



**OG CANADA**  
ORTON-GILLINGHAM PRACTITIONERS AND EDUCATORS

# OG Canada Practitioner Associate-Interim Policies and Procedures

Ratified: September 2020

Revised: January 2021

Revised: June 2021

Revised: December 2021

Revised: September 2022

Revised: January 2023

## January 2023 edits: (Highlighted in yellow)

- Removed requirement for PA-I members to submit a resource for the OG Canada website.
- Removed time requirements for when PA-I members must attend mentoring calls.

## PURPOSE

As the governing and certification body for Orton Gillingham Practitioners across Canada, OG Canada 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 procedures and policies created to support newly certified practitioners known as Practitioner Associate-Interim members during their first year of practice. This document will outline the following areas:

- ◆ Purpose of the Practitioner Associate-Interim membership
- ◆ Responsibilities of Practitioner Associate-Interim members.
- ◆ Guidelines for the Final Evaluation.
- ◆ Outcomes of Final Evaluations
- ◆ Responsibilities of OG Canada Evaluators
- ◆ Queries/questions/dispute resolution.

## PURPOSE OF PRACTITIONER ASSOCIATE-INTERIM MEMBERSHIP

OG Canada offers Practitioner Associate-Interim level membership to those applicants who have successfully completed a OG Canada accredited Structured Literacy Practitioner Training program including a practicum.

The purpose of the Practitioner Associate-Interim membership level is to provide support to new practitioners during their first 100 hours of practice as they assimilate their training into practice. OG Canada will support the new practitioner to stay true to authentic, effective OG intervention practices as they grow and round out their knowledge through experience.

At the end of the first 100 hours Practitioner Associate-Interim members submit a lesson and required paperwork for a Final Evaluation by a OG Canada Certified evaluator. On successful completion of the Final Evaluation, members are promoted to Practitioner Associate status.

The Final Evaluation ensures that members have reached a certain degree of proficiency and can be endorsed by OG Canada as providing authentic Orton Gillingham based Structured Literacy interventions for those who require it.

Practitioner Associate-Interim level members may apply for employment at institutions; however, they should be clear that they are Practitioner Associate-Interim level members of OG Canada.

## RESPONSIBILITIES OF PRACTITIONER ASSOCIATE-INTERIM MEMBERS

On acceptance by the board as a Practitioner Associate-Interim member, members are expected to participate in the following during their first 100 hours of practice.

- ◆ Track the lesson hours taught.
- ◆ Join a minimum of two virtual Practitioner Associate-Interim group conference calls.
- ◆ Complete the 100 teaching hours over the first year in practice.

The expectation is that members should be able to complete their 100 hours as a Practitioner Associate-Interim member in approximately 1 year.

Practitioner Associate-Interim members may enjoy the benefits of the referrals list for their first year. After this 1 year, they will be removed from the list until they complete their final evaluation and are promoted to Practitioner Associate Level members. (*Practitioner Associate-Interim members who predate the implementation of this policy, will have their first two years as Practitioner Associate-Interim members grandfathered only.*)

Note: Due to the short period of time that members are at the Practitioner Associate-Interim level it is not recommended that they apply for a Leave-Of-Absence. Please see the *Renewals Policy* for direction on Leave-Of-Absence at the Practitioner Associate-Interim level.

Members have 1 year to complete their Practitioner Associate-Interim level membership. If a member has been a Practitioner Associate-Interim for longer than 1 year without communicating their plan for completion the following protocol will take place:

- ◆ The Evaluations coordinator will correspond with the Practitioner Associate-Interim member via email and mail to ask them to schedule their final evaluation.
- ◆ Approximately two months after the first correspondence if the Practitioner Associate-Interim has not responded or scheduled a final evaluation the Evaluations coordinator will email and post a second communication requesting a final evaluation.
- ◆ Approximately two months after the second correspondence if the Practitioner Associate-Interim has not responded or scheduled a final evaluation the Evaluations coordinator will email and post a final communication. This communication will provide a date 2 months after the date on the communication, in which the Practitioner Associate-Interim's membership will be terminated should the Practitioner Associate-Interim not contact the Evaluations Coordinator to schedule a final evaluation.
- ◆ If the Practitioner Associate-Interim does not schedule an evaluation before this date, their membership will be terminated at the date set.

- ◆ If a terminated Practitioner Associate-Interim member approaches the board any time up to the 1st anniversary of the date their membership was terminated, the Evaluations Coordinator may at his/her discretion assign an Evaluator with 2 months to complete an evaluation. The applicant will have their membership reinstated and presented to the board for review of promotion to Practitioner Associate if the evaluation is successful.

## GUIDELINES FOR THE FINAL EVALUATION

Once the Practitioner Associate-Interim member has completed his/her 100 hours of practice and other requirements detailed under the Responsibilities of Practitioner Associate-Interim section of this document he/she will contact the Evaluations Coordinator at OG Canada and request a Final Evaluation.

Once OG Canada receives a request for an evaluation, the OG Canada Evaluations Chair will connect the Practitioner Associate-Interim member with a OG Canada Evaluator. At this point, the Practitioner Associate-Interim will begin a 2-month period during which they must submit their final evaluation documentation to their Evaluator.

