

Our continuing education policies and procedures are based on the guidelines set by IMSLEC®

1. Graduates of the Children's Dyslexia Centers' programs (CDC) are asked to complete 30 continuing education (CE) hours every three years to remain in good standing with the CDC. Graduates will submit a CE activity log to the CDC. CE due dates are based on the date the Practitioner-1 certification was completed. Our continuing education year runs from August 1 through July 31. CDC graduates will receive written notification several months before the CE activity logs are due. This letter will inform the graduate if s/he is being audited as well as when and where to submit the CE activity log and any required documentation. Ten percent of the graduates will be randomly selected to be audited and will have to submit all documentation listed below in item 2.
  - a. One continuing education hour is the equivalent of one clock hour or one hour of "seat time."
  - b. For organizations/activities that issue CEUs: 0.1 CEUs = 1 clock hour/1 CEU = 10 clock hours.
2. To be considered as eligible for continuing education, the activity content and learning outcomes must meet the following requirements:
  - a. **Activities, content, and level must be *beyond* requirements of the CDC's Initial/Teacher- level course and must contribute to the acquisition of new skills and knowledge.**
  - b. The content must be **related to the sciences as they pertain to dyslexia and related disorders** or to **related fields, such as learning disabilities and speech and language disorders**. Offerings from the following professional disciplines may be considered: learning disabilities, speech and language, linguistics, child development, developmental psychology, neuropsychology, neurology, and neuroscience.
  - c. Continuing education hours for training in O-G-based curriculum programs are not accepted.
3. CDC-approved Continuing Education (CE) offerings will be limited to the list below. Criteria outlined in the CDC CE Policy document (#2 above) should be used as a guide when there are questions about the content of an activity.
  - a. **University Graduate Level Courses (including distance-learning courses).** To qualify for CDC CE credit, the course must pertain to the disciplines described in item 2, above. One graduate credit is approximately 15 continuing education hours; a maximum of 20 hours per any three-year period can be earned through graduate coursework.
    - i. Documentation:
      1. Transcript (unofficial transcripts are accepted)
      2. Course description
  - b. **Activities including presentations, conferences, distance learning and webinars that meet the approved content are accepted if the activity is sponsored by one of the following organizations at the national, state, or local/chapter level:** Children's Dyslexia Center locations; IMSLEC-accredited training courses; The Academic Language Therapy Association (ALTA); AIM Institute for Learning and Research; Alliance for Accreditation and Certification of Dyslexia Specialists (Alliance); American Montessori Society (AMS); American Speech-Language-Hearing Association (ASHA); Association of Educational Therapists (AET); Association of Higher Education and Disability (AHEAD); Council for Learning Disabilities (CLD); Division for Communication—Council for Exceptional Children (DLD-CEC); Division for Learning Disabilities—Council for Exceptional Children (DLD-CEC); Dyslexia Society of CT; Everyone Reading; International Dyslexia Association (IDA); International Literacy Association (ILA); Learning Ally; Learning Disabilities of America (LDA); National Association of School Psychologists (NASP); The National Center for Learning Disabilities (NCLD); National Joint Committee on Learning Disabilities (NJCLD); Orton-Gillingham Academy (OGA), formerly Academy of Orton-Gillingham Practitioners and Educators (AOGPE); The Reading League; and Wrightslaw.

## CHILDREN'S DYSLEXIA CENTERS CONTINUING EDUCATION POLICIES AND PROCEDURES

- i. **Note:** The CDC Clinical/Associate Clinical Director reviews the relevance of individual sessions at any conference. Most sessions at these conferences are likely to align with CDC CE policy and will be accepted for CDC CE credit; however, some sessions do not align with CDC CE policy and will not be accepted for CDC CE credit.
  - ii. **Note:** The CDC Clinical/Associate Clinical Director may approve presentations offered by other organizations (not listed in 3.b) provided that the training course graduate attaches documentation to the certificate of attendance showing that the speaker has previously presented for one of the organizations that is listed in 3.b.
  - iii. Documentation:
    1. Completion of requirements listed on **Conference Form**
    2. Certificate of attendance
- c. **Development of a New Presentation on the Topic of Dyslexia or Related Issues.** To qualify for CDC CE credit, the presentation must meet the criteria for activity content **AND** the presentation must be given in conjunction with a CDC-sponsored continuing education activity, an IMSLEC-accredited course, or an IMSLEC-approved sponsoring organization.
- i. Credit will be given only for the *initial* presentation on this topic.
  - ii. For each hour of presentation, two hours of CE credit are earned. For example, a one-hour presentation would earn two hours of CE credit.
  - iii. Documentation:
    1. A copy of the presentation **OR** a copy of the conference program listing the presentation and presenter
    2. A copy of the attendance certificate issued to attendees
- d. **Electronic Media: Website, Videotape, DVD, Webinar, Podcast or CD.** To qualify for CDC CE credit, the electronic media must meet the content criteria and be given as an offering of a CDC location, IMSLEC-accredited course, an IMSLEC-approved sponsoring organization, or be from a presenter that meets the qualifications listed in item 3.b.ii.
- i. Documentation: Completion of requirements listed on **Website/Video/DVD/Webinar/CD Form**
- e. **Journal Articles.** To qualify for CDC CE credit, the article must be selected from a journal on the approved IMSLEC Journal List. Articles that were required reading by the CDC training course may not be used to earn CDC CE credit.
- i. Credit: 1 journal article equals one continuing education hour
  - ii. Maximum of 10 hours per any three-year period
  - iii. Documentation: Completion of requirements listed on **Journal Form**
- f. **Books.** To qualify for use to earn CDC CE credit, the book must be selected from the approved IMSLEC Book List. Training course graduates may read an entire book or selected chapters. Books (or selected chapters) that were required reading by the CDC training course may not be used to earn CDC CE credit.
- i. Credit: One continuing education hour is earned for every 25 pages read.
  - ii. Maximum of 10 hours per three-year period
  - iii. Documentation: Completion of requirements listed on **Book Form**
- g. **Specific On-Site Evaluation Team (SOSET) participation** for members of the IMSLEC Accreditation Committee. For participation in SOSET visits, the team leader earns ten continuing education hours and team members earn five continuing education hours.
- i. Continuing education hours will be accepted for one SOSET visit per three-year period
  - ii. Documentation: Completion of requirements listed on **SOSET Form**

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4. The CDC course graduate shall maintain documentation, as listed above, of 30 continuing education hours earned within each three-year period. CDC course graduates are required to submit a list of earned CE credits to the CDC Clinical Director upon the triennial anniversary of their course completion. CE documentation shall be available for audit if requested by the CDC Clinical/Associate Clinical Director.
    - a. Graduates who submit 30 approved CE hours will receive a letter affirming that they are in good standing with the CDC. The letter should be kept with the graduate's original certificate(s) as evidence that the graduate is current with continuing education and in good standing with the CDC.
    - b. Graduates who do not send in a list of earned CEs will no longer be in good standing with the CDC.
  5. Carry-over of credit from one triennial cycle to the next is not permitted.
- If you have a **change of address** or contact information, please notify the corporate office at [HQAdmin@cdcinc.org](mailto:HQAdmin@cdcinc.org)
  - For **medical or family care waivers**, please contact the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org) **before** your continuing education log due date.
  - If you have **questions** about activities, contact your CDC training site or the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org)