



OG CANADA

ORTON-GILLINGHAM PRACTITIONERS AND EDUCATORS

OG Canada Registration Policy

January 2021

Revised: December 2021

Revised: October 2022

ANNUAL RENEWAL

All members of OG Canada with the exception of Supporter Members and Classroom Educator Members must renew their registration with the Canadian Academy of Therapeutic Tutors-OG every year. Registration begins February 1st and ends March 1st. Members must renew their registration each year regardless of the type of registration they hold. If membership is not renewed, the membership will lapse and the member will no longer be a member in good standing with OG Canada.

Registrants will receive renewal information through email correspondence on February 1 of each year. Renewals can be completed online from February 1st to March 1st. On March 2nd all members who have not renewed are 'not-in-good-standing' and are not covered by the OG Canada insurance policy. On receipt of payment, members immediately regain their 'good-status' and insurance coverage.

On March 15 non-renewing members receive a final email letting them know that the grace period has ended. To renew after March 15th, requires reinstating your registration. A late penalty fee of \$50 will be applied to renewal registrations received after March 31st.

RENEWAL REQUIREMENTS

In order to renew, members must complete the following renewal requirements.

- Review the Code of Ethics
- Confirm when their criminal record check expires.
- Complete the annual abuse training requirement. (Not a requirement for International level members.)
- Complete enough professional development to satisfy the requirement.
- Complete & submit the renewals form to the membership chair.

Abuse Prevention Training:

All Canadian based members must complete annual abuse prevention training. OG Canada provides members with free online courses to ensure that keeping this requirement is easy. There are two courses.

1. Full training course: This 1 hr. course is completed on application to OG Canada and alternate years subsequent.
2. Retraining: This shorter course may be completed in opposing years to the full course.

It is an insurance requirement that OG Canada permanently keeps a record of the member's sign off acknowledging that the member completed the annual abuse training requirement.

How to renew:

Once ready to renew, members can renew in two ways.

Online (Preferred)

- Complete the online renewal form found at ogutors.com/renewal
- Use the link provided in the renewals email to pay via credit card or pay via eTransfer to treasurer@ogutors.com

Offline (Not Preferred)

- Complete the online renewal form found at ogutors.com/renewal
- Mail the form along with a cheque to 139-1917 West 4th Ave, Vancouver, BC V6J 1M7
- Renewals are due on March 1. The practitioner must take postal timing into account when renewing offline.

RETIREMENT

Practitioners who wish to retire from active practice, but continue to stay involved with OG Canada may request to have their membership level changed to Supporter level. There are no fees associated with this. There is no annual renewal commitment for supporters.

The Supporter level is a non-practising level. Supporters are not included on the referrals list, nor are they covered by insurance.

If a Practitioner moves to Supporter level and then decides to return to active practice, they may apply through the former practitioner/registrant procedure detailed later in this document.

LEAVE OF ABSENCE (LOA) REGISTRATIONS – ASSOCIATE, SUPERVISOR, TRAINER & MASTER TRAINER LEVELS

Members may choose to request a formal Leave of Absence (LOA). This type of registration is suitable for an existing Associate, Supervisor, Trainer or Master Trainer who wishes to suspend practising all OG practices for personal rather than professional reasons.

Who should apply for a Leave of Absence?

A Leave of Absence registration would apply to a member who wishes to retain the title of Certified Orton-Gillingham Practitioner but:

- is experiencing an illness or other personal circumstances that are preventing them from practising
- is intending to take a longer period of absence from practice*

**See requirements for registration reinstatement below*

***There is a reduced fee for members approved for LOA's.*

Associate, Supervisor, Trainer, Master Trainer, or Fellow level members are eligible to apply for a total of three (3) one-year long Leave of Absences (LOA's) over a ten (10) year period. These can be consecutive or can be spaced out throughout the ten-year period.

Members who wish to apply for an LOA must submit a formal letter addressed to the OG Canada Board of Directors and sent to membership@ogtutors.com. The letter requests a Leave of Absence and details the reasons for the leave. Upon review, the Membership Chair will either grant the member an LOA Registration or refer it to the full board for discussion. LOA applications may be approved or rejected based upon the circumstances. All requests will be reviewed on a case-by-case basis and will be reviewed without prejudice.

*All registrants who are on a Leave of Absence will remain members in good standing with OG Canada **BUT** they will NOT be covered under the OG Canada liability insurance or abuse insurance. Leave of Absence (LOA) registrants will also NOT be listed on OG Canada's practitioner referral database. Leave of Absence (LOA) registrants may enjoy the many other benefits of being a OG Canada member such as access to the Members Only page full of resources, articles and valuable information, access to our professional development opportunities, newsletter and other events.*

LEAVE OF ABSENCE REGISTRATIONS – PRACTITIONER ASSOCIATE-INTERIM LEVEL

Practitioner Associate-Interim members hold a unique place in the OG Canada membership in that they are newly trained, newly practising and they have not yet been formally evaluated by OG Canada but are being supported and mentored by OG Canada mentors and/or supervisors.

From experience, OG Canada has found that taking a leave of absence at this critical time does not set Practitioner Associate-Interim members up for success. For this reason, we strongly encourage members to complete this level before taking an LOA.

However, we appreciate that exceptional circumstances do occur, so a Practitioner Associate-Interim member *may* choose to request a formal Leave of Absence should they find themselves in an extenuating circumstance that prevents them from practising.

