



CHILDREN'S DYSLEXIA CENTERS CONTINUING EDUCATION POLICIES AND PROCEDURES



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

1. The Children's Dyslexia Centers, Inc. (CDC) requires every training course graduate to earn 30 continuing education (CE) hours every three years after successfully completing our IMSLEC accredited MSLE course to remain in good standing with the CDC. Graduates will submit a CE activity log to the CDC. 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) The CDC continuing education due dates are based on the date the Initial certification was completed and our cycle that runs from April 1 through March 31.
 - b) 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.
 - c) One continuing education hour is the equivalent of one clock hour or one hour of "seat time".
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) *The CDC does not accept continuing education hours for training in the use of O-G-based curriculum programs.*
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 the preceding paragraph.
 - i. Maximum of 20 hours per any three-year period
 1. One graduate credit is approximately 15 continuing education hours.
 - ii. Documentation:
 1. Transcript
 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:**
 - i. A CDC location
 - ii. An IMSLEC-accredited training course
 - iii. The Academic Language Therapy Association (ALTA) and its chapters
 - iv. The Academy of Orton-Gillingham Practitioners and Educators (AOGPE)
 - v. The American Montessori Society (AMS)
 - vi. The American Speech-Language-Hearing Association (ASHA) and its branches
 - vii. The International Dyslexia Association (IDA) and its branches
 - viii. The National Center for Learning Disabilities (NCLD)

- ix. Note: The CDC Clinical Director will consider the relevance of individual sessions at any conference (including ALTA, AOGPE, AMS, ASHA, IDA, NCLD). 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.
- x. Note: Subject to the approval of the CDC Clinical Director, continuing education may be approved for 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.
- xi. 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, ALTA, AOGPE, AMS, ASHA, IDA, or NCLD conference or other approved offering.
 - 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) **Website, Videotape, DVD, Webinar, or CD.** To qualify for CDC CE credit, the website, video, DVD, Webinar, or CD must meet the content criteria and be given as an offering of a CDC location, IMSLEC-accredited course, ALTA, AOGPE, AMS, ASHA, IDA, NCLD, or be from a presenter that meets the qualifications listed in item 3.b)x.
 - i. Documentation:
 - 1. 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:
 - 1. 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:
 - 1. Chapters with 10 or more pages: 1 continuing education hour
 - 2. Chapters with fewer than 10 pages may be combined so that the chapter grouping equals 10 or more pages and will be credited with 1 continuing education hour
 - ii. Maximum of 10 hours per three-year period
 - iii. Documentation:
 - 1. Completion of requirements listed on **Book Form**

- g) **Specific On-Site Evaluation Team (SOSET) participation** for members of the IMSLEC Accreditation Committee.
- i. Credit: For participation in SOSET visits, the team leader earns ten continuing education hours and team members earn five continuing education hours.
 - ii. Continuing education hours will be accepted for one SOSET visit per three-year period
 - iii. Documentation:
 1. Completion of requirements listed on **SOSET Form**
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 Director. 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. Graduates who do not send in a list of earned CEs will no longer be in good standing with the CDC.
- a. Members in good standing with ALTA may submit their current membership card from ALTA in place of the list of continuing education activities. The individual's name and contact information must be completed on the continuing education log and the log must be signed and submitted.
 - b. If an ALTA member is on the audit list, they need to submit a list of their continuing education activities and the required documentation noted in item 3 above.
5. **Carry-over of credits from one triennial cycle to the next is not permitted.** For example, if an individual earns 45 CE hours within a three-year period, he or she may not "carry-over" 15 CE hours toward meeting the requirement for the next three-year period.
6. *IMSLEC requirement for accredited training programs:* The CDC Clinical Director or designee shall audit at least 10% of the graduates' CE documentation. Each training course will submit the number of graduates audited with their Annual Report to IMSLEC each year.
7. *IMSLEC requirement for accredited training programs:* Re-accreditation visits will include a review of each training course's monitoring of CE requirements.
8. *IMSLEC Policy for advertising activities:* The following policy related to "freestanding courses" was approved at the 10/27/2015 IMSLEC Board meeting:
- Only IMSLEC-accredited courses can indicate on publicity (e.g., websites, flyers, etc.) that individual (i.e., freestanding) workshops sponsored by the accredited course are "approved for IMSLEC CEUs."
 - IMSLEC-accredited courses can approve individual (i.e., freestanding) workshops, etc. for IMSLEC CEs IF those individual workshops, etc. are sponsored by the IMSLEC-accredited course and the activity meets the content guidelines.
 - Individual people who teach the freestanding workshops, etc. cannot indicate on publicity that those workshops are "approved for IMSLEC CEUs"—
 - even if those individuals are certified by an IMSLEC-accredited course
 - even when those individual workshops, etc. are sponsored by an IMSLEC-accredited course.
- **If you have questions about the CE process or an activity, contact your CDC site directly to see if the Center Director can answer your questions. If not, please contact the CDC Clinical Director (Carin Illig) at cillig@cdcnmj.org or CDC Associate Clinical Director (Kathleen Carlsen) at kcarlsen@cdcnmj.org**
- **If you have a change of address, please notify your CDC site or notify the Corporate office by email to pmarchese@cdcnmj.org**