

How to Submit Continuing Education Hours (CEs)

Email Link

CONTINUING EDUCATION RESOURCES

The CE submittal process is now automated. Request for CE activities will be sent out via EMAIL sometime in April of 2026. Please verify your email with your certifying center or HQadmin@cdcinc.org prior to April 1st.

If you do not receive your CE request email (check your SPAM or JUNK folder), please contact us.

CE activities are due no later than August 1, 2026

Late CE hours are not accepted

Find resources below for your continued educational development.

- **Link to submit your CEs is emailed**
- **When you are ready to enter your CEs, Click on the link**

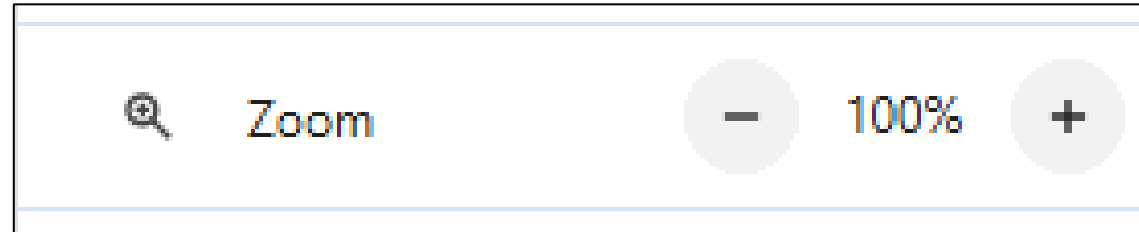
IMPORTANT INFORMATION

Before you start to enter your CEs:

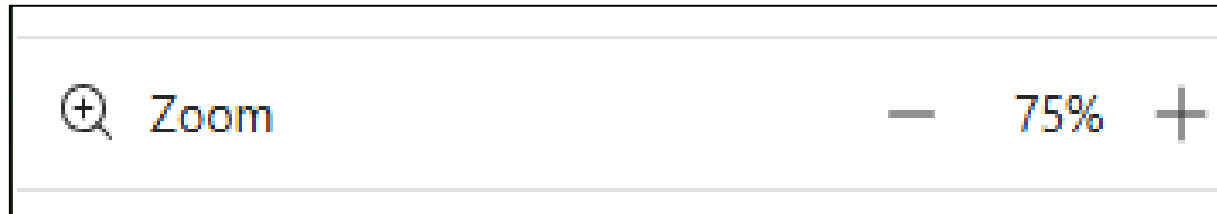
- This is set up for a one-time data entry
- Partial entries will not save
- Only people on the audit list will be prompted to enter their supporting documentation
 - If you are audited: Before you start the form, scan and save all required documentation as PDFs. The best plan is to save them as “reduced size” PDFs.

IMPORTANT INFORMATION

Before you start to enter your CEs:



You may need to zoom out to see the whole entry page



CE Information and Forms

Polices & Information



Continuing Education Policy - Revised 12/2025



Continuing Education Forms and Approved Reading Lists - Revised 12/2025



IMSLEC-accredited Courses - Revised 1/2026



Continuing Education Approved Presenters - Revised 12/2025



Approved CE Sponsors - Revised 12/2025



Have you moved? Let us know. Email us at HQAdmin@cdcinc.org your name and new address

