

IMSE'S
ORTON-GILLINGHAM
PRACTICUM INFORMATION PACKET





IMSE ORTON-GILLINGHAM PRACTICUM IMSE CERTIFICATION

Practicum Description*

After completing the IMSE Comprehensive or Intermediate training, participants may choose to participate in the IMSE practicum. During this process participants will have the support of an IMSE Practicum Supervisor as they implement IMSE OG strategies with a student or group of students. This online program supports teachers in implementing IMSE OG strategies with fidelity and graduates will be certified in IMSE Orton-Gillingham.

This intensive program allows participants to share 25 (two hour) lesson plans and five hours of observations with an IMSE Practicum Supervisor. During this process, Practicum Supervisors will provide suggestions, resources, and respond to the participant's questions. Participants will also complete reading and written assignments that will support their ability to implement these strategies with fidelity. This practicum is completed online and usually takes between six and 12 months. Please see specific requirements below.

PRACTICUM TIMEFRAME*

Candidates must complete and submit the **ONLINE** IMSE Practicum Application within *15 months* of completion of the 30 Hour COMPREHENSIVE or INTERMEDIATE training during our open enrollment period: 8/1-9/30. The application window will open at 9 a.m. EST on August 1st and remain open until September 30th (or until all available spots are filled). If it has been over two years since candidates completed the 30 hour course, they must complete a five day review (\$975). Those that complete the five day review will receive some updated materials. Candidates may register for the five day review by emailing registrations@imse.com or calling 800-646-9788.

The practicum will take a minimum of six months and must be completed within 12 months. Participants should have access to their practicum student for **12 months without interruption**.

PREREQUISITE REQUIREMENTS*

- Candidates must possess either a current and valid teaching certificate (or other educational licensure) **or** a minimum of a Bachelor's degree in education (teaching, speech and language therapy, occupational therapy, social work, psychology) **and** proof of current employment in an education setting with fingerprinting and background checks.



IMSE ORTON-GILLINGHAM PRACTICUM IMSE CERTIFICATION

COURSEWORK*

- Candidates must complete a 30 Hour COMPREHENSIVE or INTERMEDIATE training, complete a 50 Hour practicum (see practicum requirements), show mastery of methodology through learning outcomes and required readings, complete a final assessment report, and pass the KPEERI exam.

PRACTICUM REQUIREMENTS*

(Failure to follow any of the below requirements could result in an incomplete practicum.)

After completing the online practicum application process and upon acceptance into the practicum, candidates must:

- Complete 25 , weekly lesson plans (that represent two hours of instruction). Lessons may involve a small group, whole class or individual student. The lessons should be done with the same student, group of students, or class throughout the entire practicum. It is HIGHLY recommended that you choose at least two students (near the same ability) for the practicum, in case one student moves or discontinues.
 - The practicum is a minimum of six months and a maximum of 12 months (or longer if mastery is not shown.)
 - You should have access to the same student(s) for a full **year** in order to complete the practicum. Summer break should not interfere with the practicum. Keep this in mind when choosing a student(s) for the practicum.
 - You may need to tutor over the summer months to fulfill your requirements. **Failure to meet this requirement could result in an incomplete practicum.**
- Participants must complete all lessons within 12 months of approval date. (See *Non Fulfillment Procedures*.)
 - Lessons are submitted one at a time with feedback given for each.
 - Participants will be given a one year subscription to Interactive OG, free of charge for use with the practicum. Read and abide by all IMSE Practicum Expectations as well as recommendations from your assigned Practicum Supervisor.



IMSE ORTON-GILLINGHAM PRACTICUM IMSE CERTIFICATION

PRACTICUM REQUIREMENTS* Continued

- Administer ongoing progress monitoring with DIBELS fluency.
- Write and submit an assessment report(s) on your student(s).
- Complete Learning Outcomes as well as required readings.
- Pass the KPEERI exam.
 - Participants should plan on taking the KPEERI exam as soon as possible after they complete their other practicum requirements.
 - They must pass the KPEERI exam within six months of submitting their final assessment report.
- This practicum requires knowledge on the use of technology including uploading PDF lessons, recording lessons and uploading links to videos.
- You are responsible for your own knowledge and use of technology.

PRACTICUM OBSERVATION COSTS*

- If paid in full, the practicum cost is \$1875 which includes video observations. This must be paid by the time you submit your first lesson. If an accepted student quits before any observations, a *portion* of the cost can be refunded. Contact Heather Manley at heather.manley@imse.com for more information.
- If you would like to break up payments, the cost is \$400 per payment (\$2000 total). The first two payments are due immediately upon acceptance (\$800). If an accepted student quits prior to the two observations, \$300 is refundable.

*Participants must make payments one and two (\$800) prior to submitting any lessons.

- ***Payment one covers: Videos 1-3 (total 1 hour of video submission)**
 - ***Payment two covers: Videos 4-6 (total 1 hour of video submissions)**
 - **Payment three covers: Videos 7-9 (total 1 hour of video submission)**
 - **Payment four covers: Videos 10-12 (total 1 hour of video submission)**
 - **Payment five covers: Videos: summative video (total 2 hours of video submissions)**
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- A non-refundable, \$100 fee will be assessed for the application fee (regardless of acceptance.)
 - If an applicant requires an Online Coaching session, each session is \$250.
 - If a candidate selects an onsite observation by the practicum supervisor, all costs associated with travel will be the responsibility of the practicum candidate.
 - If any observation scores an "ineffective rating", the participant must complete a practicum tutorial which will cost an additional \$175 in order to continue with the practicum.
 - This will include the Online Refresher video.



