

## How to Submit Continuing Education Hours (CEs)

Carin Illig, Clinical Director

2024

### Children's Dyslexía Centers CE Information and Forms



All CE information is posted at: <a href="https://www.childrensdyslexiacenters.org/continuing-education/">https://www.childrensdyslexiacenters.org/continuing-education/</a>





# You will be emailed a link to use to submit your continuing education hours.

Click on the link in the email you received when you are ready to enter your continuing education hours.

### **Contact Profile**

The email will open to a contact page where you can update your contact information.

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Contact Profile					
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### **Review and Update**

### Review and update your contact information.



#### Annual Certification Form

First Norte *		MATE Note		Last Name *		
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### Children's Dyslexia Centers Medical/Family Care Waiver

To report your activities, p	lease click "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below.
+ Add Activity	
Total Hours:	
By checking this box, I reque	est a waiver in lieu of submitting my CEs. I'm aware this waiver is only offered once, and I will be required to submit activity logs the next time it is
requested.	

- If you are requesting on one-time medical/family care waiver, check the box under "REQUEST WAIVER"
- Click on SAVE

### **Entering CEs**

#### • To enter a CE activity, click on 🖪 Add Activity

#### Continuing Education

To report your activities, please click "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below.

+ Add Activity

Total Hours:

#### **REQUEST WAIVER**

By checking this box, I request a waiver in lieu of submitting my CEs. I'm aware this waiver is only offered once, and I will be required to submit activity logs the next time it is requested.

#### SAVE



### **CE Activity Screen**



To report your activities, please click "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below.



### Children's Dyslexía Centers Activity Screen – Select Type

o report your activit	ies, ple	ase click "Add A	ctivity"	for each unique en	try. If y	you need to request a waiver, please use the checkbox found below.
ctivity Type *	A	ctivity Date *		Sponsor *		Activity Hours *
Select Type	~	MM/DD/YYYY	<b></b>	Select Sponsor	~	
Select Type						
Attended Conference						
Book						
Developed Presentatio	on					
Electronic Media	radit Lla					
Graduate Course - 1 C	Crodit L	ur				
IMSLEC Accredited Co	urse	our				
Journal						
Viewed Precentation						

### Activity Screen – Activity Date - Year

	ivities, p	lease click "Add Activity	" for each unique entry. If you need to request a waiver, please use the checkbox found below
Activity Type *		Activity Date *	Sponsor * Activity Hours *
Select Type	~	MM/DD/YYYY	Select Sponsor 🗸
+ Add Activity	<	2020-2029 >	Select Vear
Total Hours:	2019	2020 2021 2022	Sciect iedi
Toronto Card	2023	2024 2025 2026	
SAVE			

### Activity Screen – Activity Date - Month

	ivities,	please c	lick "Ad	dd Activity	" for each unique entry. If	you need to request	t a waiver, please use the checkbox found below.
Activity Type *		Activity	Date *		Sponsor *	Activity Hours *	
Select Type	~	MM/D	D/YYYY	<b></b>	Select Sponsor 🗸		
+ Add Activity Total Hours:	< Jan	20 Feb	23 Mar	<b>&gt;</b> Apr	• Select	Month	
2 0 0 1 5	Мау	Jun	Jul	Aug			
SAVE	Sep	Oct	Nov	Dec			

### Activity Screen – Activity Date - Day

lo report	your	activit	ies, p	olease	click '	"Add	Activity	" for each unique entry. If y	ou need to request a	waiver, please use the checkbox found below.
Activity Typ	pe *			Activit	y Date	*		Sponsor *	Activity Hours *	
Select Ty	pe		~	MM/I	DD/YY	YY		Select Sponsor 🗸		
+ Add	<		Feb	oruary 2	2023		>			
Total He	Su	Мо	Tu	We	Th	Fr	Sa	<ul> <li>Select D</li> </ul>	ay	
	29	30	31	1	2	3	4			
_	5	6	7	8	9	10	11			
SAV	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25			
	26	27	28	1	2	3	4			

