**CDC Continuing Education: Frequently Asked Questions**

Q: Who do I notify with change of address/contact information?

**A: Inform the center where you did your training or send updated contact information to:** [**HQAdmin@cdcinc.org**](mailto:HQAdmin@cdcinc.org)

Q: Where can I find the continuing education policies, forms, and approved book/journal lists?

**A: Current policies and forms/lists are posted on the CDC website at** [**https://www.childrensdyslexiacenters.org/continuing-education/**](https://www.childrensdyslexiacenters.org/continuing-education/)

Q: How will I know when and where to submit my continuing education log and required documentation?

**A: You will be notified via mail several months prior to your due date. The letter will contain information on when and where to send your documentation.**

Q: My letter said I am being audited. What does that mean?

**A: Ten percent of our graduates are randomly selected to be audited. Graduates being audited must submit the continuing education activity log and ALL documentation listed in the *CDC CE Policies and Procedures* for each type of activity completed.**

Q: My letter said I only need to submit a continuing education activity log. What does that mean?

**A: You are not being audited and you will only submit a completed copy of your continuing education activity log (do not send anything else). If you are a tutor at a Center, you are required to keep copies of all documentation in your personnel file.**

Q: Do continuing education opportunities offered at the Center count for continuing education hours?

**A: Yes, as long as the activity meets the content guidelines set by IMSLEC (item 2 on page one of the *CDC CE Policies and Procedures*.) Hours for center procedures or similar activities do not count.**

Q: How do I know if an activity is approved for continuing education hours?

**A:**

1. **Check that the content meets CDC’s content guidelines (see *CDC CE Policies and Procedures*)**
2. **Check that the sponsoring organization is approved by IMSLEC or that the presenter meets the guidelines (see *CDC CE Policies and Procedures*)**

Q: The sponsor for an activity is not approved by IMSLEC. How can I find out if a presenter is approved?

**A: There is a partial list of presenters on the CDC website. If the person is not listed there, then you need to contact the activity sponsor to request the presenter’s credentials.**

Q: Can I just send a printout of my professional development list for my teaching position or another professional organization?

**A: You must transfer your approved activities to the form provided by Headquarters.**

**Notes:**

* **The CDC does not check with other professional organizations to see if you are in good standing with them. You must submit your CE log with your completed hours to CDC.**
* **Many activities provided by school districts do not meet CDC content and/or presenter guidelines.**

Q: Can I use training in a curriculum program for continuing education hours?

**A: The CDC does not accept training in an Orton-Gillingham-/MSLE-/Structured Literacy-based curriculum for continuing education hours.**

Q: What happens if I do not submit my continuing education hours or my hours are not approved?

**A:**

1. **If your hours are not approved, you will be notified and given the option to re-submit your continuing education hours.**
2. **If you do not submit any continuing education hours, your certification will expire on the date indicated on your certificate and you will no longer be in good standing with CDC and IMSLEC**.

Q: What happens if I am unable to complete my hours due to a medical concern or other extenuating circumstance?

**A: The letter you receive from CDC will include information for requesting a waiver for part or all the hours.**