CE Submission Process



Step-By-Step Illustration of the CE Submission Process

Due Dates



Due Date Table

Additional Resources



Low-Cost Continuing Education Resources



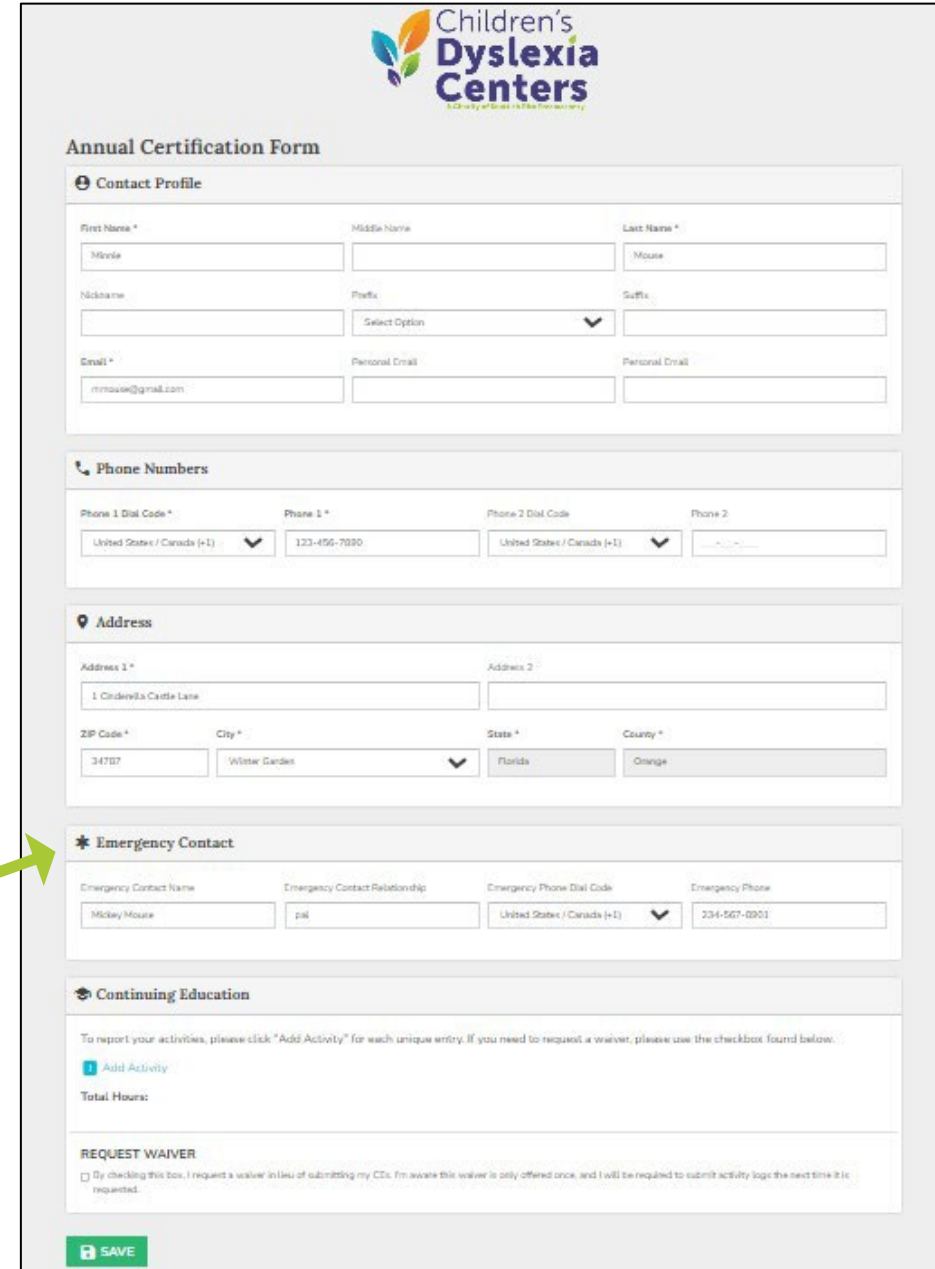
Frequently Asked Questions

To access all CE information: <https://www.childrensdyslexiacenters.org/continuing-education/>

Annual Certification Form

The email link opens to a contact page

- Review and update your contact information.
- Only employees need to list an emergency contact



Children's Dyslexia Centers
Early Intervention for Dyslexia

Annual Certification Form

Contact Profile

First Name *	Middle Name	Last Name *
Minnie		Mouse
Nickname	Prefix	Suffix
	Select Option	
Email *	Personal Email	Personal Email
mminouse@gmail.com		

Phone Numbers

Phone 1 Dial Code *	Phone 1 *	Phone 2 Dial Code	Phone 2
United States / Canada (+1)	123-456-7890	United States / Canada (+1)	

Address

Address 1 *		Address 2	
1 Cinderella Castle Lane			
ZIP Code *	City *	State *	Country *
34707	Winter Garden	Florida	Orange

* Emergency Contact

Emergency Contact Name	Emergency Contact Relationship	Emergency Phone Dial Code	Emergency Phone
Mickey Mouse	pal	United States / Canada (+1)	234-567-8901

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 CE's. 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

Medical/Family Care Waiver

 **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**

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

Activity Options

All CE activities must meet the activity content described in the CDC's CE policy

Activity Type	Sponsor/Presenter	Maximum hours
Attended conference (attendance certificate provided)	Approved sponsor/presenter	Unlimited
Books	Approved Book list	10
Development of a new presentation for approved sponsor (2 hours for each hour of the presentation)	Approved sponsor	Unlimited
Electronic media	Approved sponsor/presenter	10
Graduate course (1 credit)	Accredited college/university	15
Graduate course (2 or more credits)	Accredited college/university	20
IMSLEC-Accredited courses (CDC's P-2, Mentor, Therapy)	CDC	35
Journal articles (1 hour per article)	Approved Journal list	10
Recorded conference sessions/webinars	Approved sponsor/presenter	Unlimited

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

 **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 *	Activity Hours *
Select Type ▼	MM/DD/YYYY 	Select Sponsor ▼	

 Add Activity

Total Hours:

 SAVE

Activity Screen – Select Type

 **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 *	Activity Hours *	
Select Type ▼ Select Type Attended Conference Book Developed Presentation Electronic Media Graduate Course - 1 Credit Hour Graduate Course - 2+ Credit Hour IMSLEC Accredited Course Journal Viewed Presentation	MM/DD/YYYY 		Select Sponsor ▼		

Activity Screen – Activity Date

Date: Use the calendar feature or MM/DD/YYYY format

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 *

Select Type

Activity Date *

MM/DD/YYYY

Sponsor *

Select Sponsor

Activity Hours *

+ Add Activity

Total Hours:

SAVE

<

2020-2029

>

2019

2020

2021

2022

2023

2024

2025

2026

2027

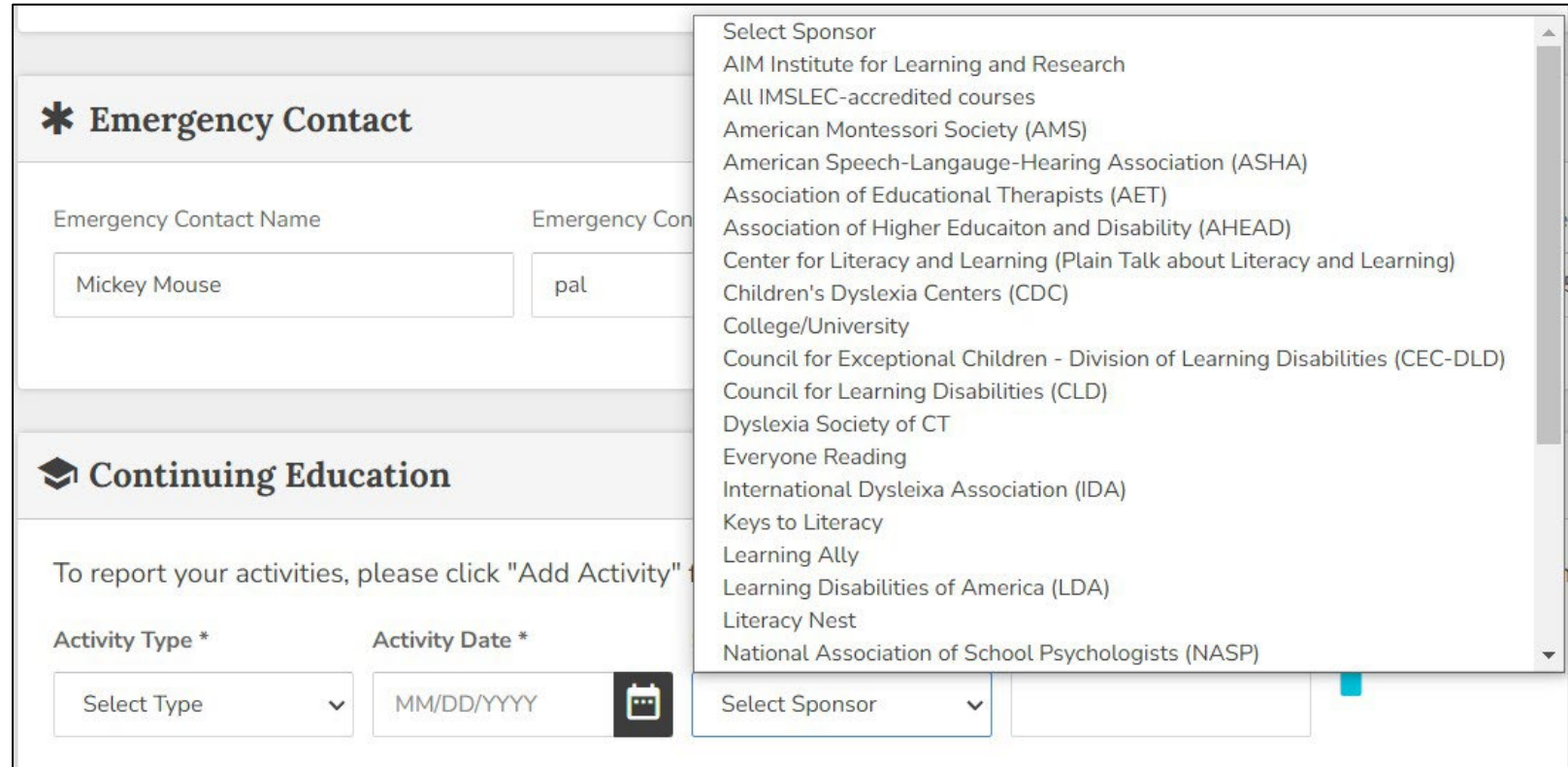
2028

2029

2030

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**



The screenshot shows a web form titled "Activity Screen – Sponsor". It is divided into two main sections: "Emergency Contact" and "Continuing Education".

*** Emergency Contact**

Emergency Contact Name: Mickey Mouse
Emergency Contact: pal

Continuing Education

To report your activities, please click "Add Activity"

Activity Type *: Select Type ▼
Activity Date *: MM/DD/YYYY 

Select Sponsor

AIM Institute for Learning and Research
All IMSLEC-accredited courses
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)
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 Dyslexia Association (IDA)
Keys to Literacy
Learning Ally
Learning Disabilities of America (LDA)
Literacy Nest
National Association of School Psychologists (NASP)

Select Sponsor ▼

Activity Screen – Activity Hours

 **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 *	Activity Hours *	
Select Type	MM/DD/YYYY		Select Sponsor	5	

- Enter the number of continuing education hours for the activity
- Limit of 10 CEs for books—Form and reaction paper required
- Limit of 10 CEs for electronic media—Form and reaction paper required
- Limit of 20 CEs for graduate courses
- Limit of 10 CEs for journal articles—Form and reaction paper required

Entering CEs

- Note: Fields highlighted in **red** are **required** for each activity type

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 *
Attended Confe ✓	MM/DD/YYYY ✗	Select Sponsor ✗		
		Please choose an Activity Sponsor.	Please enter an Activity Title.	Please enter Activity Hours.
Activity Type *	Activity Date *	Sponsor *	Book Title *	Activity Hours *
Book ✓	MM/DD/YYYY ✗	IMSLEC-accredi ✓	Select Book ✗	
			Please select a Book Title.	Please enter Activity Hours.
Activity Type *	Activity Date *	Sponsor *	Presentation Title *	Activity Hours *
Developed Pres ✓	MM/DD/YYYY ✗	Select Sponsor ✗		
		Please choose an Activity Sponsor.	Please enter an Activity Title.	Please enter Activity Hours.
Activity Type *	Activity Date *	Sponsor *	Media Title *	Activity Hours *
Electronic Medi ✓	MM/DD/YYYY ✗	Select Sponsor ✗		
		Please choose an Activity Sponsor.	Please enter an Activity Title.	Please enter Activity Hours.
Activity Type *	Activity Date *	University Name *	Course Name *	Activity Hours *
Graduate Cours ✓	MM/DD/YYYY ✗			15
		Please enter a University Name.	Please enter an Activity Title.	
Activity Type *	Activity Date *	University Name *	Course Name *	Activity Hours *
Graduate Cours ✓	MM/DD/YYYY ✗			20
		Please enter a University Name.	Please enter an Activity Title.	
Activity Type *	Activity Date *	Sponsor *	Course Title *	Activity Hours *
IMSLEC Accred ✓	MM/DD/YYYY ✗	Select Sponsor ✗	Select Course ✗	
		Please choose an Activity Sponsor.	Please select a Course Title.	Please enter Activity Hours.
Activity Type *	Activity Date *	Sponsor *	Journal Title *	Activity Hours *
Journal ✓	MM/DD/YYYY ✗	Select Sponsor ✗	Select Journal ✗	1
		Please choose an Activity Sponsor.	Please select a Journal Title.	
Activity Type *	Activity Date *	Sponsor *	Activity Hours *	
Recorded Confe ✓	MM/DD/YYYY ✗	Select Sponsor ✗		
		Please choose an Activity Sponsor.	Please enter Activity Hours.	
Activity Type *	Activity Date *	Presenter *	Presentation Title *	Activity Hours *
Viewed Presenti ✓	MM/DD/YYYY ✗	Select Presente ✗		
		Please choose a Presenter.	Please enter an Activity Title.	Please enter Activity Hours.

[Add Activity](#)

Errors

If you made an error, click on  to remove the error.

 **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 *
Attended Conference ▾	02/17/2023 	All IMSLEC-accredite ▾	BUILD: A K-1 Early Read	6 

 [Add Activity](#)

Total Hours: 6

 **SAVE**

Attended a Conference

 **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 *	
Attended Conference ▼	MM/DD/YYYY		Select Sponsor ▼			

 **Add Activity**

Use this option when you have a signed, dated attendance certificate

- **Activity Type:** Attended Conference
- **Activity Date:** Date on your certificate (last date if multiple days)
- **Sponsor:** Select from menu
- **Conference Name:** Enter conference name
- **Activity Hours:** Enter the number of CEs listed on the attendance certificate

Sample Conference Entry

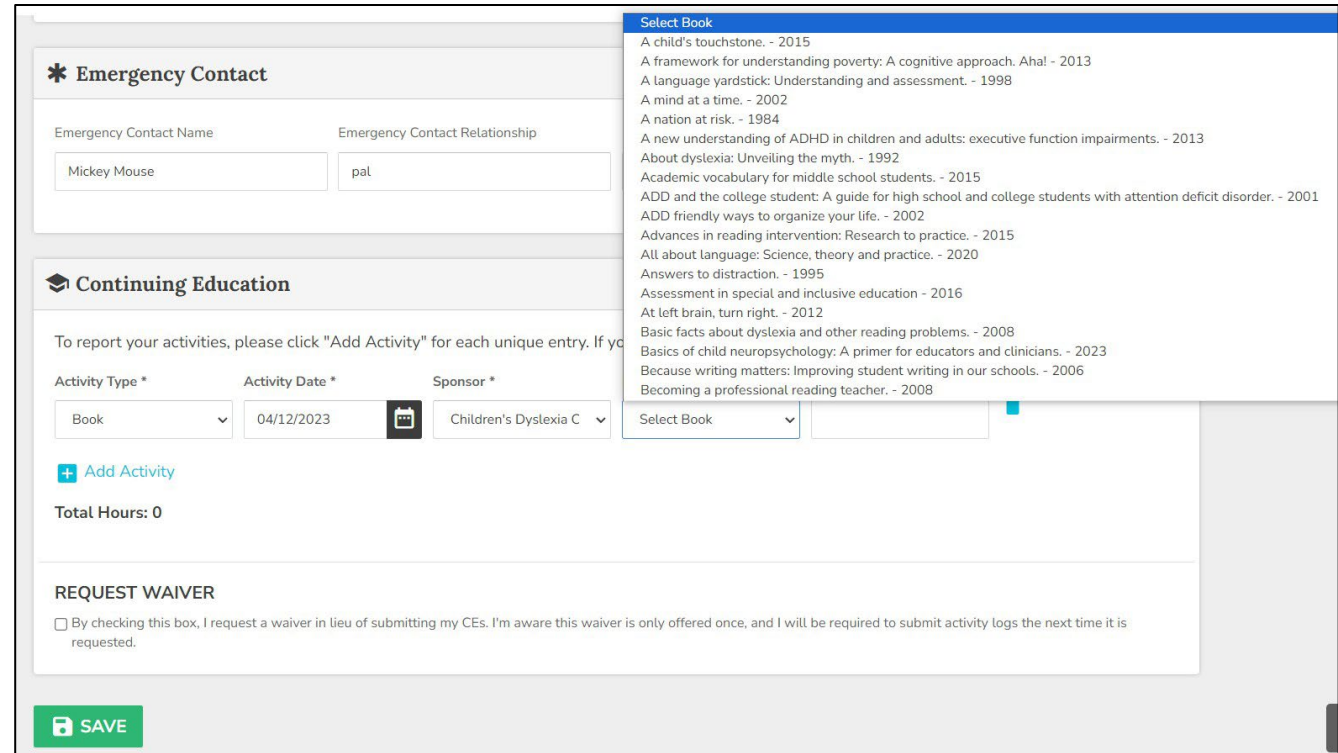
 **Continuing Education**

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 *	
Attended Conference ▼	02/17/2023		All IMSLEC-accredite ▼	BUILD: A K-1 Early Read	6	

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 (alphabetical by title)**
- **Activity Hours: up to 10 for all books**
- **Books require a completed CE form and reaction paper**



The screenshot shows a web form for entering a book activity. It includes sections for Emergency Contact, Continuing Education, and a Request Waiver. A dropdown menu for 'Select Book' is open, showing a list of approved books.

*** Emergency Contact**

Emergency Contact Name: Mickey Mouse
Emergency Contact Relationship: pal

Continuing Education

To report your activities, please click "Add Activity" for each unique entry. If you have completed this activity before, you may skip this entry.

Activity Type *: Book
Activity Date *: 04/12/2023
Sponsor *: Children's Dyslexia C

[+ Add Activity](#)

Total Hours: 0

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](#)

Select Book

- A child's touchstone. - 2015
- A framework for understanding poverty: A cognitive approach. Aha! - 2013
- A language yardstick: Understanding and assessment. - 1998
- A mind at a time. - 2002
- A nation at risk. - 1984
- A new understanding of ADHD in children and adults: executive function impairments. - 2013
- About dyslexia: Unveiling the myth. - 1992
- Academic vocabulary for middle school students. - 2015
- ADD and the college student: A guide for high school and college students with attention deficit disorder. - 2001
- ADD friendly ways to organize your life. - 2002
- Advances in reading intervention: Research to practice. - 2015
- All about language: Science, theory and practice. - 2020
- Answers to distraction. - 1995
- Assessment in special and inclusive education - 2016
- At left brain, turn right. - 2012
- Basic facts about dyslexia and other reading problems. - 2008
- Basics of child neuropsychology: A primer for educators and clinicians. - 2023
- Because writing matters: Improving student writing in our schools. - 2006
- Becoming a professional reading teacher. - 2008

Sample Book 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 *	Book Title *	Activity Hours *	
Book ▼	04/12/2023		Children's Dyslexia C ▼	Proust and the squid: ▼	10	

 Add Activity

Total Hours: 10

Developed a New Presentation

 **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 *	Presentation Title *	Activity Hours *	
Developed Presentati ▼	MM/DD/YYYY		Select Sponsor ▼			

- **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 1-hour presentation earns 2 CEs
 - A 2-hour presentation earns 4 CEs; etc.

Sample Developed Presentation 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 *	Presentation Title *	Activity Hours *	
Developed Presentat ▾	08/05/2023		Children's Dyslexia C ▾	Oral Language Developn	2	

 Add Activity

Total Hours: 2

 SAVE

Entering Electronic Media

 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 *	
Electronic Media 	MM/DD/YYYY 		Select Sponsor 			

 Add Activity

Entering Electronic Media

Activity Type: Electronic Media

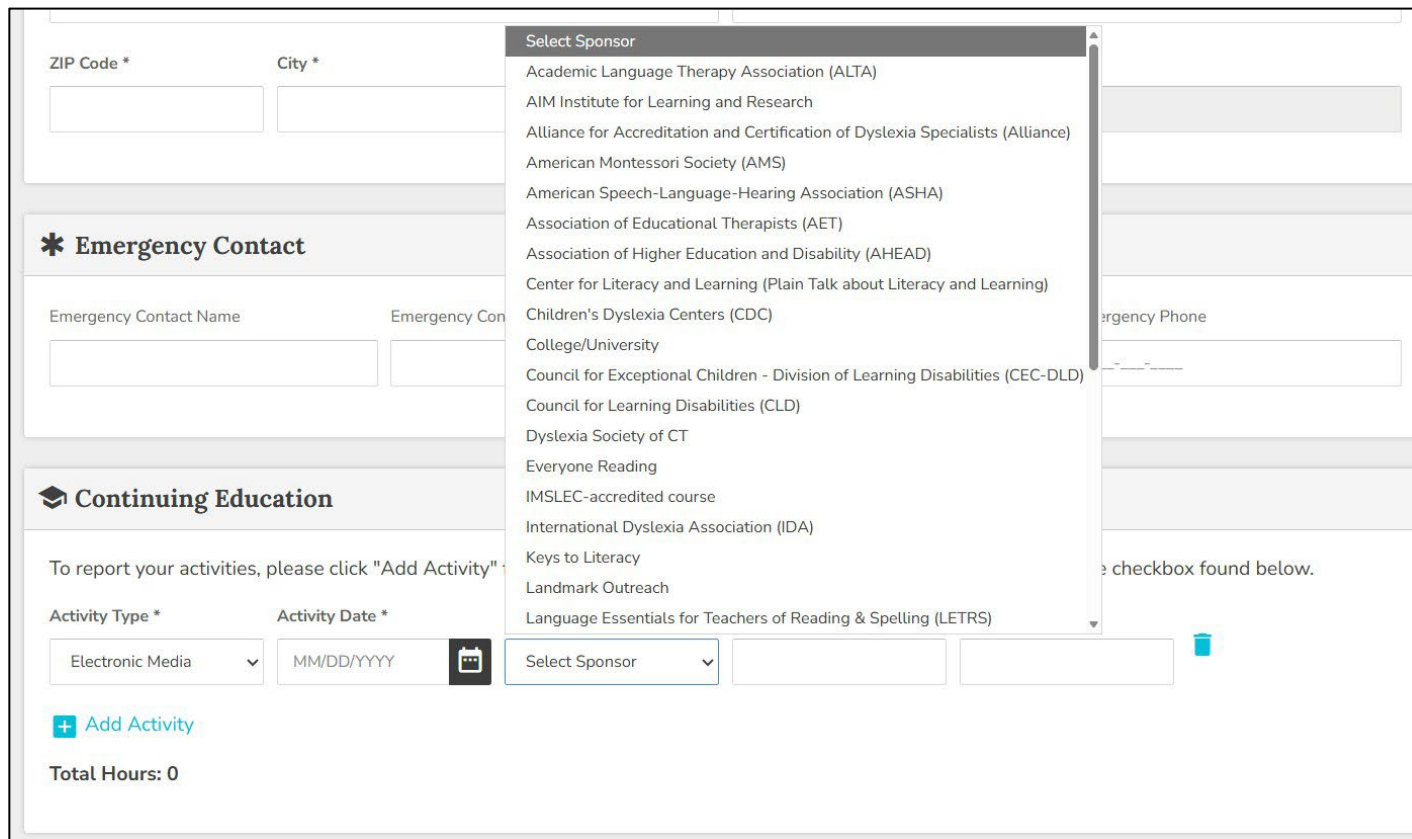
**Activity Date: Enter Date
viewed/listened**

Sponsor: Select from menu

**Enter Media Title: Title of item
viewed/listened**

**Activity Hours: Enter length of the
media item viewed/listened
(maximum 10)**

**Completed form and reaction paper
required**



The screenshot shows a web form for entering electronic media activities. The form includes fields for ZIP Code, City, and an Emergency Contact section with fields for name and phone. A 'Continuing Education' section contains a table for logging activities. The 'Activity Type' dropdown is set to 'Electronic Media'. The 'Activity Date' field is empty. The 'Select Sponsor' dropdown menu is open, displaying a list of organizations including ALTA, AIM Institute, Alliance for Accreditation, AMS, ASHA, AET, AHEAD, Plain Talk, CDC, College/University, CEC-DLD, CLD, Dyslexia Society of CT, Everyone Reading, IMSLEC, IDA, Keys to Literacy, Landmark Outreach, and LETRS. The 'Add Activity' button is visible at the bottom left, and the 'Total Hours' is currently 0.

Activity Type *	Activity Date *
Electronic Media	MM/DD/YYYY

[+ 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 *	
Electronic Media ▾	10/13/2022		Children's Dyslexia C ▾	Journey Into Dyslexia	1	

