



SLINGERLAND[®]
INSTITUTE FOR LITERACY

Membership Packet

for groups



Packet includes the following:

- MEMBERSHIP GUIDELINES
- MEMBERSHIP APPLICATION
- ORGANIZATIONAL PROFILE APPLICATION (*required for organizations applying for organization level membership*)
- PROFESSIONAL PROFILE APPLICATION (*required for anyone applying for a Certified Professional Level membership; it is not required for any other membership levels; YOU MUST HAVE A SLINGERLAND CERTIFICATION TO APPLY FOR THIS LEVEL OF MEMBERSHIP—SEE THE FORM BELOW*)
- COVER LETTER AND APPLICATION FOR INITIAL CERTIFICATION AT THE TEACHING LEVEL (*If you would like to apply for the Certified Professional Level membership and are not currently Slingerland certified, please use this form to begin the Slingerland certification process.*)
- APPLICATION FOR CRIMINAL HISTORY/BACKGROUND CHECK (*For anyone applying for the Certified Professional level membership, please use this form if you DO NOT have a current background check and need the Institute to do a background check (additional fee required).*)

All of these documents are interactive PDF forms and may be completed online, saved to your desktop or documents folder and submitted as an email attachment. You may also print out the applicable form(s) as needed.

CAUTION

HOWEVER, we ask that you submit forms with private identification information such as credit card, social security numbers or date of birth via traceable mail (certified/registered) or via fax.

Return completed forms to:



MAIL: Slingerland Institute for Literacy
12729 Northup Way, Suite 1
Bellevue, WA 98005



FAX: 425-635-7762



EMAIL: mail@slingerland.org



MEMBERSHIP INFORMATION & APPLICATION

The Slingerland[®] Institute for Literacy is a non-profit organization that trains parents, teachers, administrators, and other professionals to work with students with dyslexia using the Slingerland[®] Multisensory Approach. Membership is open to anyone with an interest in making a difference. Your membership is a unique way to contribute to the mission and receive benefits of membership.

MEMBERSHIP LEVELS, BENEFITS AND GUIDELINES

INDIVIDUAL MEMBERSHIPS



Student - \$20: Available to full-time students.

Benefits: ▪ Access to the members only section of the website

Requirements: ▪ A copy of the applicant's current student identification card/form must accompany the membership form



Basic - \$50: Available to all individuals or families.

Benefits: ▪ Discount on Slingerland teaching materials
▪ Access to the members only section of the website



All First Year participants receive a complimentary Basic Level membership for the first year after completing the Introductory course. Upgrades are available upon request.



Professional - \$75: Available to all individual professionals including teachers, tutors, administrators, therapists and, medical professionals.

Benefits: ▪ Discount on Slingerland courses
▪ Discount on Slingerland teaching materials
▪ Access to the members only section of the website



Certified Professional - \$75: Available to all individuals certified at the Slingerland[®] Institute Teaching or Instructor of Teaching levels.

Benefits: ▪ Listing in the Parent section of Slingerland website under Professional Resource page
▪ Discount on Slingerland courses
▪ Discount on Slingerland teaching materials
▪ Access to the members only section of the website
▪ Verification of satisfactory completion of a criminal history background check.

Requirements: ▪ Slingerland certification at the Teacher or Instructor of Teaching Levels
▪ Verification of satisfactory completion of a criminal history background check. (Available for additional fee)
▪ Submission of a Professional Profile Application Form. The professional listing on the Slingerland website will not be activated until the Professional Profile Application Form has been received.



Lifetime - \$750: Available to individuals only.

Benefits: ▪ Lifetime Membership Certificate
▪ Discount on Slingerland teaching materials
▪ Discount on Slingerland courses
▪ Access to the members only section of the Slingerland website
▪ Option to be listed on the Professional Resource page in the Parent section of the Slingerland website - must meet requirements for Certified Professional level

GROUP MEMBERSHIPS



Corporate - \$300: Available to organizations.

Benefits: ▪ Discount on Slingerland courses for up to six (6) participants
▪ Discount on Slingerland teaching materials



Organization - \$200: Available to organizations with teachers trained in the Slingerland[®] Structured Multisensory Language Approach who incorporate the entire instructional format as part of their teaching.

