 **Associate Level Part 1 Application** Winter 2025

***Applicant Information***

|  |  |
| --- | --- |
| Name |  |
| Phone |  |
| Email |  |
| Full Address |  |
| Education |  |
| List any other OG / Dyslexia training |  |
| Why are you interested in taking this training? (goals, interests, etc.) |  |

***Course Details***

-*Training Level*: Associate Part 1

Notes: 1) This training is intended as a general introduction to OG and not intended for remedial therapeutic settings. Associate Part 2 must be completed to teach students with dyslexia/learning disability in a 1:1 therapeutic setting. 2) Completing training does not confer membership in the Orton-Gillingham Academy. There are additional requirements to apply to the Academy. 3) Taking the training does not confer permission to train others in the OG approach using provided course materials and lesson plan template/info.

-*Instructor:*Cheryl Urbanczyk (F/OGA, CERI-Structured Literacy Dyslexia Specialist, OCT)

-*Dates & Times:*

Tuesdays (6:00pm-8:30pm EST): November 4, 11, 18, 25; Dec 2, 9.

Saturdays (8:00am-3:30pm EST): Nov 8, 29.

-*Location:* Online via Zoom (live teaching) & Google Classroom (course materials)

Permission is not given, at any time, for participants to record any portion of the training.

-*Attendance:* Mandatory for all days to complete the hours required by the Academy.

-*Participation:* This is ‘live-learning’ and no recordings will be made; trainee participation is expected to build and contribute to the learning community.

-*Asynchronous Learning:* There are assignments for independent learning, totalling 3 hours, which count toward the total training hours. The tasks must be completed and turned in for successful course completion and to receive your certificate. They are not graded and are marked for completion.

*-Provided Materials*: All materials will be shared through a Google Classroom for this course. Trainees will receive copies of the PowerPoint slides, which serve as the ‘training manual’. Also provided: scope/sequence, lesson plan template, readings, resources, sample lessons. Any materials with ‘© Learn Literacy’ in the footer are the intellectual property of Learn Literacy. They are provided for your own use and are not to be copies/shared for any purpose. Printing resources is not required.

*-Required Materials*: The following items are required materials:

1) one pack of WHITE index cards (lined or unlined)

2) one pack of colored index cards (red, blue, yellow, green)

3) markers or crayons or colored pencils: one red, one black or blue

Optional: You may wish to have a dedicated binder and notebook.

-*Cost:* $1,125 CAD + 13% HST ($146.25) = $1,271.25 CAD

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application / Registration: Instructions & Policies**

*To Complete the Application:*

-Read through this section of instructions and policies.

-The following items must be sent to: infolearnliteracy@gmail.com

* Application Form (attach completed form).
* $100 non-refundable deposit by etransfer.
* Read acknowledgement below and type name/ date to serve as your signature.

*Response to a Submitted Application:*

-Within four business days, you will be emailed regarding the status of your application.

*To Complete Registration:*

-A police ‘Vulnerable Sector Check’ is required if you are not already a teacher and a picture or scan must be emailed to infolearnliteracy@gmail.com before the first class.

-The reminder of the fee ($1,171.25 CAD) is due 14 calendar days before the start date. All fees must be paid by Oct 21, 2025. Preferred payment is through e-transfer or check payable to Learn Literacy. If you require an alternate payment method (ex: PayPal), that can be arranged.

-Withdrawals & Refunds: If the withdrawal is before Oct 21, 2025, then there is a full refund less the $100 CAD non-refundable application fee. If the withdrawal is between the dates Oct 22-Nov 1, the refund is less a 25% ($318 CAD) administrative fee. There is no refund given if there is a withdrawal within 48 hours (Nov 2-3) of the start date. Once the course starts on Nov 4, there is no refund given if there is a withdrawal.

*Note: In the event of low registration, the training will be cancelled by Learn Literacy. Any funds paid will be returned in full.*

**Application Signature & Date**

I have read the application policies / procedures and understand what is stated therein related to Course Details, Attendance, Practicum, Registration, Policies, Materials.

Type name here:

Type date here: