**Academy of
Orton-Gillingham
Practitioners
and Educators**

Incorporated Under New York State Education Law

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MEMORANDUM

To: Accredited Training Fellows

From: Accreditation Committee

Re: Required Documentation to be kept by the ATF in Candidate Files

In an effort to assure the quality of training in the Academy, the following minimal documentation is required to be kept on candidates, by the ATF, who attend training given either by the Fellow independently or by a Fellow working for an accredited training site:

1. Evidence of attendance at training which meets Academy standards – such evidence
   should include:

   a. Candidate data (name, contact information)
   b. Dates of coursework and where held
   c. Number of hours for coursework
   d. Number of hours of practicum and follow-up observations
   e. Attendance at training
   f. Attendance at seminars, conferences, webinars, lectures and profession   development
      only if part of course work

2. Samples of candidate work, including:

   a. Initial assessment of practicum student(s)
   b. Description of practicum student

3. Documentation of the Candidate's Practicum:

   a. Number of student lessons
   b. Number of lessons and lesson plans observed by Fellow, FIT, or
      Clinical Supervisor
   c. Lesson feedback from those observations

ATF Documentation: 10.1.13

4. All documents required for a full application to the Certifying Committee:

      a. Vita
      b. Statement
      c. Student Profile
      d. Three lesson plans, a pre lesson, annotated lesson and post lesson, including samples of the student's work.

5. Evidence that the Candidate has completed the Required Readings (may be informal responses or a checklist.)

6. Background check of Candidate

The above is only a minimum requirement and is not meant to be limiting. Fellows are encouraged to keep any information that they find helpful in carrying out a successful training, i.e. email exchanges, videos of observations, exams, etc.

ATF Documentation: 10.1.13