



CONTINUING EDUCATION (CEU) POLICIES AND PROCEDURES

1. IMSLEC requires every training course graduate at each level to earn 30 clock hours of continuing education (CE) every three years after successfully completing an IMSLEC accredited MSLE course.
2. To be considered as Continuing Education (CE) eligible for IMSLEC CEUs, the activity content and learning outcomes 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. **Activities, content, and level must be *beyond* requirements of IMSLEC-accredited courses and must contribute to the acquisition of new skills and knowledge.**

IMSLEC-approved Continuing Education (CE) offerings will be limited to the list below—***with the following considerations:***

- Criteria outlined in the IMSLEC CEU Policy document (#2 above) should be used as a guide when there are questions.
 - Course directors should consider the relevance of individual sessions at any conference (including AMS, ALTA, AOGPE, ASHA, IDA, NCLD). Although most sessions at these conferences are likely to align with IMSLEC policy, there may be some sessions that do not. Sessions that align are approved; sessions that do not align are not approved.
- a) **University Graduate Level Courses (including distance-learning courses).** To qualify for IMSLEC CE credit, the course must pertain to the disciplines described in the preceding paragraph.
 - i) Maximum of 20 hours of the 30-clock hour requirement in any three-year period
 - ii) Documentation:
 - (1) Transcript
 - (2) Course description
 - b) **Activities sponsored by an IMSLEC-accredited training course, including distance learning and webinars; offerings of The International Dyslexia Association (IDA) and its branches; the American Speech-Language-Hearing Association (ASHA) and its branches; the Academic Language Therapy Association (ALTA); The Academy of Orton-Gillingham Practitioners and Educators (AOGPE); the National Committee for Learning Disabilities (NCLD); and the American Montessori Society (AMS).**
 - i) Note: Subject to the approval of course directors, IMSLEC Continuing Education (CE) credit may be given for presentations offered by other organizations (not listed in 2.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 2.b.
 - ii) Documentation:
 - (1) Certificate of attendance
 - (2) Completion of requirements listed on **Conference Form**
 - c) **Development of a New Presentation on the Topic of Dyslexia or Related Issues.** To qualify for IMSLEC CE credit, the presentation must meet the criteria for activity content listed in #2 above, **AND** the presentation must be given in conjunction with an IMSLEC, IDA, ASHA, AOGPE, ALTA, NCLD, or AMS conference or other approved offering.

- i) Credit will be given only for the *initial* presentation on this topic and with the following stipulations:
 - (1) For each hour of presentation, two hours are earned. For example, a one-hour presentation would earn two hours of CE credit.
 - ii) Documentation (one of the following):
 - (1) A copy of the presentation **OR**
 - (2) A copy of the conference program listing the presentation and presenter
 - d) **Website, Videotape, DVD, Webinar, or CD.** To qualify for IMSLEC CE credit, the website, video, DVD, Webinar, or CD must be given as an offering of IMSLEC, IDA, ASHA, AOGPE, ALTA, NCLD, or AMS as described above.
 - i) Documentation:
 - (1) Completion of requirements listed on **Website/Video/DVD/Webinar/CD Form**
 - e) **Journal Articles.** To qualify for IMSLEC CE credit, the article must be selected from a journal on the approved IMSLEC Journal List. Articles that were required reading for the training course may not be used to earn IMSLEC CE credit.
 - i) Credit:
 - (1) Each journal article: 1 clock hour
 - ii) Maximum of 10 hours of the 30-clock hour requirement in any three-year period
 - iii) Documentation:
 - (1) Completion of requirements listed on **Journal Form**
 - f) **Books.** To qualify for use to earn IMSLEC 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 for the training course may not be used to earn IMSLEC CE credit.
 - i) Credit:
 - (1) Chapters with 10 or more pages: 1 clock hour
 - (2) Chapters with fewer than 10 pages may be combined so that the chapter grouping equals 10 or more pages and can be credited with 1 clock hour
 - ii) Maximum of 10 hours of the 30-clock hour requirement in any three-year period
 - iii) Documentation:
 - (1) Completion of requirements listed on **Book Form**
 - g) **Specific On-Site Evaluation Team (SOSET) participation.**
 - i) Credit:
 - (1) 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**
3. The training course graduate shall maintain documentation, as listed above, of 30 clock hours earned within each three-year period. Such CEU documentation shall be available for audit if requested by the training course director.

Training course graduates are required to submit a list of earned CEU credits to their course director upon the triennial anniversary of their course completion. Graduates who fail to send in a list of earned CEU's upon their triennial anniversary will not be listed in the course directory (or submitted for inclusion in either the Alliance Database or IMSLEC Directory).

4. **Carry-over of credits from one registration period 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.

5. The **training course director** or designee shall **audit** at least **10% of the graduates' CEU documentation**. Each training course will submit the number of graduates audited with their Annual Report each year. The training course director may submit for listing in the Alliance database and the IMSLEC Directory ***only*** those graduates who have completed the required CEUs and are in good standing with their course. Graduates who fail to meet requirements for professional development will be removed from the Alliance Database and IMSLEC Directory.
6. **Re-accreditation visits** will include a review of each training course's monitoring of CE requirements.
7. The following policy related to "**freestanding courses**" was approved at the 10/27/2015 IMSLEC Board meeting:
 - IMSLEC-accredited courses can approve (based on IMSLEC CEU criteria) individual (i.e., freestanding) workshops, etc. for IMSLEC CEUs **IF** those individual workshops, etc. are sponsored by the IMSLEC-accredited course.
 - 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.
 - An IMSLEC-accredited course **can** indicate on publicity (e.g., websites, flyers, etc.) that individual (i.e., freestanding) workshops sponsored by the accredited course is "approved for IMSLEC CEUs."