



Practitioner Level Application Policy.

Ratified: January 2022

Updated to new branding: April 2023.

PURPOSE

As the governing and certification body for Orton-Gillingham Practitioners & Classroom Educators in Canada, The OG Canada is responsible for ensuring that its members provide a high level of multisensory, explicit and structured literacy instruction to their students.

GUIDELINES

Structured Literacy and the Orton-Gillingham approaches to literacy have many aspects. When OG Canada evaluates an applicant from a non-accredited training program, the Board will require the knowledge from the [*OG Canada Standards of Practice*](#) to be included in their training, their practicum and ultimately in their instruction with their students.

Practitioner Level Prerequisites:

University degree or equivalent at discretion of trainer. Certificate to be submitted on application

Application Streams to Practitioner Level Status:

There are 2 application streams to practitioner levels within OG Canada.

Stream A:

Stream A applicants have successfully completed their 90 hour OG Practitioner training and 10 observed lesson practicum through a OG Canada accredited Trainer with a OG Canada approved curriculum. These applicants undergo the Stream A approval process and join OG Canada at Practitioner Associate-Interim level membership.

Stream B:

Stream B applicants have successfully completed their 90 hour OG Practitioner training and 10 observed lesson practicum through a non OG Canada accredited training provider. They may have accreditation with another board, or they may not. Stream B applicant's knowledge and skill set is assessed during the Stream B application process and appropriate member level is designated through board approval

All applications must include:

- Website Application at og-canada.com
- Letter of introduction.
- Current resume.
- Clear criminal record check including a vulnerable sector check that is less than 3 years old. (See criminal record check policy for full details.)
- Reference letter from a professional who has known the applicant for at least 3 years.
- Letter from a personal reference who has known the applicant for at least 5 years.
- Supervised probationary period sign-off - see www.ogtutors.com/apply-now for more information.
- OG Canada Abuse Prevention training (online course).
- Signed agreement to abide by the Code of Ethics.

Stream A Application Procedure:

STEP 1: Application

Please submit all the documents required above plus:

- Letter of introduction - see www.og-canada.com/apply-now for a template.

- Principles of Multisensory Structured Literacy training (or equivalent) (30 class hrs) by OG Canada accredited training provider. Includes in-class interactive practice. Completion certificate must be submitted on application.
- OG Practitioner level training (60 class hrs) by OG Canada accredited training provider. Includes in-class interactive practice. Completion certificate must be submitted on application.
- OG Practitioner Practicum by OG Canada accredited training provider. Includes mentoring from a supervisor plus 10 recorded lessons submitted for feedback by supervisor.

Step 2: Board Approval

- Once the membership chair has confirmed all documents are in order s/he will put the applicant's name forward for approval at the next board meeting.
- Board reviews application and votes to approve stream A Applicant to the academy as a Practitioner Associate-Interim member.
- Member is promoted as an Associate-Interim member or sent notice explaining why the application was denied.

Stream B Application Procedure:

STEP 1: Initial application

Applicants are asked to prepare and submit an application package that includes all the general application documents detailed above plus the following:

- A letter of introduction telling OG Canada about yourself, your background, your reasons for wishing to become a member of OG Canada and your

background knowledge on Structured Literacy in Canada. See www.og-canada.com/apply-now for template.

- A letter from your Orton-Gillingham Training course provider indicating the total number of hours of coursework completed, the total number of observed lessons completed during the practicum.
- A letter from the applicant's current certification body confirming certification and membership if applicable.
- Copies of certificates of completion of your Orton-Gillingham training including your practicum.
- An outline of the training guidelines for the courses you have completed including readings and assignments.
- A sample lesson plan.
- An outline of your professional development since becoming a practitioner. (If applicable.)

STEP 2: Applicant Interview

Once the applicant's application has been reviewed and approved to move forward to the next step, applicants will be contacted by one of the Academy's Board of Directors to schedule a short interview. This interview will serve as a face-to-face (via conference call) introduction and clarification of any questions that arose out of the initial application and to answer any applicant questions. Once this interview is complete, the applicant then moves onto Step 3.

STEP 3: Practitioner Portfolio and Observation

After a successful applicant interview, the applicant will be asked to submit a Practitioner Portfolio and schedule a lesson observation. The applicant will be assigned a OG Canada Certified Evaluator, Trainer, Master Trainer or Fellow. Lesson

observations will be through the applicant providing an unedited video of one Orton-Gillingham lesson.

The Practitioner Portfolio must contain:

- A case description of an existing student that the practitioner wishes to use for lesson observation. The case description should include a history of the student's learning profile, a brief history of the intervention provided by the practitioner thus far, specific goals for the intervention being provided, diagnostic results and any other pertinent student information.
- Copies of all record-keeping documents. These must include sequential scope and sequences (teaching order) that details what has been taught for decoding and encoding, the most recent reading fluency assessment and a sample of the student's spelling.
- A short unedited introductory video introducing yourself. In this video, you will discuss your student and your history with him/her and you will also show the student's binder which should include all pertinent areas of study.
- Copies of the signed Parent Consent Form consenting you to film your lesson.
- Copies of a basic lesson plan and any additional lesson plans for components being introduced in the lesson.

The Observation must follow the guidelines below:

- The video must be a good quality, unedited video that provides a good visual of the practitioner and student and that allows for the evaluator to see deck handling and other practitioner procedures.
- The lesson must be one full-hour lesson that exhibits the guidelines indicated above.
- The video should be submitted through a cloud-based sharing service such as Google Drive and sent to the applicant's assigned evaluator, trainer or fellow.
- The applicant may choose to submit a secondary video with a short debrief of the lesson noting any reflections that they had or noting any questions.

Once all the steps have been submitted, the assigned evaluator will evaluate the lesson and draft up an evaluation summary indicating whether they recommend or do not recommend the applicant for membership. The evaluator will provide detailed notes on the reasons for their evaluation recommendations and will, should the applicant not be successful, provide recommendations to obtain a successful evaluation in the future. All evaluations will be brought before the OG Canada Board of Directors and will be considered for a final approval process. At this time, the OG Canada Board will determine which membership level the stream B applicant will enter OG Canada at.