Minimum Requirements for Qualified Instructor (QI)

A. Eligibility Criteria for Enrollment in Program

1. ALTA Membership at the CALT level for at least two (2) years before enrollment. A waiver may be granted for special circumstances.

2. A minimum of 1400 academic language therapy (multisensory structured language) teaching hours with students beyond CALT certification, a minimum of 700 of the 1400 hours must be completed prior to enrollment in a Qualified Instructor Program. Teaching situations of the 1400 hours must include:
   a. Three (3) completions of a multisensory, structured, sequential, Orton-Gillingham-based curriculum with students
   b. Experience teaching students of various school levels and ages using an Orton-Gillingham-based curriculum
   c. Orton-Gillingham-based academic language therapy experience to include:
      (1) A minimum of 75 academic language therapy hours with at least one (1) one-on-one situation
      (2) A minimum of 75 academic language therapy hours with at least one (1) small group (no larger than six) situation

A. Qualified Instructor Training Program

1. An internship for a minimum of two years at a center offering a multi-sensory, structured, sequential, Orton-Gillingham-based program
2. Experience teaching a MSLE course to include:
   a. Observation of all activities in continuous two-year training cycle, including basic-introductory and advanced courses
   b. Upon completion of observation at each level, gradual participation at that level may begin under supervision of a Qualified Instructor in:
      (1) Lectures
      (2) Practicums
      (3) Record-keeping
      (4) Preparation for classes
      (5) Teaching demonstration lessons
      (6) Ten (10) guided evaluations of trainee demonstration lessons with comments written by the Qualified-Instructor-in-Training
      (7) Ten (10) independent evaluations of trainee demonstration lessons with comments written by the Qualified-Instructor-in-Training
      (8) Written examination questions
      (9) Grading trainees’ papers and assignments
   c. Reading of five (5) current (published within the previous two years) research articles during internship, and provide bibliography.

B. Completion of a graduate degree from an IHE in Education or a related field.
C. Completion of a Qualified Instructor Training Program as outlined above.

D. All certification criteria must be completed by the end of the fifth year after enrollment in the Qualified Instructor Training Program.

E. Documentation of completion of certification requirements to be submitted to the ALTA National Office who will forward it to ALTA Registration/Certifying Committee.
   1. Submit a copy of CALT certificate.
   2. Submit a copy of certificate of completion from an IMSLEC approved accredited training center.
      a. The instructor must sign the application
      b. The intern-sends electronic portfolio to the ALTA office.
   3. Submit a copy of documentation of completion of graduate degree from an IHE in education or related field.

Additional documentation is required:

1. A minimum of three (3) presentations of lectures written and presented to a class by the Qualified Instructor Intern, including:
   a. One reading lecture or applicable lecture
   b. One spelling lecture or applicable lecture
   c. One lecture on a topic chosen by the Qualified Instructor Intern
   d. Registration/Certifying Committee reserves the option of requesting additional lectures or video recorded lectures

2. Electronic portfolio of Qualified Instructor Intern’s work
   a. Lecture notes/outline of above three lectures
   b. Critiques of submitted presentations outlined above from the QI supervising the Intern
   c. Copies of ten (10) supervised evaluations of trainee demonstration/observation lessons with comments written by the Qualified Instructor Intern signed by supervising QI
   d. Copies of ten (10) independent evaluations of trainee demonstration/observation lessons with comments by the intern
   e. Five (5) final exam questions for the introductory students
   f. Five (5) final exam questions for advanced students
   g. Read 5 recent research articles (within last 2 years) and provide annotated bibliography

F. Registration/Certifying Committee
   1. Responsible for reviewing the applicant’s documentation and notifying the applicant and the ALTA Vice President of Membership of its decision.
   2. Composed of six (6) members with at least five (5) QIs and one (1) ICALP, not affiliated with the applicant’s training center. Committee members shall recuse themselves form voting on applicants for same training center.
   3. Appointed by the ALTA president and Vice President of Membership.
   4. All Qualified Instructors must submit documentation of completion of ten (10) contact hours of continuing education every year with their membership renewal.