



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

1. Graduates of the Children's Dyslexia Centers' programs (CDC) need to complete 30 continuing education (CE) hours every three years to remain in good standing. Some general information about continuing education:
  - a. Continuing education hours (CEs) and continuing education units (CEUs) are not measured the same way.
    - i One continuing education hour is the equivalent of one clock hour or one hour of "seat time."
    - ii For organizations/activities that issue CEUs: 0.1 CEUs = 1 clock hour/1 CEU = 10 clock hours.
  - b. CE documentation needs to be available for audit when requested by the CDC Clinical/Associate Clinical Director.
2. The CDC's continuing education year runs from August 1<sup>st</sup> through July 31<sup>st</sup>. CE due dates are based on when the Practitioner-1 (Initial) certification was issued.
3. CDC graduates receive a letter from us a few months before CE activity logs are due. The letter informs the graduate if s/he is being audited and where/when to submit the CE activity log and any required documentation.
4. Ten percent of the graduates are randomly selected to be audited and need to submit all documentation listed under each activity type. The audit selection process is random, and you may end up being audited two cycles in a row.
5. CE activity content and learning outcomes must meet the following requirements:
  - a. The content must extend beyond requirements of the CDC's Practitioner-1 (Initial) course.
  - b. The content should add new skills and knowledge about 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. **Note:** CEs for training in initial or basic levels for other reading or O-G-based programs do not count as CEs.
6. CDC-approved CE offerings will be limited to the following activity types which are described below: graduate-level courses; conferences/"live" presentations; development and presentation of an approved topic; electronic media, approved journal articles, and approved books.
  - a. **University Graduate Level Courses** (in-person and online courses) on an accepted topic. Documentation or evidence of completion is a transcript (unofficial transcripts are accepted) and course description. One graduate credit equated to 15 CE hours and a maximum of 20 CE hours can come from graduate coursework.
  - b. **Presentations, conferences, distance learning and webinars** sponsored by one of the following organizations at the national, state, or local/chapter level or sponsored by a university or college AND a signed, dated attendance certificate is provided. Documentation or evidence of completion: Completion of requirements on the Conference form, certificate of attendance, and speaker credentials. The CDC Clinical/Associate Clinical Director may approve presentations offered by other organizations if you provide evidence that the presenter has previously presented for one of the approved sponsor organizations. An alphabetical list of verified presenters is posted on the website at: <https://www.childrendyslexiacenters.org/wp-content/uploads/2022/11/2022.11-Verified-Continuing-Education-Presenters.xlsx>

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)
Center for Literacy and Learning (Plain Talk About Literacy and Learning)	Council for Exceptional Children — Division for Learning Disabilities (DLD-CEC)	Council for Learning Disabilities (CLD)
Dyslexia Society of CT	Everyone Reading	International Dyslexia Association (IDA)
Keys to Literacy	Learning Ally	Learning Disabilities of America (LDA)
Literacy Nest	National Association of School Psychologists (NASP)	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)
Read Washington (ReadWA)	The Reading League	Reading Science Academy
Wrightslaw		

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- 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. Documentation includes a copy of the presentation, a copy of the conference program/flyer listing the presentation title and presenter name, and a copy of the attendance certificate issued to attendees.
    - i. For each hour of presentation, two CE hours are earned. For example, a one-hour presentation would earn two CE hours.
  - d. **Electronic Media: Website, Videotape, DVD, Webinar, Podcast or CD.** Electronic media must meet the content criteria and be sponsored by a CDC location, IMSLEC-accredited course, an IMSLEC-approved sponsor organization, or presented by an approved presenter. The activity requires the completion of a reaction paper which is detailed on the submission form. Documentation is provided by completing the Website/Video/DVD/Webinar/CD Form and including the requirements listed on the form.
  - e. **Journal Articles.** The article must be from a journal on the IMSLEC Journal list. One journal article counts for one CE hour. The activity requires the completion of a reaction paper which is detailed on the submission form. Documentation is provided by completing the Journal form and completing the requirements listed on the Journal Form. A maximum of 10 CE hours can be from journal articles.
  - f. **Books.** The book must be listed on the IMSLEC Book List. The whole 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. The activity requires the completion of a reaction paper which is detailed on the submission form. Documentation is provided by completing the Journal form and completing the requirements listed on the Book Form. A maximum of 10 CE hours can be from books.
7. 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.
  8. Graduates who do not send in a list of earned CEs will no longer be in good standing with the CDC.
  9. 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:** Before the CE deadline, email the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org)
- **Questions about activities:**
  - Contact your CDC training site.
  - Look on the CDC website at <https://www.childrensdyslexiacenters.org/continuing-education/>
  - Email the CDC Clinical Director (Carin Illig) at [cillig@cdcinc.org](mailto:cillig@cdcinc.org)