



# CATT-OG Professional Development Policy

Ratified: January 2022

*Note: Feedback from members was elicited from February 2021-January 2022. Changes made based on feedback are highlighted in yellow.*

## PURPOSE

As the governing and certification body for Orton Gillingham Practitioners across Canada, The Canadian Academy of Therapeutic Tutors – Orton Gillingham (CATT-OG) sets high-quality standards for those who are accredited Structured Literacy (OG) Practitioners in Canada. The purpose of the following document is to outline the Professional Development requirements for the following Membership levels.

- ◆ Master Trainer Level Membership
- ◆ Trainer Level Membership
- ◆ Supervisor Level Membership
- ◆ Associate Level Membership
- ◆ Associate-Interim Level Membership

\*Supporter & Classroom Educator Level Member are not required to fulfill Professional Development requirements but continue to be welcome to attend Professional Development events offered by CATT-OG at Member rates.

## PURPOSE OF PROFESSIONAL DEVELOPMENT REQUIREMENTS

As the governing and certifying body for Orton-Gillingham practitioners across Canada, CATT-OG maintains the highest of standards for our members and, as such, asks practicing members to maintain their certification by continuing their professional development. Continued professional development ensures that members maintain a high level of knowledge within their field and develop their knowledge and skills based on the latest research and practices. CATT-OG offers a range of opportunities for members to continue their professional development and also recognizes many professional development opportunities outside of the organization that also fulfill the necessary requirements.

The purpose of this Professional Development policy is to outline the Professional Development requirements that CATT-OG requires from members at the above mentioned membership levels. Continued professional development ensures that CATT-OG Members have and maintain a knowledge base to put the latest research to practice. Members are encouraged to select a variety of quality professional development opportunities in the areas of literacy research, the Orton-Gillingham approach, structured and sequential literacy instruction approaches, reading fluency, spelling practices, writing skills development, mathematics instructions, and behavioural/social/emotional research connected to learning disabilities to fulfill their Professional Development requirements.

## FULFILLING PROFESSIONAL DEVELOPMENT

All membership levels with the exception of the Supporter & Classroom Educator Level Members are now required to continue their professional development and earn Professional

Development Credits (PDC's) to maintain their certification. CATT-OG offers a range of opportunities to earn PDC's to enhance Members' knowledge and expertise in the field and it also recognizes a wide range of external opportunities to earn PDC's.

Below is an outline of each Membership level and the Professional Development Credit (PDC) requirements for that membership level. Please refer to the [CATT-OG Professional Development Chart](#) to categorize and identify the number of credits a Member earns for each professional development activity.

## MASTER TRAINER LEVEL MEMBERSHIP

As a Master Trainer, the highest level of membership within CATT-OG, members will be required to collect 30 Professional Development Credits (PDC's) every year. It is your responsibility to track and maintain records of your own Professional Development activity records (ie: certificates, receipts) in case you are selected for a Professional Development Audit. If you are randomly selected for a Professional Development Audit, you will be contacted by a CATT-OG Board Member in May of the calendar year and will be asked to provide proof of your activity.

## TRAINER LEVEL MEMBERSHIP

As a Trainer, members will be required to collect 25 Professional Development Credits (PDC's) every year. It is your responsibility to track and maintain records of your own Professional Development activity records (ie: certificates, receipts) in case you are selected for a Professional Development Audit. If you are randomly selected for a Professional Development Audit, you will be contacted by a CATT-OG Board Member in May of the calendar year and will be asked to provide proof of your activity.

## SUPERVISOR LEVEL MEMBERSHIP

As a CATT-OG Supervisor, members will be required to collect 25 Professional Development Credits (PDC's) every year. It is your responsibility to track and maintain records of your own Professional Development activity records (ie: certificates, receipts) in case you are selected for a Professional Development Audit. If you are randomly selected for a Professional Development Audit, you will be contacted by a CATT-OG Board Member in May of the calendar year and will be asked to provide proof of your activity.

## ASSOCIATE LEVEL MEMBERSHIP

As an Associate, members will be required to collect 20 Professional Development Credits (PDC's) every year. It is your responsibility to track and maintain records of your own Professional Development activity records (ie: certificates, receipts) in case you are selected for a Professional Development Audit. If you are randomly selected for a Professional Development Audit, you will be contacted by a CATT-OG Board Member in May of the calendar year and will be asked to provide proof of your activity.

## ASSOCIATE-INTERIM LEVEL MEMBERSHIP

As an Associate-Interim, members will be required to collect 20 Professional Development Credits (PDC's) every year. It is your responsibility to track and maintain records of your own Professional Development activity records (ie: certificates, receipts) in case you are selected for a Professional Development Audit. If you are randomly selected for a Professional Development Audit, you will be contacted by a CATT-OG Board Member in May of the calendar year and will be asked to provide proof of your activity.