 Add Activity

Total Hours: 1

Entering a Graduate-level Course

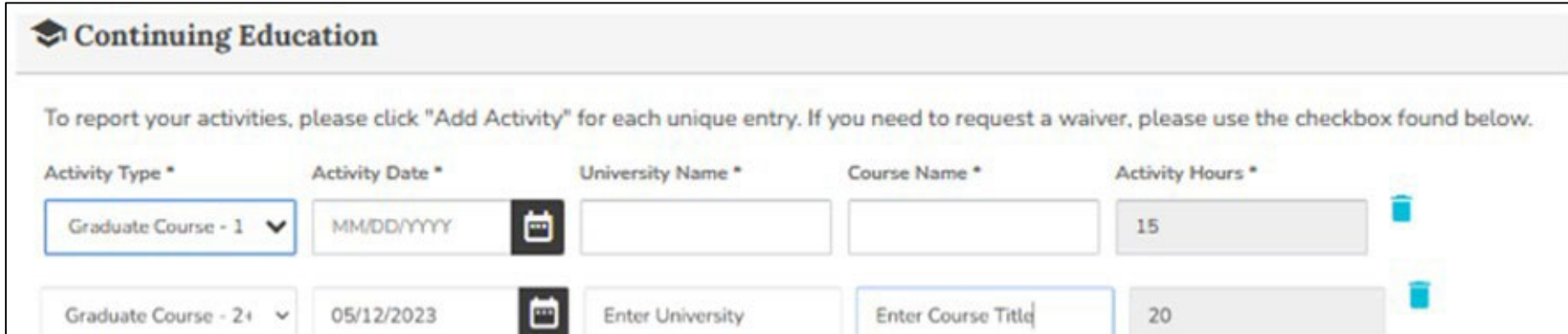
Limit of 20 CEs per cycle for graduate courses

 **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 *	Activity Hours *	
Select Type ▾ Select Type Attended Conference Book Developed Presentation Electronic Media Graduate Course - 1 Credit Hour Graduate Course - 2+ Credit Hour IMSLEC Accredited Course Journal Viewed Presentation	MM/DD/YYYY 	Select Sponsor ▾		

Entering a Graduate-level Course



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 *		University Name *	Course Name *	Activity Hours *	
Graduate Course - 1 ▼	MM/DD/YYYY				15	
Graduate Course - 2+ ▼	05/12/2023		Enter University	Enter Course Title	20	

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

Sample Graduate Course 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 *		University Name *	Course Name *	Activity Hours *	
Graduate Course - 2+ ▾	05/12/2023		Rivier University	Mind, brain, and learning	20	

 Add Activity

Total Hours: 20

 SAVE



Entering a CDC Course

 **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 *	Course Title *	Activity Hours *	
IMSLEC Accredited C	MM/DD/YYYY		Select Sponsor	Select Course		

 **Add Activity**

Total Hours: 20

- **Activity Type:** CDC P-2, Mentor, or therapy course
- **Activity Date:** Date you completed the course
- **Sponsor:** Select IMSLEC-accredited course
- **Course Title:** Select All CDC locations
- **Activity Hours:** Enter 35

Sample CDC Course

 **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 *	Course Title *	Activity Hours *	
IMSLEC Accredited C ▾	11/20/2025		IMSLEC-accredited cc ▾	All CDC locations ▾	35	

 [Add Activity](#)

Total Hours: 35

Entering a Journal Article

 **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 *	Journal Title *	Activity Hours *	
Journal ✓	MM/DD/YYYY ✗ 	Select Sponsor ✗ Please choose an Activity Sponsor.	Select Journal ✗ Please select a Journal Title.	1	

- **Activity Type:** Journal
- **Activity Date:** Date you completed the article
- **Sponsor:** Select CDC
- **Journal Title:** Select from the menu of approved journals
- **Activity Hours:** up to 10 for all journals
- **Journal articles** require a completed CE form and reaction paper

Sample Journal Article 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 *	Journal Title *	Activity Hours *
Journal ▾	12/02/2022		Children's Dyslexia C ▾	Cognitive Neuropsych ▾	1



 Add Activity

Entering a Recorded Conference/Webinar

 **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 *
Recorded Confer 	MM/DD/YYYY  	Select Sponsor   Please choose an Activity Sponsor.	 Please enter an Activity Title.	 Please enter Activity Hours.



- **Activity Type:** Recorded Conference
- **Activity Date:** Date you viewed (or last date you viewed a session)
- **Sponsor:** Select from menu
- **Conference Name:** Enter conference or webinar name
- **Activity Hours:** enter length of the recorded session
- **Recorded Conferences** require a completed CE form and reaction paper

Entering a Recorded Conference/Webinar

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 *

Recorded Conference ▼

Activity Date *

06/05/2025



Sponsor *

Academic Language ▼

Activity Hours *

1|



Sample Completed Entry

You can save after you enter 30 CE hours.

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 *	
Attended Conference ▾	02/02/2024	Center for Literacy ar ▾	Plain Talk 2024	8	
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 ▾	06/10/2023	Children's Dyslexia C ▾	reading models	2	
Activity Type *	Activity Date *	Sponsor *	Media Title *	Activity Hours *	
Electronic Media ▾	10/13/2023	Children's Dyslexia C ▾	Journey into Dyslexia	1	
Activity Type *	Activity Date *	Sponsor *	Journal Title *	Activity Hours *	
Journal ▾	08/10/2021	Children's Dyslexia C ▾	Developmental Psycl ▾	1	
Activity Type *	Activity Date *	Sponsor *	Book Title *	Activity Hours *	
Book ▾	02/25/2023	All IMSLEC-accredite ▾	Driven to distraction: ▾	4	