IMSE ORTON-GILLINGHAM PRACTICUM IMSE CERTIFICATION

- More than two ineffective scores may result in removal from the practicum.
- See additional fees under "Non Fulfillment Procedures".

OPEN APPLICATION PERIODS**

You may submit your application online at www.imse.com, during the open enrollment period listed below. You will be notified of acceptance no later than two weeks after the application closing date. *You will be assigned a Practicum Supervisor at the time of acceptance.*

Open Application Period:

- August 1st through Sept. 30th

**IMSE will only allow a certain number of applicants per application period. Please try to get in your application as soon as possible. Once the maximum number of submitted applications is reached, applicants will be placed on a waitlist. If all submitted applications get approved, the waitlist will be cleared, and no more participants will be accepted. Those individuals not accepted will need to reapply during the next enrollment period.

Candidates will receive an approval or denial letter via email no later than two weeks after the application closing date. Please check your spam email if you don't receive an email after two weeks of closing.

PRACTICUM APPLICATION SUBMISSION*

- Candidates will log onto their IMSE OG Account to access the [Application Manual](#) and Application Link.
- Candidates must complete the online **IMSE Literacy Knowledge Quiz** prior to completing the rest of the application. The link to this quiz may be found on the ONLINE application. Candidates may not take this quiz until August 1st (the first day of the enrollment period). Candidates are only permitted one attempt at the online quiz and must score at least 80% to apply for the practicum.
- If candidates score less than 80% correct on the Literacy Knowledge Quiz, candidates must complete an online coaching session (\$250) prior to applying for the practicum. The candidate must email the Practicum Coordinator, Heather Manley heather.manley@imse.com to arrange the appropriate coaching session. Spots cannot be held during this process. In order to apply, the IMSE coach must recommend the candidate for the practicum.



IMSE ORTON-GILLINGHAM PRACTICUM
IMSE CERTIFICATION

PRACTICUM APPLICATION SUBMISSION Continued

- Candidates must submit **transcripts** from an accredited university showing a degree in education (Bachelor's and/or Master's [*unofficial* are acceptable]) and final GPA.
- Candidates must submit a copy of a valid education **license** or proof of employment and background check (contract or signed letter from administration on letterhead stating you are a current employee and that you have been fingerprinted).
- Candidates may submit an **initial assessment report** with their application or wait until they are accepted into the practicum.
 - Candidates will use the IMSE Assessment of a student, group, or class to establish a need for Orton-Gillingham instruction in accordance with the *Assessment Submission Guidelines*. (See below for details.)
 - Candidates are not required to submit the assessment report at the time of application. If candidates are not able to include the assessment report with their application they may wait until they begin the practicum to submit the report.
 - If the assessment report was not included with the application, the full assessment report MUST be submitted prior to submitting any lesson plans and must be emailed to certification@imse.com no later than 10/15.
- Candidates must submit **two letters of recommendation** indicating why they would be a good candidate for the IMSE OG practicum (at least one must be from an administrator/supervisor.)
- Candidates must submit **parental consent form(s)**. These may be submitted with the application or candidates may wait until they are accepted into the practicum.
 - These forms are included in the Application Manual (All students appearing in videos must have a parental consent form.)
 - If candidates are not able to include the parent consent forms with their application, they may wait until they begin the practicum to submit the signed consent forms. The forms must be emailed to certification@imse.com no later than 10/15.



**IMSE ORTON-GILLINGHAM PRACTICUM
IMSE CERTIFICATION**

GRADUATE CREDIT

Upon completion of the practicum, you are eligible to purchase three graduate credits. IMSE has partnerships with two universities: Adams State University, CO and Ashland University, OH. Directions to apply will be provided when you receive your exit documents.

All States: You **MUST** check with your school district or state Department of Education regarding the approval/acceptance of graduate credits through either of these universities.

DISCLAIMER*

The policies, regulations, procedures, and fees in this document are subject to change without prior notice, if necessary; to keep in compliance with the Institute for Multi-Sensory Education.

The Institute for Multi-Sensory Education reserves the right to change curricula, rules, fees, and other requirements, of whatever type, for the betterment of the practicum.

Non-refundable application fee will be processed regardless of acceptance into the practicum.

Upon completion of the practicum, candidates are certified to teach students in the OG methodology. *Candidates are not certified or permitted to teach other educators/instructors how to implement IMSE's OG.* All materials are copyrighted and solely owned by IMSE. Unlawful use of our materials is not permitted. Anyone interested in pursuing a career as an IMSE OG Instructor can send their resumes to janice@imse.com.

Failure to comply with any of the requirements of IMSE's practicum may result in removal from the practicum. Free IOG is only available to those actively enrolled in the practicum.

If you have any further questions about certification or the practicum process, please contact IMSE at 800-646-9788 or email certification@imse.com.