When Practitioner Associate-Interim members should apply for a Leave of Absence?

A Leave of Absence (LOA) registration would apply to a Practitioner Associate-Interim member who:

- is experiencing an illness or other personal circumstances that are preventing them from practising

**See requirements for registration reinstatement below*

***There is a reduced fee for members approved for LOA's. See fee schedule below*

Practitioner Associate-Interim members are eligible to apply once during their year-long interim membership. The time allotted for the LOA for the interim member will be from the time they are approved for an LOA until the next annual registration.

For example:

- Should the PA-I apply for an LOA within the first six months of registration renewal (from March 1st to August 31st of a calendar year), OG Canada will refund the total amount paid for registration minus the Leave of Absence (LOA) registration fee.
- Should the PA-I apply for an LOA after six months from the date of registration renewal (between September 1st and February 28th), they will not be refunded any fees for that registration year.

On completion of the LOA the evaluations chair will calculate the amount of time the PA-I was an active PA-I before the evaluation to determine the amount of time the member now has to complete the final evaluation.

- If the member was a PA-I for more than 9 months prior to their LOA, they will be given 3 additional months to complete their final evaluation.
- If the member was a PA-I for less than 9 months before their LOA they will be given the balance of their 12 months to complete their final evaluation.

For example:

- Member was an PA-I for 2 months prior to the LOA. On returning from the LOA they will be given 12 months less 2 months equals 10 months to complete their final evaluation.
- Member was an PA-I for 6 months prior to the LOA. On returning from the LOA they will be given 12 months less 6 months equals 6 months to complete their final evaluation.
- Member was an PA-I for 10 months prior to the LOA. On returning from the LOA they will be given 3 months to complete their final evaluation as they were an active PA-I for longer than 9 months.
- Member was an PA-I for 14 months prior to the LOA. On returning from the LOA they will be given 3 months to complete their final evaluation as they were an active PA-I for longer than 9 months.

PA-I Members who wish to apply for an LOA must submit a formal letter addressed to the OG Canada Board of Directors requesting a Leave of Absence and detail the reasons for the leave. Upon review, the OG Canada board will either grant the member an LOA- PA-I Registration or will reject the application based upon the circumstances. All requests will be reviewed on a case-by-case basis and will be reviewed without prejudice.

All registrants who are on a Leave of Absence (LOA) will remain members in good standing with OG Canada BUT they will NOT be covered under the OG Canada liability insurance or abuse insurance. Leave of Absence (LOA) registrants will also NOT be listed on OG Canada's practitioner referral database. Leave of Absence (LOA) registrants may enjoy the many other

benefits of being a OG Canada member such as access to the Members Only page full of resources, articles and valuable information, access to our professional development opportunities, newsletter and other events.

LEAVE OF ABSENCE (LOA) – APPEALS

OG Canada recognizes that members may find themselves in extenuating circumstances that may require them to be away from their practice for longer periods extending past the OG Canada requirements. Under these circumstances, members may submit a formal letter to the OG Canada Board of Directors at membership@ogtutors.com detailing their circumstance and reasons for requiring a longer absence. The OG Canada Board of Directors will review these requests on a case-by-case basis without prejudice and the appeal may be approved or rejected based upon each individual case.

FORMER PRACTITIONERS THAT WOULD LIKE TO REINSTATE THEIR REGISTRATION

If you have been out of practice as a Practicing member and wish to reinstate to full registration status with OG Canada, please submit the following:

1. Completed, signed and dated Reinstatement of Registration Application
2. Current resume.
3. 2 letters of reference.
4. OG Canada Probation sign off form. (If not previously submitted.)
5. Verification of a criminal records check including a vulnerable sector check if your original check has expired.
6. Completed Abuse Protection Training (full training)
7. Registration Reinstatement Fee

*If you are renewing or reinstating your registration as of March, 2021, please review the new OG Canada Professional Development Policy. These requirements will be in effect beginning March 1st, 2022 and will apply to any registration renewals after that date.

If you have been out of practice for an extended amount of time (more than two years) and wish to reinstate your membership, OG Canada has the following requirements in addition to the completion of the Reinstatement Registration Form, Criminal Records requirements and payment of the Reinstatement fee:

- Out of practice for 2 or more years: 1 lesson observation submitted via video to an assigned OG Canada Evaluator. This will be reviewed and a decision will be made on whether:
 - a. The applicant's skills are current and the applicant is ready to go back to practice.
 - b. The applicant's skills need minor refreshing. In this case, an evaluator will be assigned to work with the applicant through 1-3 online calls to get the applicant

back up to speed. A second lesson observation will be scheduled once the applicant is ready.

- c. The applicant needs to update or review their training. These applicants either do not have Principles level training, or would need more than 3 sessions with an evaluator. They are referred to a OG Canada certified trainer. The OG Canada board will review on a case-by-case basis and provide direction on the training requirement, and plan for reentry into OG Canada.
- Required registration in a minimum of two (2) mentoring/practitioner zoom calls offered by OG Canada.

ONLINE RECEIPTS AND ACCESS TO YOUR ACCOUNT

OG Canada has implemented an online access system for your account. No more scrambling around for receipts or emailing different people to obtain copies of your receipts. You can now view and print all of these from your account. Once you have paid the fees and met all the requirements for renewal, you'll be able to login and download your registration card and official tax receipt.

OG CANADA FEE SCHEDULE

For current fees, see www.ogtutors.com/renewal