



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

1. The Children's Dyslexia Centers' programs (CDC) requires training course graduates to complete 30 continuing education (CE) hours every three years to remain in good standing.
  - 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.
  - c. CE documentation shall be available for audit if requested by the CDC Clinical/Associate Clinical Director.
2. The CDC's continuing education year runs from August 1 through July 31. CE due dates are based on the date the Practitioner-1 certification was completed.
3. 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 documentation as listed below.
4. CE activity content and learning outcomes must meet the following requirements:
  - a. The content must extend beyond requirements of the CDC's Initial/Practitioner-1 course.
  - b. The content should contribute to the acquisition of new skills and knowledge on topics related to the science of reading, dyslexia, oral language, written language, learning disabilities, speech and language disorders, attention difficulties, and/or executive functioning.
  - c. Continuing education hours for training in an initial or basic level of another O-G-based program is not accepted.
5. CDC-approved Continuing Education (CE) offerings will be limited to the list below.
  - a. University Graduate Level Courses (in-person and online courses): 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. Documentation or evidence of completion is a transcript (unofficial transcripts are accepted) and course description.
  - b. Presentations, conferences, distance learning and webinars 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)	Keys to Literacy
Learning Ally	Learning Disabilities of America (LDA)
The Literacy Nest	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 AOGPE	Pennsylvania Training & Technical Assistance Network (PaTTAN)
Plain Talk About Literacy and Learning	Read Washington (ReadWA)
The Reading League	Wrightslaw

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- i. Note: The CDC Clinical/Associate Clinical Director may approve presentations offered by other organizations provided that documentation is included showing the speaker has presented in the past for one of the organizations that is listed above. Documentation or evidence of completion: Completion of requirements on the Conference form, certificate of attendance, and speaker credentials.
  - c. Development of a New Presentation on the Topic of Dyslexia or Related Issues. To qualify, the presentation must meet the criteria for activity content and be given in conjunction with a CDC-sponsored continuing education activity, an IMSLEC-accredited course, or an IMSLEC-approved sponsoring organization. Credit is given for the first presentation only. Credit is not given for training course lectures.
    - i. For each hour of presentation, two CE hours are earned. For example, a one-hour presentation would earn two CE hours.
    - ii. Documentation:
      1. A copy of the presentation or a copy of the conference program listing the presentation title and presenter name.
      2. A copy of the attendance certificate issued to attendees.
  - d. Electronic Media: Website, Videotape, DVD, Webinar, Podcast or CD. 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 an approved presenter. Documentation: Completion of the requirements on the Website/Video/DVD/Webinar/CD Form.
  - e. Journal Articles. The article must be selected from a journal on the IMSLEC Journal list. One journal article counts for one CE hour. A maximum of ten hours per CE cycle can come from journal articles. Documentation: Completion of requirements on the Journal Form.
  - f. Books. The book must be listed on the IMSLEC Book List. The entire book or selected chapters may be read. Books or chapters required for a CDC training course may not be used for CE hours. One CE hour is earned for every 25 pages read. A maximum of ten CE hours per cycle can come from books. Documentation: Completion of requirements on the Book Form.
6. 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.
  7. Graduates who do not send in a list of earned CEs will no longer be in good standing with the CDC.
  8. Carry-over of credit from one cycle to the next is not permitted.

### Notes:

- Change of address: Notify the corporate office at [HQAdmin@cdcinc.org](mailto:HQAdmin@cdcinc.org)
- Medical or family care waivers: Email the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org) **before** the CE deadline.
- Questions about activities: Contact your CDC training site or the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org)