Practitioner Associate-Interim members will:

- ◆ Complete all necessary paperwork for the evaluation process. This includes permission forms, meetings with Evaluators, introduction videos, taping of evaluation sessions, paperwork, all lesson plans, etc.. This must be delivered in the manner prescribed and outlined by OG Canada. Failure to do so may result in a delay in her/his evaluation and the possibility of not reaching Practitioner Associate level.
- ◆ Be familiar with how Final Evaluations are evaluated. They will read all instructions and follow the guidelines set up by OG Canada.
- ◆ Communicate with his/her Evaluator promptly. If communication is significantly delaying the process the Evaluator will report to the Evaluations Chair and recommendations from the chair will be issued.
- ◆ Take responsibility for the completion of his/her practicum and report any problems he/she may be experiencing to the Evaluation Chair of OG Canada.
- ◆ Fill out Evaluator's Feedback Forms so that OG Canada can ensure that its Evaluators are up to date and providing a service that is fair and equitable. This feedback will be used to monitor and improve relations between OG Canada Evaluators and Practitioner Associate-Interim members.

## OUTCOMES OF FINAL EVALUATIONS

Practitioner Associate-Interim members are given two opportunities to pass the final evaluation. Once the Evaluator has completed assessing the Final Evaluation. He/she will send the marked-up rubric and recommendations to the Practitioner Associate-Interim by email and schedule a conference call with the Practitioner Associate-Interim member to provide feedback and answer any questions.

#### Successful Evaluation Protocol:

- ◆ The Evaluator will submit the completed rubric and any other documentation to the Evaluations Coordinator for filing noting that the applicant was successful.
- ◆ The Evaluations coordinator will bring the Practitioner Associate-Interim up for review at the next board meeting for the board to vote on the promotion of the member.
- ◆ On the approval of the board. The Evaluations Coordinator will promote the member to Practitioner Associate status.

#### Unsuccessful Evaluation Protocol:

The Evaluator will submit the completed rubric and any other documentation to the Evaluations Coordinator for filing noting that the applicant was unsuccessful.

- ◆ To ensure the process is fair and just, the evaluations coordinator will assign a new Evaluator to the Practitioner Associate-Interim for their second and final opportunity for Practitioner Associate status.
- ◆ The Evaluations Coordinator will provide the new Evaluator with the rubric from the unsuccessful evaluation.
- ◆ The new Evaluator and the Practitioner Associate-Interim will schedule a minimum of 2 and a maximum of 4 conference calls to ensure that his/her planning and lesson delivery is on track and following the feedback recommended by the initial Evaluator. The Practitioner Associate-Interim and the Evaluator will agree on a plan for submitting a new observation
- ◆ The Evaluator may request an intermediary recorded session with a student before the final observation recording. This is to ensure that the Practitioner Associate-Interim member is on track and improve the likelihood of a successful outcome.
- ◆ The Practitioner Associate-Interim will submit a new lesson recording along with accompanying new paperwork. The lesson may be with the same or different student as prior; however, it must include elements that the Practitioner Associate-Interim struggled with during the prior evaluation. (eg, if the sight word lesson was highlighted as an area for improvement, then a sight word lesson, of the same or different word, must be included in the second observation.)
- ◆ If the Evaluator reviews the second Final Evaluation and finds the Practitioner Associate-Interim successful the successful evaluation protocol will be followed.

- ◆ If the Evaluator reviews the second Final Evaluation and finds the Practitioner Associate-Interim unsuccessful then the Evaluator will send the documentation to the Evaluations Coordinator.
- ◆ The Evaluations Coordinator will communicate the unsuccessful evaluation to the member and advise the member that their practicing level membership has been terminated and that they may no longer advertise their services as an OG Practitioner.

## RESPONSIBILITIES OF OG CANADA EVALUATORS

OG Canada endeavours to provide support, mentorship and evaluation of those members who are applying to be Practitioners. For a OG Canada member to be considered a OG Canada Evaluator, several components must be in place:

A OG Canada Evaluator must have:

- ◆ A minimum of 5 years of experience teaching in the Orton Gillingham tradition and must be familiar with current course work approved by OG Canada.
- ◆ Be a member in good standing with up to date membership and fulfill all the requirements associated with this membership i.e. current and up to date criminal record check.
- ◆ Participate in ongoing professional development offered by OG Canada and other credible associations that deal with Structured Literacy. Evaluators must express a firm commitment to ongoing professional practitioner development.
- ◆ Participate in a training session with OG Canada to ensure that she/he is up to date on current evaluation practices and the purpose of evaluation.
- ◆ Must be interested in mentoring and furthering a Practitioner Associate-Interim member's practice and professional association. Evaluators will exhibit a desire to serve, help and mentor in a professional capacity while respecting the needs of incoming members.
- ◆ Be aware of any conflict of interests that may occur as a result of their position as a OG Canada Evaluator. If noted, they will be expected to pass along potential cases so that the OG Canada evaluation process can be a fair and conflict-free process.
- ◆ OG Canada Evaluators may charge OG Canada \$150 for each Practitioner Associate-Interim they evaluate. This fee includes coordinating emails, time spent on the evaluation and time spent on the follow-up conference call.

- ◆ OG Canada Evaluators may charge OG Canada an extra fee of \$50 for providing more support to Practitioner Associate-Interim members working towards a successful second evaluation.

## QUERIES/QUESTIONS/DISPUTES

In the event of any disputes, the OG Canada Evaluations Chair along with the board will work with incoming Practitioner Associate-Interim members to resolve and issues in a fair and just manner. In the event of any disputes regarding the evaluation process, the Evaluations Chair and two other board members will be responsible for investigating any claims made against an Evaluator or Practitioner Associate-Interim member. The following applies to any Practitioner Associate-Interim level member.

- In the case of any disputes, the OG Canada board reserves the right to final decisions on the suitability of a Practitioner Associate-Interim member.
- A Practitioner Associate-Interim member has the right to question his/her evaluation process. If pursued, The OG Canada board and Evaluations Chair will investigate any complaints made against any OG Canada Evaluators.



