

Orton Gillingham of Minnesota



OG-CT and OG-CTT IMSLEC Teacher Renewal

Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Year of OGMN Approval as OG-CT or OG-CTT ____

Teacher certificate renewal requirements

- 30 hours of continuing education needed every 3 years
- CEUs must be IMSLEC- approved and fall into the following categories:

CEU Category: (see *IMSLEC CEU Policies and Procedures for explicit requirements*)

- A. University Graduate Level Course (20 hours maximum, transcript needed)
- B. Activities sponsored by IMSLEC - accredited training course (IDA conferences, classes, etc.)
- C. Development of a Presentation
- D. Webinars, website, DVD or CD (attach Webinar Form and Reaction Form)
- E. Journal Articles (10 hours maximum; attach Journal Form and Reaction Form)
- F. Books (10 hours maximum; attach Book Form and Reaction Form)

Please complete a summary of your CEU's on the following page and submit this form to registrar@ogmn.org by May 1st of your renewal year. You do not need to submit any additional documentation with this form. HOWEVER, keep all documentation and records in your own personal file in the event of an audit. If you are chosen for an audit, you will be asked to submit all documents verifying proof of CEU's to the OGMN/IMSLEC Continuing Education Committee. When your renewal application is approved, you will be sent a confirmation email. Upon receipt of dues paid (August 1st), you will receive your new certificate. If you have questions regarding this renewal application, please contact:

IMSLEC chair, imslecchair@ogmn.org



Orton Gillingham of Minnesota

CEU Category: (see *IMSLEC CEU Policies and Procedures* for explicit requirements)

- A. University Graduate Level Course (20 hours maximum, transcript needed)
- B. Activities sponsored by IMSLEC - accredited training course (IDA conferences, classes, etc.)
- C. Development of a Presentation
- D. Webinars, website, DVD or CD (attach Webinar Form and Reaction Form)
- E. Journal Articles (10 hours maximum; attach Journal Form and Reaction Form)
- F. Books (10 hours maximum; attach Book Form and Reaction Form)

<u>Category</u>	<u>Description</u>	<u>Organization providing training (Categories A-D)</u>	<u>Date</u>	<u>Number of Clock Hours</u>