### Activity Screen – Sponsor

- Select Sponsor from the menu of options
- For books and journals, select: Children's Dyslexia Centers (CDC)
- For conferences sponsored by colleges/universities, select: College/University

* Emergency Contact		Select Sponsor AIM Institute for Learning and Research All IMSLEC-accredited courses American Montessori Society (AMS)
Emergency Contact Name	Emergency Con	American Speech-Langauge-Hearing Association (ASHA) Association of Educational Therapists (AET) Association of Higher Education and Disability (AHEAD)
Mickey Mouse Continuing Education To report your activities, please of Activity Type * Activity	pal click "Add Activity" 1 Date *	Center for Literacy and Learning (Plain Talk about Literacy and Learning) Children's Dyslexia Centers (CDC) College/University Council for Exceptional Children - Division of Learning Disabilities (CEC-DLD) Council for Learning Disabilities (CLD) Dyslexia Society of CT Everyone Reading International Dysleixa Association (IDA) Keys to Literacy Learning Ally Learning Disabilities of America (LDA) Literacy Nest National Association of School Psychologists (NASP)
Select Type  V MM/E Add Activity Total Hours:	סלאיזיאי 🖻	Select Sponsor

### Children's Dyslexia Centers Activity Screen - Activity Hours

- Enter the number of continuing education hours for the activity
- Limit of 10 CEs per cycle for books – requires reaction paper
- Limit of 10 CEs per cycle for journal articles – requires reaction paper
- Limit of 20 CEs per cycle for graduate courses

Activity Type *	Activity Date *	Sponsor *	Activity Hours *	
Select Type	MM/DD/YYYY	Select Sponsor 🗸	5	
Total Hours:				

### Children's Dyslexia Centers Entering a presentation, conference, distance learning or webinar

o report your activities,	please click "Add Ad	tivity" for each unique entry. If y	ou need to request a war	ver, please use the ch	eckbox found below.
Activity Type *	Activity Date *	Sponsor *	Conference Name *	Activity Hours *	1.0
Attended Conference 🗸	02/17/2023	All IMSLEC-accredite 🗸	BUILD: A K-1 Early Read	6	
+ Add Activity					
iotat Hours. o					

- To use this option, you need to have a signed, dated attendance certificate.
- For CDC's P-2 or Therapy course, the lecture hours are accepted.
  - Select "Attended Conference" for activity type
  - Activity Date is date of your certificate
  - Conference Name is P-2 or Therapy
  - CEs are set by the minimum number of lecture hours 35 CEs
  - Note: If you are audited, upload your certificate



- If you made an error, click on 📋
- This will remove the entry

Activity Type *	Activity Date *	Sponsor *	Conference Name *	Activity Hours *	-
Attended Conference 🗸	02/17/2023	All IMSLEC-accredite 🗸	BUILD: A K-1 Early Read	6	•
+ Add Activity					
Total Hours: 6					
Totat Hours. o					

### Entering a Book

- Activity Type: Book
- Activity Date: Date you completed the book
- Sponsor: Select CDC
- Book Title: Select from the menu of approved books
- Activity Hours: up to 10 for all books
- Books require a reaction paper see forms list posted at: <u>https://www.childrensdyslexiacenters.org/wpcontent/uploads/2023/05/Continuing-Education-Forms-and-Approved-Reading-Lists-Revised-05-2023.pdf</u>





### Sample Book Entry

vity Type * Activity Date * Sponsor * Book Title * Activity Hours *   look 04/12/2023 Image: Children's Dyslexia C  Proust and the squid:  10	o report your activities,	, please click "Add Acti	vity" for each unique entry. If y	ou need to request a waiv	ver, please use the che	ECKDOX TOUND DELOW.
Add Activity	ctivity Type *	Activity Date *	Sponsor *	Book Title *	Activity Hours *	
Add Activity	Book 🗸	04/12/2023	💼 Children's Dyslexia C 🗸	Proust and the squid: $\checkmark$	10	
al Hours: 10	otal Hours: 10					

