



# Continuing Education Policies & Procedures for IMSLEC

- A. IMSLEC requires each IMSLEC-accredited training course graduate to complete 30 (clock) hours of continuing education (CE) every three years in order to remain in good standing.
- B. To be considered for IMSLEC continuing education hours, **the activity content and level must be beyond requirements of IMSLEC-accredited courses and must contribute to the acquisition of new skills and knowledge.** Activity content and learning outcomes must be related to the sciences as they pertain to dyslexia and related disorders or to closely related fields. Activities from the following professional disciplines may be considered: learning disabilities; speech and language development and disorders; linguistics; child development; developmental psychology; neuropsychology; neurology; and neuroscience.
- C. IMSLEC has approved the following sponsoring organizations including state and local branches/chapters:

IMSLEC-accredited training courses	
The Academic Language Therapy Association (ALTA)	AIM Institute for Learning and Research
Alliance for Accreditation and Certification of Dyslexia Specialists (Alliance)	American Montessori Society (AMS)
American Speech-Language-Hearing Association (ASHA)	Association of Educational Therapists (AET)
Association of Higher Education and Disability (AHEAD)	Council for Learning Disabilities (CLD)
Division for Communication—Council for Exceptional Children (DLD-CEC)	Division for Learning Disabilities—Council for Exceptional Children (DLD-CEC)
Dyslexia Society of CT	Everyone Reading
International Dyslexia Association (IDA)	International Literacy Association (ILA)
Learning Ally	Learning Disabilities of America (LDA)
National Association of School Psychologists (NASP)	The National Center for Learning Disabilities (NCLD)
National Joint Committee on Learning Disabilities (NJCLD)	Orton-Gillingham Academy (OGA), formerly Academy of Orton-Gillingham Practitioners and Educators (AOGPE)
Reading League	Wrightslaw
The Literacy Nest	Keys to Literacy
PaTTAN	The Center for Literacy and Learning
ReadWA	Reading Science Academy

- D. IMSLEC-approved continuing education (CE) offerings will be limited to the list below—with the following considerations:
  - 1. Criteria listed in item B above should be used as a guide for activity approval.
  - 2. Course Directors should consider the content of any activity offered by an approved sponsoring organization. Although most activities are likely to align with IMSLEC’s policies, there may be some activities that do not. Activities that align are approved; activities that do not align are not approved.
  - 3. Subject to the approval of course directors, IMSLEC Continuing Education (CE) hours may be accepted for presentations offered by other organizations (not listed above) 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.
- E. IMSLEC-approved Continuing Education Activities
  - 1. University Graduate Level Courses (including distance learning courses). To qualify for IMSLEC CE credit, the course must pertain to the disciplines listed in item 2 (above).
    - a. A maximum of 20 of the 30-clock hour requirement in any three-year period can be obtained from graduate courses.



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- b. Required Documentation:
          - 1) Course Description
          - 2) Transcript
  2. Activities offered by one of the approved sponsoring organizations and attended live (during the original event) including conferences, distance learning, and webinars.
    - a. Subject to the approval of the Course Director, IMSLEC CE credit may be given for presentations offered by other organizations provided that the training course graduate attaches documentation to the certificate of attendance showing that the speaker has previously presented for one of the IMSLEC-approved sponsoring organizations listed in Section C, above.
    - b. Required Documentation:
      - 1) Signed, dated certificate of attendance
      - 2) Completion of the *IMSLEC Conference Form* and requirements listed on the form.
  3. Development of a new presentation on the topic of dyslexia or related issues consistent with item B above AND the presentation must be given at an activity sponsored by one of the approved sponsoring organizations listed in Section C, above.
    - a. Credit will be given only for the initial presentation on this topic and with the following guideline for CE hours:
      - 1) For each hour of presentation, two CE hours are earned. For example, a one-hour presentation would earn two CE hours.
    - b. Required Documentation:
      - 1) A copy of the conference program listing the presentation and the presenter
      - 2) A copy of the presentation
  4. Electronic Media. Includes Recorded Websites, Videotapes, DVDs, Webinars, Podcasts, and CDs. To qualify for continuing education credit, the electronic media must be sponsored by one of the approved sponsoring organizations listed in Section C, above.
    - a. Required Documentation: Completion of the requirements listed on the *Electronic Media Form*.
  5. Journal Articles: To qualify for IMSLEC CE credit, the article must be selected from a journal listed on the IMSLEC-approved Journal list. Articles that were required reading for the training course may not be used to earn IMSLEC CE credit.
    - a. Credit: Each journal article counts for one CE hour.
      - 1) Note: For IDA's *Perspectives* magazine, the entire issue counts as one CE hour.
    - b. Maximum of ten CE hours of the 30-clock hour requirement in any three-year period
    - c. Documentation: Completion of the requirements listed on the *Journal Form*
  6. Books: To qualify for use to earn IMSLEC CE credit, the book must be selected from the IMSLEC-approved book list. Training course graduates may read an entire book or selected chapters from multiple books. Books/chapters that were required reading for the training course may not be used to earn IMSLEC CE credit.
    - a. Credit: Every 25 pages counts as one CE hour.
    - b. Maximum of ten CE hours of the 30-clock hour requirement in any three-year period
    - c. Documentation: Completion of the requirements listed on the *Book Form*



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## 7. Specific On-Site Evaluation Team (SOSET) participation

- a. Credit: For participation in SOSET visits, the team leader earns ten CE hours and team members earn five CE hours.
- b. Maximum of one SOSET visit per three-year cycle.
- c. Documentation: Completion of the listed on the *SOSET Form*

## F. Responsibilities of the Training Course Graduates

1. The training course graduate shall maintain documentation of thirty CE hours earned within each three-year period, as listed above.
2. Training course graduates are required to submit a list of earned CE credits to their Course Director upon the triennial anniversary of their course completion. Graduates who fail to submit a list of earned CE credits will no longer be in good standing and their names should be removed from any provider directory posted by the IMSLEC-accredited courses.

## G. Carry-over of CE credits from one three-year period to the next is not permitted.

## H. The training course director or designee shall audit at least 10 % of the graduates' CE documentation each three-year period. Each training course will submit the number of graduates audited with their Annual Report.

## I. Re-accreditation visits will include a review of each training course's monitoring of CE requirements.

## J. Use of IMSLEC seal or "approved for IMSLEC CEs" for advertising and certifications:

1. An IMSLEC-accredited course can use the IMSLEC seal on certificates issued to graduates and on publicity materials for the accredited courses.
2. An IMSLEC-accredited course can indicate on publicity materials (websites, flyers, etc.) that accredited courses or workshops sponsored by the accredited course are "approved for IMSLEC CEs."
3. Individual people who teach workshops, webinars, etc., cannot indicate on publicity materials that those workshops, webinars, etc., are "approved for IMSLEC CEs".