## CATT-OG PROFESSIONAL DEVELOPMENT CHART

Category	Description	Details	Credits	Unit per
<b>Conferences – Online and In Person</b>				
CS-1	Attend CATT-OG conference	Conference must include multiple speakers with post-secondary or graduate level education or training within the field of literacy or related fields. Topics must be based on evidence, research or best practice.	11	Per day of conference attendance.
CS-2	Attend national or international annual conference	Conference must include multiple speakers with post-secondary or graduate level education or training within the field of literacy or related fields. Topics must be based on evidence, research or best practice.	10	Per day of conference attendance
<b>Workshops - Online and In Person</b>				
WS-1	Attend workshop (online or in person) offered by CATT-OG. Includes CATT-OG sanctioned webinars, meetups and online learning.	Full attendance and completion of online modules is required.	3	Per hour of attendance.  Max. 15 credits per year.
WS-2	Attend workshop (online or in person) offered by other Structured Literacy, OG and/or dyslexia focused organization / professional.	Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	2	Per hour of attendance.  Max. 15 credits per year.
WS-3	Attend workshop (online or in person) offered by non CATT-OG sanctioned, private organizations or companies.	Content may or may not be specific to the Orton-Gillingham approach, structured literacy or related fields but there must be a visible connection between the course material and the CATT-OG mandates	2	Per hour of attendance.  Max. 10 credits per year.
<b>Academic and Aligned Courses – Online or In Person</b>				
AC-1	Obtain University degree, academic courses or college diploma courses.	Delivered by an accredited university or college. Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	10	Per course per semester.

AC-2	Obtain non-diploma or non-degree, university level courses or continuing educational opportunities	Delivered by a university or other recognized post-secondary institution. Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	7	per course
AC-3	Obtain certification (online or in person) offered by private organizations or companies.	Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	5	Per course. Max. 15 credits per year.
<b>Publications</b>				
P-1	Authoring or co-authoring peer-reviewed publications	Research, journal articles, chapters in books, books, position statements etc. that are reviewed by experts in the field. The content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	15	Per article, chapter or book.
P-2	Authoring or co-authoring Non peer-reviewed commercial literacy publications.	Newsletters, magazines, trade publications, books. The content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	5	Per article, chapter or book.
P-3	Authoring or co-authoring course or curriculum development.	Development of course content specific to the Orton-Gillingham approach, structured literacy or related fields.	15	Per course
P-4	Reading of books, articles, peer reviewed research papers, e-books and podcasts.	Content may or may not be specific to the Orton Gillingham approach, structured literacy, or related fields but there must be a visible connection between the course material and CATT-OG mandates.	1	Per publication. Max. of 6 credits per year.
P-5	Writing a 500-word review (min) of a publication.	Content may or may not be specific to the Orton Gillingham approach, structured literacy, or related fields but there must be a visible connection between the course material and CATT-OG mandates.	6	Per review. Maximum removed
<b>Teaching / Assisting</b>				
TA-1	Teaching or assisting a CATT-OG Accredited course.	Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	2	Per hour of teaching. Max 20 credits per year.

TA-2	Teaching or assisting a CATT-OG workshop, module or online webinar.	Content must be specific to the Orton-Gillingham approach, structured literacy or related fields.	5	Per course, module or webinar.  Max. 10 credits per year.
TA-3	Teaching or assisting an external or non CATT-OG workshop, module or online webinar	Content may or may not be specific to the Orton-Gillingham approach, structured literacy or related fields but there must be a visible connection between the course material and the CATT-OG mandates.	1	Per workshop, module or webinar.  Max 5 credits per year.
TA-4	Mentoring as a CATT-OG Evaluator	Supporting / evaluating practicum students and/or Practitioner Associate-Interim level members.	2	Per evaluation.  Max 10 credits per year.
<b>CATT-OG Volunteering, Committee and Board of Directors Work</b>				
CV-1	Volunteering as a CATT-OG Board Member		15	Per year.
CV-2	Volunteering as a CATT-OG Committee Chair or Newsletter Editor.		10	Per year
CV-3	Volunteering as a CATT-OG Committee Member		8	Per year
CV-4	Volunteering at a CATT-OG Event.		1	Per event
CV-5	Writing a CATT-OG Newsletter article submission		6	Per submission
CV-6	Resource submission for the CATT-OG Members website		6	Per submission
CV-7	Volunteering as a Meetup Group Host		5	Per year
CV-8	Mentoring for Practitioner Associate-Interim members		1	Per member.  Max removed.
<p><i>*It is the responsibility of all members to collect and track their own professional development activities and credits.</i></p> <p><i>**All members may be subject to a Professional Development Credit audit in May of any calendar year. See "Professional Development Credit Audit" section of this document.</i></p>				

## PROFESSIONAL DEVELOPMENT AUDIT

In May of each calendar year, the CATT-OG Board *may* randomly select members for a Professional Development Credit (PDC) Audit. Members chosen will be asked to submit proof of enrollment, certification and/or receipts of attendance to support their reported professional development activity.

Failure to provide sufficient proof of enrolment in professional development activity will result in membership being suspended until such time as the member can attend professional development activity or activities to satisfy the yearly requirement.

Continued lapses in professional development activity over a three-year-period will result in membership being terminated

If a terminated member approaches the board wishing to rejoin at any time up to the 1st anniversary of the date their membership was terminated and presents proof of one (1) year's worth of professional development credits to the CATT-OG Board, the CATT-OG Board may, at their discretion, reinstate the membership.

## APPEALS

CATT-OG recognizes that members may, at times, experience extenuating circumstances that could hinder their ability to log all of their Professional Development Credits (PDC's). As such, a member may submit a detailed letter to the Board of Directors (CATT-OG) at [membership@ogtutors.com](mailto:membership@ogtutors.com) detailing their situation and reasons for not fulfilling their professional development requirements. Their case will be reviewed without prejudice by the CATT-OG Board of Directors at and will be approved or rejected based upon each individual circumstance.