### **Entering a Journal Article**

- Activity Type: Journal
- Activity Date: Date you completed the article
- Sponsor: Select CDC
- Journal Title: Select from the menu of approved books
- Activity Hours: up to 10 for all books
- Journal articles require a reaction paper see forms list posted at: <u>https://www.childrensdyslexiacenters.org/</u><u>wp-content/uploads/2023/05/Continuing-</u> <u>Education-Forms-and-Approved-Reading-</u> <u>Lists-Revised-05-2023.pdf</u>



+ Add Activity

## Children's Dyslexía Centers Sample Journal Article Entry

o report vour ac	tivities. I	olease click "Add Ad	tivity" for each unique entry. If	vou need to request a waiv	ver. please use the ch	eckbox found below.
ctivity Type *		Activity Date *	Sponsor *	Journal Title *	Activity Hours *	
Journal	~	12/02/2022	Children's Dyslexia C 🗸	Cognitive Neuropsycł 🗸	1	

### Children's Dyslexía Centers Entering a New Presentation

- Activity Type: Developed Presentation
- Activity Date: Date you presented
- Sponsor: Select from menu
- Presentation Title: Enter your title
- Activity Hours: Length of presentation multiplied by two
  - A one-hour presentation earns 2 CEs; a two-hour presentation earns 4 CEs; etc.

To report your activities,	please click "Add Ac	tivity" for each unique entry. If y	ou need to request a wai	ver, please use the ch	eckbox found belo
Activity Type *	Activity Date *	Sponsor *	Presentation Title *	Activity Hours *	
Developed Presentat 🗸	08/05/2023	Children's Dyslexia C 🗸	Oral Language Developn	2	
• Add Activity					
SAVE					

### Sample Developed Presentation Entry

🗢 Continuing Edu	cation				
To report your activities,	please click "Add Ac	tivity" for each unique entry. lf	you need to request a wai	ver, please use the ch	eckbox found below.
Activity Type *	Activity Date *	Sponsor *	Presentation Title *	Activity Hours *	
Developed Presentat 🗸	08/05/2023	Children's Dyslexia C 🗸	Oral Language Developn	2	
+ Add Activity					
Total Hours: 2					
SAVE					

### Children's Dyslexía Centers Entering a Graduate-level Course

- Limit of 20 CEs per cycle for graduate courses
- Two choices
  - 1. If the course is 1 graduate credit, it counts as 15 CEs
  - 2. If the course is 2 or more graduate credits, it counts as 20 CEs

S Continuing Ec	lucation			
To report your activiti	es, please click "Add Ac	tivity" for each unique entry. If y	ou need to request a	waiver, please use the checkbox found below.
Activity Type *	Activity Date *	Sponsor *	Activity Hours *	
Select Type	✓ MM/DD/YYYY	Select Sponsor 🗸		
Select Type Attended Conference Book				
Developed Presentatio	'n			
Graduate Course - 1 Cr	redit Hour			
Graduate Course - 2+ 0 IMSLEC Accredited Cou Journal Viewed Presentation	Credit Hour urse			

### Children's Dyslexia Centers Entering a Graduate-level Course

- Activity Type: Choose Graduate Course (1 credit OR 2+ credits)
- Activity Date: Date course ended
- Enter University name
- Enter course name
- Activity Hours: Automatically entered





### Sample Graduate Course Entry

To report your activities,	please click "Add Ad	ctivity" for each unique entry	7. If you need to request a war	ver, please use the ch	eckbox tound below.
Activity Type *	Activity Date *	University Name *	Course Name *	Activity Hours *	
Graduate Course - 2+ 🗸 🗸	05/12/2023	Rivier University	Mind, brain, and learning	20	
+ Add Activity					
Total Hours: 20					

