



Academy of
Orton-Gillingham
Practitioners
and Educators

Incorporated Under New York State Education Law

Accreditation Process for an Instructional Program in Schools, Camps, and Clinics

The Academy of Orton-Gillingham Practitioners and Educators
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Why Accreditation?

To have your OG instruction endorsed by the Academy.

Procedures for Accreditation for an Instructional Program

Action	Done	Date
<p><u>1. Important steps before we begin:</u></p> <p>Your facility needs to be in operation for 3 years before accreditation by the Academy can begin. If your facility is a school, it must already hold accreditation from an official school accreditation agency.</p>		
2. Academy accreditation requires that the instructional leadership of the program be vested in a staff member who has the status of a Fellow in the Academy.	_____	_____
3. In order to get started, send inquiry to Academy office (via e-mail, phone or letter).	_____	_____
4. You will receive information from the Academy including: Procedures for Accreditation checklist with Accreditation Fee Schedule, and the Preliminary Application.	_____	_____
5. When you feel you are ready, send the completed Preliminary Application to the Academy office with the \$75 fee as preparation for consideration by the committee.	_____	_____
6. If the committee accepts your preliminary application, and \$75 received, a mentor assignment will be discussed with you and arrangements made for that mentor to visit your site.	_____	_____
7. You and your Mentor will discuss the self-study process, documents to be gathered for self-study, and your timeline for submission.	_____	_____

Action	Done	Date
<p>8. Complete and submit self-study to the Academy office prior to January 10th or July 10th. This submission may be in electronic pdf format; if not, you will need to submit 10 bound copies.</p> <p>At this time, your Application Fee is due.</p>	_____	_____
<p>9. You will receive acknowledgement from the Academy that the self-study has been received and distributed to the committee to be reviewed at the next Accreditation Committee meeting.</p>	_____	_____
<p>10. The committee chair will contact you with the decision of the committee:</p> <ul style="list-style-type: none"> • If the self-study is not accepted, discussion will be held to determine what is needed. • If the self-study meets Academy standards, the committee will select an <u>On-Site team</u>, and arrange for the On-Site visit. 	_____	_____
<p>11. You will receive information on <i>documents and activities</i> needed in preparation for the On-Site visit. <i>Your organization must assume all costs for the Site-Visit Team (lodging, travel fees, and meals).</i></p>	_____	_____
<p>12. After the Academy Board meets in May or October, you will receive a letter from the President, reporting the decision.</p>	_____	_____
<p>13. If your program is accepted, you will receive a letter of acceptance from the Academy. After appropriate dues are paid, the Academy mails a Certificate confirming your status as an organizational member.</p>	_____	_____
<p>14. A review of your accredited site is required within 3 years.</p>	_____	_____

Costs You Can Expect to Incur:

Preliminary Application Fee	\$75.00
Application Fee: (select one)	
Training or School Program.....	\$1,000.00
Training and School Program.....	\$1,500.00
Clinic Instructional Program.....	\$800.00
Training and Clinic Instructional Program.....	\$1,200.00
Summer Program.....	\$500.00
Summer Program affiliated with a School, Training Program or Clinic.....	\$400.00
Mentor Visit:	
Lodging, Travel, and Meals	variable
Self-Study Document:	
10 copies, bound and mailed to office.....	variable
Site-Team Visit:	
Lodging, Travel Fees, and Meals for two Fellows.....	variable
Annual Dues: (select one)	
Training or School Program.....	\$500.00
Training and School Program.....	\$800.00
Clinic Instructional Program.....	\$300.00
Training and Clinic Instructional Program.....	\$650.00
Summer Program.....	\$300.00
Summer Program affiliated with a School, Training Program or Clinic.....	\$200.00