



## Accredited Training Fellow Definition and Requirements

### I. Definition

An Accredited Training Fellow (ATF) is a Fellow of the Academy who has fulfilled all requirements to become an Accredited Training Fellow. An ATF is qualified to certify through the Academy's Accredited Training Track (fast track) requirements for Associate level candidates and Classroom Educators who have successfully completed the Fellow's training program. The ATF must keep all trainee records on file. The Academy reserves the right to request any or all of the documentation of the applicant from the training Fellow at any time. Fellows applying for ATF are agents of the Academy and assume the responsibility for upholding the Academy standards and duties formally vested in the Certifying Committee and the Board of Directors.

### II. Benefits of becoming an Accredited Training Fellow

An Accredited Training Fellow may "fast track" highly qualified Associate and Classroom Educator candidates. "Fast Track" must not be assumed to be offered to all candidates in your program.

### III. Requirements for becoming an Accredited Training Fellow

**A. Experience:** The Fellow has been the primary trainer for at least three training courses plus practicum that complies with the standards of the Academy's Associate level curriculum.

**B. Proven track record of successful training:** Since acquiring Fellow Level membership into the Academy, the Fellow has had, in the past five years, at least 80% of their Associate, Certified and/or Fellow applicants approved to Academy membership on application to the Certifying Committee, with a minimum of five approved within the past five years. It is the responsibility of the Fellow to keep records of trainees and to provide the Academy with a list of accepted and deferred applicants as required. There is a possibility, that within the five years, a candidate has been deferred and then accepted upon resubmission. This is counted in the total statistics as one deferral and one acceptance. These statistics are then compared to the Academy's records for the final decision.

#### C. Supporting Documentation

If the Fellow is a member of the Academy in good standing and has met the requirements above (A and B), the applicant may fill out the ATF application form.

**D. A Principal Training Fellow** from an Academy accredited training site qualifies for the status of Accredited Training Fellow upon leaving their training institution.

### IV. Process to become an Accredited Training Fellow

**A. Current Membership Status:** The applying Fellow must hold an up-to-date certificate proving Academy membership at the Fellow level.

**B. Application and Application Fee:** The Accredited Training Fellow application is available by logging into the members' section on the Academy's website or by contacting the Academy office. After the application is completed, it is submitted to the Academy Office with a one-time application fee of \$50. From there, it will be reviewed by the Certifying Committee Chairperson. When the application has been verified, it will be voted on by the Board. On acceptance, the ATF candidate will receive a certificate along with instructions on submitting Associate applications for certification.

**C. Attendance at Academy Conferences:** As an Accredited Training Fellow, your attendance at an Academy Conference or Fellow's Seminar, at least every other year, is part of maintaining Accredited Training Fellow status. It is the Fellow's responsibility to keep the Academy office apprised of attendance.

**V. Status as an Accredited Training Fellow (ATF)** is contingent on maintenance in good standing as a member of the Academy, compliance with the Orton-Gillingham training and practice standards, and with requirements for ATF's set by the Academy.