Benefits: ▪ Live link on the Slingerland website resource page
▪ Discount on Slingerland courses for up to six (6) participants
▪ Discount on Slingerland teaching materials
▪ 30-day banner listing on the Slingerland website
▪ Listing on the Slingerland website parent professional resource page
▪ Includes one (1) Professional or *Certified Professional Membership. (*Must meet the requirements for Certified Professional level)

MEMBERSHIP APPLICATION



- New
 Renew
 Upgrade from _____

Name: _____
(first and last or organization name)

If applicable, please provide a contact name for the Organization _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (H): _____ (W): _____

Email Address: (H) _____

or: (W) _____

Website: _____

PRIMARY OCCUPATION (PLEASE CHOOSE THE ONE THAT APPLIES)

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Medical | <input type="checkbox"/> School |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Tutoring Center |
| <input type="checkbox"/> Language/Speech Therapist | <input type="checkbox"/> Tutor | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Educational Therapist | <input type="checkbox"/> Parent | <input type="checkbox"/> Other: _____ |

DEMOGRAPHICS

Gender

- Male Female Do Not Wish to Provide

*Ethnicity (choose all that apply) *The Institute is required to collect this information for tax purposes

- White/European American Black/African American Hispanic/ Latin American Asian
 Pacific Islander American Indian/Alaska Native Middle Eastern No Response

MEMBERSHIP LEVEL (PLEASE CHOOSE ONE)

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Student (include copy of current ID with application) \$20 | <input type="radio"/> \$20.00 |
| <input type="checkbox"/> Basic-\$50 | <input type="radio"/> \$50.00 |
| <input type="checkbox"/> Professional --\$75 | <input type="radio"/> \$75.00 |
| <input type="checkbox"/> Certified Professional -- \$75 | <input type="radio"/> \$75.00 |
| (requires verification of criminal background check; additional profile forms will be provided upon receipt of membership application and criminal background check or <u>request</u> for SIL to conduct a criminal background check (additional fee required)) | |
| <input type="checkbox"/> Corporate -- \$300 | <input type="radio"/> \$300.00 |
| <input type="checkbox"/> Organization --\$200 (please complete the Organizational Member Profile form) | <input type="radio"/> \$200.00 |
| <input type="checkbox"/> Lifetime --\$750 | <input type="radio"/> \$750.00 |

Total: \$ _____

PAYMENT INFORMATION (PLEASE CHOOSE ONE)

- Check enclosed



Card # _____

Exp. Date: _____ CC Security Code: _____
(3 digits on back of card or 4 digits on front of American Express cards)

Name on Card: _____

Signature: _____

CREDIT CARDHOLDER INFORMATION SECURITY

NOTICE: To prevent unauthorized access, modification, duplication or disclosure of credit card information, please **DO NOT FIRST-CLASS MAIL** or **EMAIL** this form with any credit card information listed.

- You may fill it out and fax it to the Slingerland® Institute (SIL) office or call the SIL office directly and provide the information via telephone.
- You may also use pay this fee using SIL's online payment gateway on the website: www.slingerland.org.
- You may mail it using certified mail or other traceable postage option.

PAYING BY CHECK? RETURN COMPLETED FORM TO:

Slingerland® Institute for Literacy
12729 Northup Way, Suite 1
Bellevue, WA 98005
Or Fax to 425 635 7762



The Slingerland website will show: occupation, name, email address, phone number, web site, state, cities, and tutoring grade levels. **If there is any information you do not wish listed on the website, please indicate that in the special requests/instructions section.**

12729 Northup Way
Suite 1
Bellevue, WA 98005
(425) 453-1190

ORGANIZATIONAL MEMBER PROFILE / **

A. PROFILE

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Website: www. _____

Professional Level Contact regarding Slingerland _____

Email: _____ Direct Phone Number: _____

B. BACKGROUND

Slingerland Trained Staff: (Please use the back if more space is needed.)

Name: _____

Courses attended: Summer School _____
Location Year

Short Course / Workshop: _____
Location Year

Name: _____

Courses attended: Summer School _____
Location Year

Short Course / Workshop: _____
Location Year

Name: _____

Courses attended: Summer School _____
Location Year

Short Course / Workshop: _____
Location Year

C. ADDITIONAL INFORMATION

1. How should the organization be listed? _____

2. What Live Link should be listed? _____

3. What should appear on the banner? _____



Slingerland
Institute for Literacy

The Slingerland website will show:
occupation, name, email address, phone number, web site, state, cities, and tutoring grade levels. **If there is any information you do not wish listed on the website, please indicate that in the special requests/instructions section.**

12729 Northrup Way
Suite 1
Bellevue, WA 98005
(425) 453-1190

SLINGERLAND PROFESSIONAL PROFILE APPLICATION^{□**}

A. PROFILE

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____

Email: _____

Occupation (as you would like it listed on the Slingerland website): _____

Business Name (if different): _____

Business Address (if different): _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Email: _____

Website: www. _____

B. BACKGROUND

1. Degrees received or in progress:

a: _____ Date: _____

College/University: _____

b: _____ Date: _____

College/University: _____

c: _____ Date: _____

College/University: _____

2. Slingerland Training Received:

SS / Short Course / Workshop: _____ Date(s): _____

Location: _____

SS / Short Course / Workshop: _____ Date(s): _____

Location: _____

SS / Short Course / Workshop: _____ Date(s): _____

Location: _____

SS / Short Course / Workshop: _____ Date(s): _____

**■ Requires membership in the Slingerland® Institute at Professional Level II (\$75 annually + \$25 criminal history check fee every 3 years – or documentation that one has been conducted)
Please include copies of curriculum vitae/resume and fees/ pupil requirements when returning this document

