ALTA CEU Policies and Procedures – Quick Reference
Updated 2/01/2020

I. General Information

**ALTA CALP/CALT MEMBERS:** Will be responsible for documenting 10 clock hours of continuing education credit (1 CEU) each renewal period; a minimum of 3 Contact (in-person) and a maximum of 7 non-Contact (not in-person) hours. Each member is responsible for maintaining his/her personal records. Certificates of attendance will be submitted when completing the ‘Record Your CEU Form’. Five percent of the ALTA CALP/CALT membership will be chosen randomly for annual audits.

**ATLA ICALP/QI MEMBERS:** Will be audited annually. All documentation of the required 10 clock hours of Continuing Education Credit (1 CEU) must be submitted prior to renewal; a minimum of 3 Contact (in-person) and a maximum of 7 non-Contact (not in-person) hours.

**FOR ALL MEMBERS:**

At least 3 clock hours must be earned by attendance in person at conferences, workshops, or seminars annually.

ALTA conference videos purchased from altaread.org may replace in-person hours. Proof of purchase will automatically be posted to the member profile. Retain all receipts for your records.

II. Conferences / Workshops / Meetings

A. Conferences approved for CEU credit are posted on the ATLA Calendar located on the ALTA website (altaread.org).

B. Group Events sponsored by ALTA and ALTA Chapters are automatically pre-approved for continuing education credit. ALTA Chapters are highly encouraged to submit events to be placed on the ALTA Calendar in the same manner as non-ALTA sponsors through the Group Event Application process. ALTA Chapters are subject to the same high standards which are found in Article 1: Section 4 of the Policies and Procedures.

C. All Group Events offered by the following are subject to the approval of the CEU Committee. Approval is based on compliance with the professional standards of ALTA. Group Events are submitted for a group of ALTA members to attend.
   • College and University programs regarding dyslexia and/or related learning disabilities
   • Public education service centers and related professional organizations that are concerned with dyslexia and/or related learning differences
   • All other agencies or individuals

D. Upon attendance of all types of events, ALTA members are responsible for obtaining and/or requesting a signed and dated certificate of attendance or signed and dated letter from the sponsor. Members are responsible for uploading documentation using the ‘Record My CEU Form’.

E. To receive individual CEU credit for attending an event that has NOT been pre-approved for ALTA clock hours, ALTA members must obtain individual approval at least two to three weeks prior to the event. The event may be submitted for preapproval by submitting the Individual Event Application. CEU clock hours will only be approved in advance. Please do not request approval for past events.

F. Virtual Events such as webinars, virtual conferences, zoom conferences, etc., that are NOT sponsored by ALTA or and ATLA Chapter, may be submitted as Group and/or Individual Events for non-Contact (not in-person) hours. All Virtual Events require a certificate of attendance from the sponsor. Members are responsible for uploading documentation using the ‘Record My CEU Form’.
III. Alternative means for earning Clock hours of CEU credit.

A. **Be a Presenter!** Presenters will receive 2 CEU hours per clock hour for the time that the applicant is presenting only.
   You must use the following guidelines.
   1. Clock hours are limited to one presentation of the same topic.
   2. The information presented must be based on current (within the last three years) and significant research.
   3. Members may apply for this type of Continuing Education Credit by submitting the Presenter Application. If there is more than one presenter, please list the specific times for each presenter on the outline. Each presenter must apply for CEU hours individually.
   4. The content must follow ALTA guidelines (see Article III Section 4 of the complete CEU Policies and Procedures).

B. **Read books.**
   1. Read an approved book from the CEU Book List.
      a. **Three clock hours** of non-Contact (not in-person) CEU credit can be earned for each book.
      b. ALTA members may only select books that have been pre-approved and are found on the CEU Book List.
      c. Submit a **CEU Reflection Form** for each book. You will automatically receive a copy of your submission posted to your Profile. After review by the CEU committee, members will receive notice if approved/not approved. Retain this for your records.

C. **Watch an approved video, podcast or webinar from the CEU Video List.**
   1. **One clock hour** of non-Contact (not in-person) CEU credit may be earned for each one-hour video viewed. Selections must come from the pre-approved list.
   2. Submit a **CEU Reflection Form** on each video online. Members will automatically receive a copy of their submission posted to their Profile. After review by the CEU committee, members will receive notice if approved/not approved. Retain the receipt for your records.
   3. ALTA conference videos purchased from altaread.org are awarded Contact (in-person) hours. Proof of purchase will automatically be posted to the member profile. Retain the receipt for your records.