Add Activity

Total Hours: 31

SAVE

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



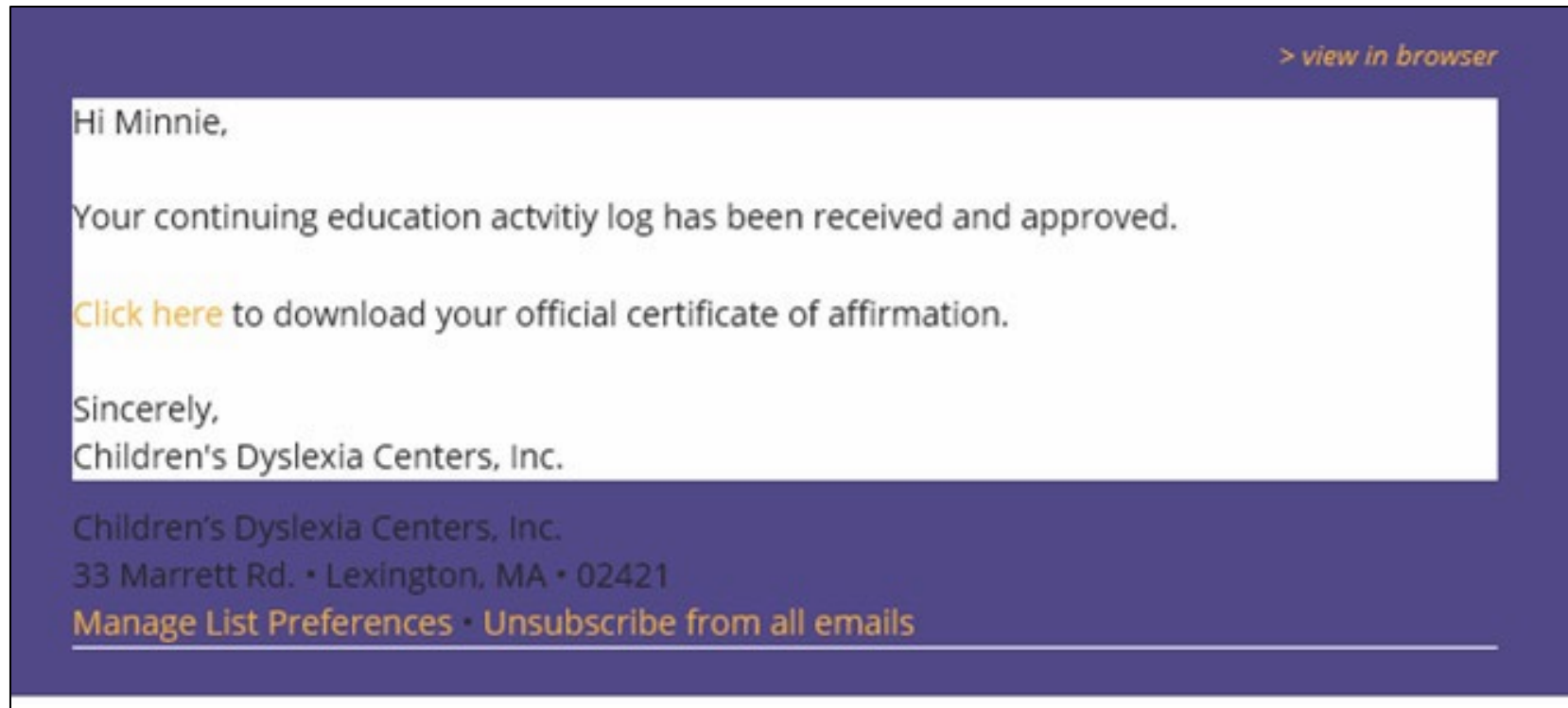
Annual Certification Form

Your forms have been submitted and approved. [Click here](#) to download your certificate

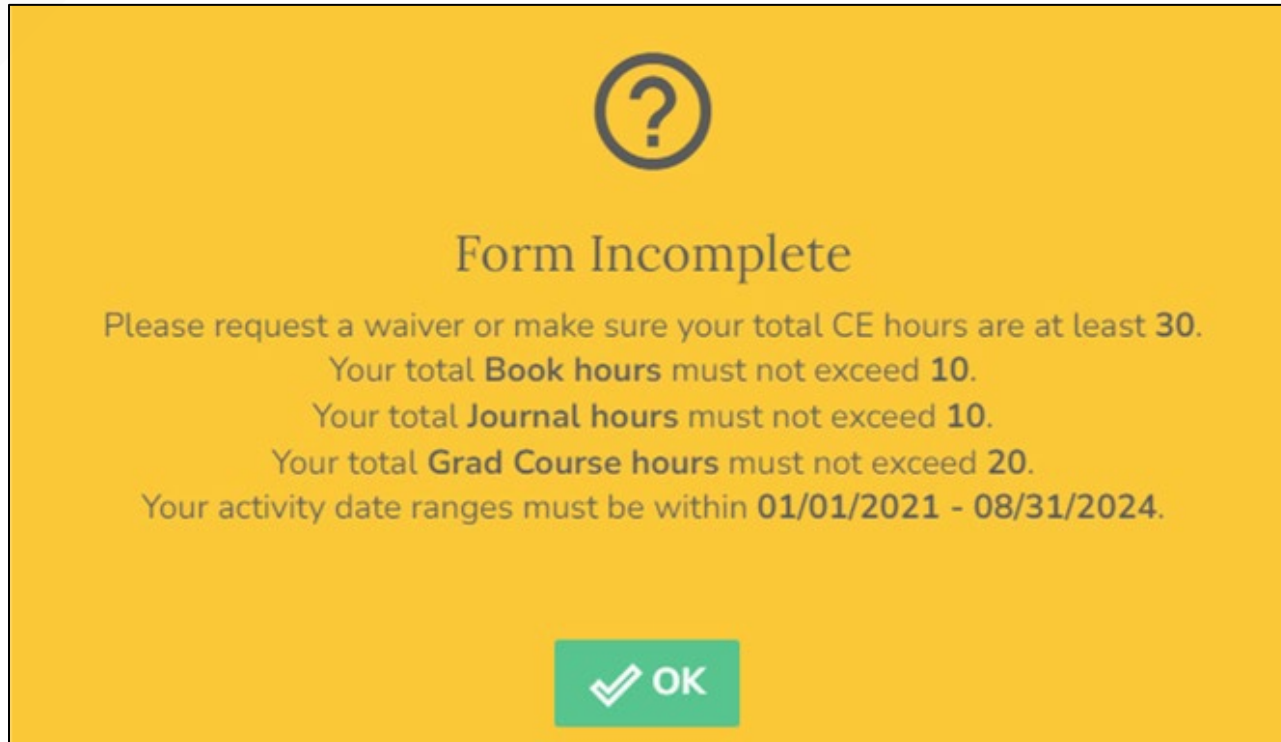
- Click on “Click here” to download and print your affirmation certificate
- Keep your affirmation certificate(s) with your original certificate(s)

Download your Affirmation Certificate

You will also be emailed a link to download your affirmation certificate.