### Children's Dyslexia Centers Entering Electronic Media

- Activity Type: Electronic Media
- Activity Date: Enter Date viewed/listened
- Enter Sponsor from list
- Enter Media Title: Title of item viewed/listened
- Activity Hours: Enter length of the media item viewed/listened
- Reaction paper required paper see Electronic Media form posted at:

https://www.childrensdyslexiacenters.org/wp-content/uploads/2023/05/Continuing-Education-Forms-and-Approved-Reading-Lists-Revised-05-2023.pdf

Continuing E	ducation				
To report your activit	ies, please click "Add A	ctivity" for each unique entry	. If you need to request	a waiver, please use the che	ckbox found below.
Activity Type *	Activity Date *	Sponsor *	Media Title *	Activity Hours *	
Electronic Media	✓ MM/DD/YYYY	Select Sponsor	~		
+ Add Activity Total Hours: 0					



### Sample Electronic Media Entry

#### Continuing Education To report your activities, please click "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below. Activity Type \* Activity Date \* Sponsor \* Media Title \* Activity Hours \* ----Children's Dyslexia C 🗸 🗸 Electronic Media 10/13/2022 Journey Into Dyslexia 1 V Add Activity + Total Hours: 1 SAVE

### Sample Completed Entry

#### Continuing Education

To report your activities, please click "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below. Activity Type \* Activity Date \* Sponsor \* Conference Name \* Activity Hours \* 8 Attended Conference 🗸 02/02/2024 Center for Literacy ar Plain Talk 2024 V Activity Type \* Activity Date \* University Name \* Course Name \* Activity Hours \* Graduate Course - 1 🗸 🗸 05/27/2022 **Rivier University** Literacy 15 Activity Type \* Activity Date \* Sponsor \* Presentation Title \* Activity Hours \* Developed Presentat -----2 Y 06/10/2023 Children's Dyslexia C 🐱 reading models Activity Type \* Activity Date \* Sponsor \* Media Title \* Activity Hours \* Electronic Media Y 10/13/2023 Children's Dyslexia C Journey into Dyslexia 1 × Journal Title \* Activity Type \* Activity Date \* Sponsor \* Activity Hours \* Journal ✓ 08/10/2021 Children's Dyslexia C Developmental Psycl 🐱 1 Y Activity Type \* Activity Date \* Sponsor \* Book Title \* Activity Hours \* All IMSLEC-accredite Book ✓ 02/25/2023 Driven to distraction: 4 × ¥ + Add Activity Total Hours: 31 You can save after you entered 30 CE hours SAVE



# You will get this message after you save (unless you are on the audit list)



#### **Annual Certification Form**

Your forms have been submitted and approved. Click here to download your certificate

### **Download your Affirmation Certificate**

	> view in browser
Hi Minnie,	
Your continuing education actvitiy log has been received and approved.	
Click here to download your official certificate of affirmation.	
Sincerely, Children's Dyslexia Centers, Inc.	
Children's Dyslexia Centers, Inc.	
33 Marrett Rd. • Lexington, MA • 02421 Manage List Preferences • Unsubscribe from all emails	

- You will also be emailed a link to download your certificate of affirmation.
- This is an affirmation certificate that shows you are in good standing.
- It is not a replacement for your original certification(s)



### **Error Messages**



#### Form Incomplete

Please request a waiver or make sure your total CE hours are at least 30. Your total Book hours must not exceed 10. Your total Journal hours must not exceed 10. Your total Grad Course hours must not exceed 20. Your activity date ranges must be within 01/01/2021 - 08/31/2024.





### **Additional Instructions for People on the Audit List**

- We are required to audit 10% of the CDC graduates.
- People are randomly selected for the audit list.
- <u>Please scan and save your supporting documentation</u> on your computer before you start the process.