Location: _____

C. Work Experience (Please include information for the last ten years)

1. Dates: _____ to _____
School/Organization: _____
Location: _____ Position: _____
General responsibilities: _____

2. Dates: _____ to _____
School/Organization: _____
Location: _____ Position: _____
General responsibilities: _____

3. Dates: _____ to _____
School/Organization: _____
Location: _____ Position: _____
General responsibilities: _____

4. Dates: _____ to _____
School/Organization: _____
Location: _____ Position: _____
General responsibilities: _____

D. Tutoring Information (information needed for listing on the website and to provide to parents, etc.)

State: _____

Grades (check those that apply): K 1st 2nd 3rd 4th 5th 6th 7th
8th 9th 10th 11th 12th College Adults

Test/Screening: Yes No Adults: Yes No

Locations: (List up to nine cities students may come from or where you are willing to travel)

City 1: _____
City 2: _____
City 3: _____
City 4: _____
City 5: _____

City 6: _____
City 7: _____
City 8: _____
City 9: _____
City 10: _____

OR

County: _____

County: _____

Special Requests/Instructions: _____

Non-discrimination Policy: Slingerland® Institute for Literacy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other programs.

*Opening educational opportunities for all
learners, especially those with dyslexia*

Dear Certification Applicant,

Thank you very much for your interest in becoming a Slingerland Instructor Certified at the Teaching Level. Your choice to complete this process speaks to your commitment to excellence and your high standards for yourself in working with students and parents.

Slingerland Certification at the Teaching Level has several benefits:

- Listing on the Slingerland website as a Certified Tutor or Professional resource. Beginning in 2012 the Slingerland[®] Institute will include only those individuals with current Certification as referrals.
- Listing as a graduate of an accredited International Multi-Sensory Language Education Council (IMSLEC) training program in their national online database.
- Receive referrals from the Slingerland[®] Institute for Literacy office.
- Have permission to use the *Certified Slingerland Teacher* designation.
- Be included in the ranks of providers of instruction who meet required standards of excellence.

The Institute is happy to work with you through the certification process. Please contact us with any questions. Once received, your application will be referred to the Certification Committee and you will be contacted.

Sincerely,

The Slingerland[®] Institute for Literacy

Enclosures:

Initial Certification Guidelines and Application
Code of Ethics

Slingerland Institute for Literacy
**INITIAL CERTIFICATION IN THE SLINGERLAND® APPROACH TO LANGUAGE ARTS
FOR TEACHERS
CERTIFIED SLINGERLAND® TEACHER**

Initial Certification

1. BA or BS
2. A minimum of two years teaching experience
3. One of the following:
 - a. Teaching credential
 - b. Professional certification
 - c. State licensure(Five years of teaching experience with a minimum of two professional references familiar with and able to comment on your work with students may be submitted in lieu of a, b, or c.)
4. Maintain current membership in the Slingerland® Institute For Literacy
5. Adherence to the Code of Ethics of the Slingerland® Institute For Literacy
6. MSLE Coursework Slingerland years one and two
 - a. Year 1 certificate of attendance
 - b. Year 2 certificate of attendance
 - c. 2 years additional experience using the Slingerland® Approach
 - d. Submit a series of 10 lesson plans showing integration of the total format. Lesson Plan form may be used.
 - e. Two observations of complete lessons after second year of training. Arrangements should be made with the certification committee.
7. A letter of recommendation from most recent director
8. Approval by the Faculty Senate.

Teacher certificates will be effective for three years. They may be renewed by following the steps outlined below.

Certification Fee: \$300.00

Additional costs of observation are the responsibility of the applicant.

Renewal

1. Maintain membership in the Slingerland® Institute for Literacy
2. Adherence to the Code of Ethics of the Slingerland® Institute for Literacy
3. Submit one of the following;
 - a. Submit a series of 5 current lesson plans showing integration of the total format. Lesson Plan form may be used.
 - b. One observation of a complete lesson. Arrangements should be made with the certification committee.
 - c. Complete the "Reflection Form."
4. Acquire 30 clock hours in coursework related to MSLE, which includes current research, rationale and vocabulary over a three-year period.
5. Approval by the Faculty Senate.

Certificates will be renewed for three years.

