u> and submit with fees (MSHA members \$0, non-MSHA members \$25.00) to the CEA.
3. CEA will review form for IS Participant for paperwork, and provide feedback to participant	
	4. Complete study as outline on IS activity form
	5. Complete last page of IS form and mail it to CEA along with documentation of completion (i.e. certificate of completion or summary of learning activity)
6. CEA will review and email participant form for participant to keep. Documentation will be kept for requisite years.	