### Activity Screen for Audit List

S Continuing	Education	
To report your activ	vities, please cli	ck "Add Activity" for each unique entry. If you need to request a waiver, please use the checkbox found below.
+ Add Activity		
Total Hours: Th	e Conti	nuing Education section has a section called "File Upload."
FILE UPLOAD Upload Additional I	Information (ph	oto or pdf of completion certificate, etc.)
Choose File(s)	Brow	ie in the second se
REQUEST WAIVI	ER	
By checking this box requested.	x, I request a waive	r in lieu of submitting my CEs. I'm aware this waiver is only offered once, and I will be required to submit activity logs the next time it is
SAVE		

### Children's Dyslexia Centers Activity Screen for Audit List

To report your activities	please click "Add Activ	ity" for each unique entry. If y	you need to request a wa	iver please use the checkly	ox found below
Activity Type *	Activity Date *	Sponsor *	Conference Name *	Activity Hours *	
Activity Type *	Activity Date *	University Name *	Course Name *	2 Activity Hours *	
Graduate Course - 24 🗸 🗸	08/30/2023	Kings College	Multisensory Reading	20	
Activity Type *	Activity Date *	Sponsor *	Conference Name *	Activity Hours *	2.
Attended Conference 🐱	02/02/2024	Center for Literacy ar 🐱	Plain Talk 2024	14	
Add Activity Total Hours: 36 FILE UPLOAD Upload Additional Inform	nation (photo or pdf of	completion certificate, etc.)	③ Open       ←     ~ ↑     ≪ Pers > 2       Organize ▼     New folder       ● This PC     ^       ■ 3D Objects     2	024 Professional De マ む Sear e e 024 Plain Talk Certificate - ILLIG	ch 2024 Professional Deve A Est  Ch 2024 Professional Deve A Status
.hoose File(s)	Browse		Desktop 2 Documents 2 Documents 2 Documents 2 Documents 2 Documents 2 Documents 2 2 Documents 2 Documents 2 Docu	024 Plain Talk certificate 024.02.05 Amplify Data-Takeover-Week-Web 024.02.06 Amplify Data-Takeover-Week-Web 024.02.08 Data-Takeover-Week-Webinar-Cert 024.02.08 Differentiating-with-the-Science-of 024.02.08 Differentiating-with-the-Science-of 024.02.09 Amplify Science 14, 20, 2022	inar-Ce inar-Ce ificate-3 i-Readin pres-Fl

- After you have entered your activities, you need to upload the required documentation for all your activities.
- Under "File Upload", select "Browse" and your computer will open a window where you can select the document(s) you need to upload.
- A list of required documentation can be found in the CDC CE Policy and on the forms located on the website at <u>https://www.childrensdyslexiacenters.org/continuing-education/</u>

### Children's Dyslexia Centers Activity Screen for Audit List

**NOTES:** 

- There is a limit to 5 uploaded files.
- There is a size limit. If your file is too large, you will need to split it into smaller files.

After uploading the required documentation for all your activities, click on the "SAVE" button and you will see this message.



**Annual Certification Form** 

Your activity hours were submitted on 03/26/2024. Once they have been approved, you will get a link to download your certificate.

### Children's Dyslexia Centers Email for Audit List Submissions

The first message you receive by email

>view in browser Hi Amy, Your continuing education activity log submission has been received and is under review for approval. The review may take up to 10 business days. Following the review we will notify you of the results by email. Sincerely, Children's Dyslexia Centers, Inc. Children's Dyslexia Centers, Inc. 33 Marrett Rd. • Lexington, MA • 02421 Manage List Preferences Unsubscribe from all emails



### **Email for Audit List Submissions**

# If we have any questions about your CE activities, we will email you.

### Children's Dyslexia Centers Email for Audit List Submissions

The second email you receive comes after your log has been reviewed and contains the link to print your certificate.

	> view in browser
Hi Amy,	
Your continuing education actvitiy log has been received and approved.	
Amy, Your CE log has been approved. Carin Illig, Clinical Director	
Click here to download your official certificate of affirmation.	
Sincerely, Children's Dyslexia Centers, Inc.	
Children's Dyslexia Centers, Inc.	
Manage List Preferences • Unsubscribe from all emails	