Error Messages



If you get an error message, your CE entry does not get saved

Tips:

- The error message identified the error(s) with your entry
- Required fields that have incorrect data or are empty will have red check marks
- Try zooming out to see if there are fields that did not show up on your screen
- Take a screenshot and email it to cillig@cdcinc.org

Additional Instructions for the Audit List

- We must audit 10% of the CDC graduates
- People are randomly selected for the audit list
- Please scan and save your supporting documentation on your computer as PDFs before you start the process
 - You can upload up to 5 PDFs
 - Use the “reduced size” option
 - If you can’t upload all the documentation, contact cillig@cdcinc.org

Activity Screen for Audit List

The Continuing Education section has a section called “File Upload.”

 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:

FILE UPLOAD
Upload Additional Information (photo or pdf of completion certificate, etc.)

Choose File(s)

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**

Activity Screen for Audit List

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 *
Attended Conference	07/06/2023	Keys to Literacy	Summarizing	2
Graduate Course - 24	08/30/2023	Kings College	Multisensory Reading	20
Attended Conference	02/02/2024	Center for Literacy ar	Plain Talk 2024	14

[+ Add Activity](#)

Total Hours: 36

FILE UPLOAD
Upload Additional Information (photo or pdf of completion certificate, etc.)

Choose File(s)

File Explorer Window:

- 2024 Plain Talk Certificate - ILLIG
- 2024 Plain Talk certificate
- 2024.02.05 Amplify Data-Takeover-Week-Webinar-Ce...
- 2024.02.06 Amplify Data-Takeover-Week-Webinar-Ce...
- 2024.02.08 Data-Takeover-Week-Webinar-Certificate-3
- 2024.02.08 Differentiating-with-the-Science-of-Readin...
- 2024.02.09 Beyond-K-2-Assessment-for-the-Upper-El...
- 2024.02.09 Data Takeover Week Webinar Certificate

- After you have entered your activities, you will 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 <https://www.childrensdyslexiacenters.org/continuing-education/>

Activity Screen for Audit List

NOTES:

- Best plan is to scan and save the documents as a “reduced size” PDF
- There is a limit of 5 uploaded files
- If your file is too large, you will need to split it into smaller files or save it as a “reduced size” pdf

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.

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

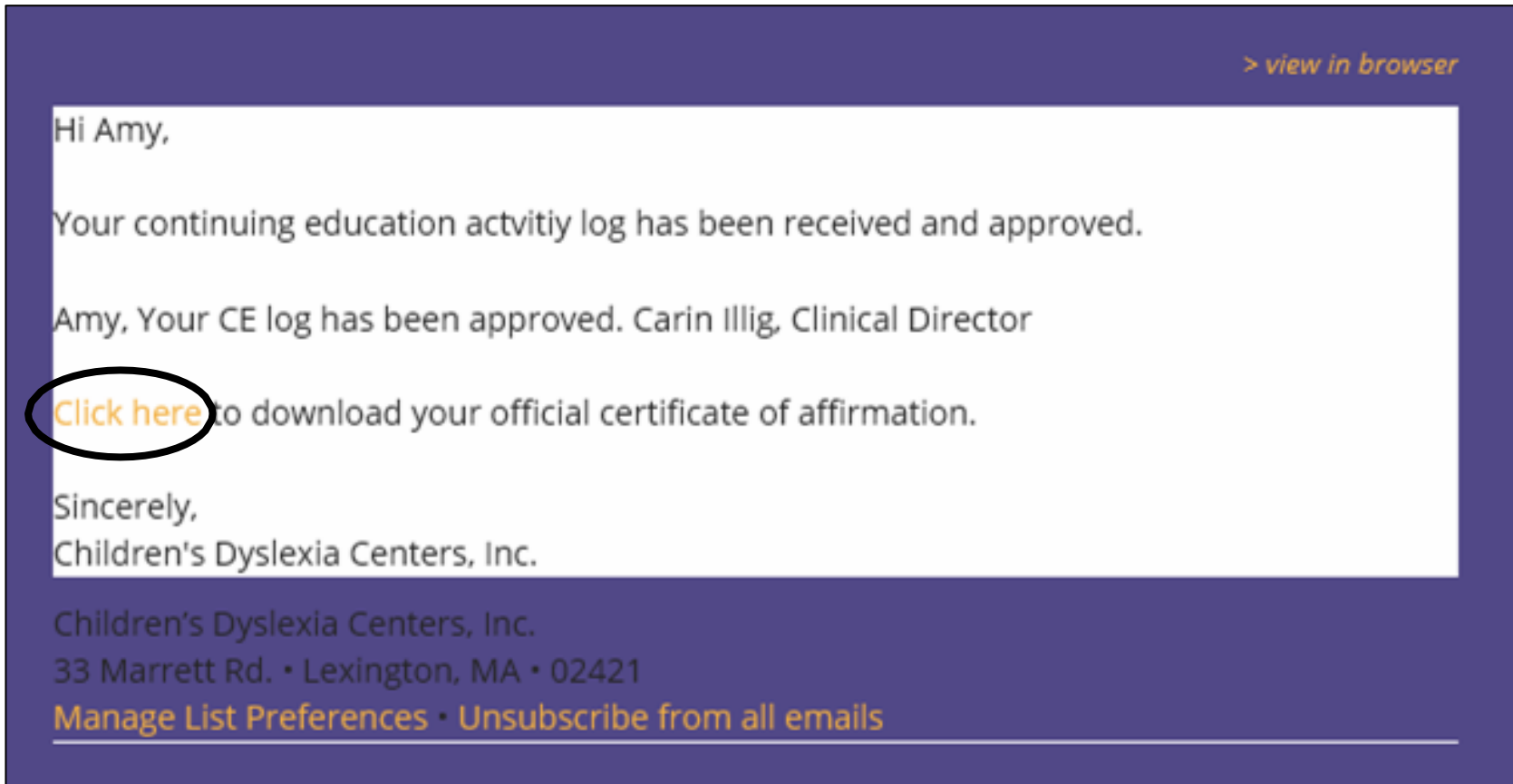
[Manage List Preferences](#) • [Unsubscribe from all emails](#)

Audit List Submissions

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

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 activity 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.
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