Renewal Fee: \$200.00



SLINGERLAND® INSTITUTE FOR LITERACY

Application for Certification at the Teaching Level

Initial Certification

Valid for 3 years from date of approval

Requirements

1. Bachelor of Arts or Bachelor of Science Degree
2. Current State licensure or 5 years teaching experience
3. Current membership in Slingerland® Institute for Literacy
4. Submit Application with fee of \$300
5. Provide documentation of requirements
 - a. Letter from recommending director
 - b. Completion of Slingerland® Approach Comprehensive Courses Years 1 and 2
 - c. Submit complete integrated lessons for 10 lessons in an instructional sequence
6. Arrange for observation with the Certification Committee after completion of Year 2 training
7. Approval by Dean and Faculty Senate
8. Adhere to the Code of Ethics of the Slingerland® Institute for Literacy

Name: _____

Address: _____

Phone: _____ Email: _____

1. Degrees received or in progress:

- _____ Date: _____
College/University: _____
- _____ Date: _____
College/University: _____
- _____ Date: _____
College/University: _____

2. Credentials or state licensure held: (include expiration dates)

3. Dates/location of Slingerland Training *you* received:

- a. Date: _____ Location: _____ Description: _____
- b. Date: _____ Location: _____ Description: _____
- c. Date: _____ Location: _____ Description: _____

CODE OF ETHICS

Directors, Staff Teachers and Faculty Senate members of the Slingerland[®] Institute agree to adhere to the following Ethical Standards of Professional Conduct and subscribe to the bylaws, standards, rules, policies and procedures of the Institute. Additionally they **agree** to act accordingly so as to advance the status and prestige of the Slingerland[®] Institute for Literacy and of the profession as a whole.

Ethical Standards of Professional Conduct

- Respect and preserve the intellectual property of Mrs. Beth H. Slingerland, the Slingerland[®] Institute for Literacy, and others by crediting sources as appropriate and complying with copyright and trademark laws of the United States of America in force and effect.
- Avoid using professional or commercial affiliations in a manner which could mislead those being served;
- Accept responsibility to incorporate the growing body of research and the specialized concepts and skills which characterize multi-sensory structured language instruction;
- Provide equal opportunity for all;
- Continually evaluate the effectiveness of instruction and materials;
- Have due regard for the confidential nature of our professional work;
- Act at all times to create and preserve the trust and confidence that a teaching relationship implies;
- Maintain in all professional activities a positive attitude and support free and open communication and freedom of choice;
- Foster the growth of dedication and compassion in ourselves and others in the field;
- Instruct course participants to do the following:
 - use and promote their professional status, the materials and the Slingerland name appropriately;
 - confine predictions of outcomes to reasonable expectations; to avoid guaranteeing the results of any intervention procedures, directly or by implication; and to have due regard for the confidential nature of our professional work.

Breaches of the Code of Ethical Conduct should be reported to the Slingerland[®] Institute for an impartial investigation.

Guidelines on the Use of Slingerland® Institute for Literacy Designations of Certification

The use of the word “certified” to describe an individual’s Slingerland® training and qualifications may be used only if an individual has completed all of the requirements for one of the following certification levels, paid the fee, and received written documentation of satisfactory completion of all certification requirements from the Faculty Senate of the Slingerland® Institute for Literacy.

1. CERTIFICATION: INSTRUCTOR OF TEACHING LEVEL

a. Certified Slingerland® Director

- Member of the Slingerland® Institute in good standing
- Master’s Degree or in progress
- Valid teaching certificate/license/credential
- MSLE coursework: Slingerland® Comprehensive Courses—Years 1, 2, and 3
- Attend at least one Slingerland® Institute Directors’ Spring Meeting prior to application
- Directed two Slingerland® Comprehensive Courses (may co-direct or assist for one of these courses)
- Be recommended by a Certified Slingerland® Director who participated, and has observed applicant, in some phase of training
- Be observed by the Dean or his/her designee

b. Certified Slingerland® Staff Demonstration Teacher

- Member of the Slingerland® Institute in good standing
- BA
- Valid teaching certificate/license/credential
- MSLE coursework: Slingerland® Comprehensive Courses—Years 1, 2, and 3
- Successful completion of working as a Staff Demonstration Teacher during two Slingerland® Comprehensive Courses
- Be recommended by a Certified Slingerland® Director from one of the courses for which the applicant worked as a Staff Demonstration Teacher

2. CERTIFICATION: TEACHING LEVEL

a. Certified Slingerland® Teacher

- Member of the Slingerland® Institute in good standing
- BA
- MSLE coursework: Slingerland® Comprehensive Courses—Years 1 and 2
- Two years experience using the Slingerland® Approach after completion of Slingerland® Comprehensive Course—Year 2 with at least one year coming after completion of Year 2.
- Submit complete lesson plans for two weeks showing integration of complete teaching format
- Satisfactory evaluation of two observations of delivery of complete lessons after completion of Slingerland® Comprehensive Course—Year 2 (in person or electronically)
- Letter of recommendation from Certified Slingerland® Director of most recent Slingerland® Comprehensive Course. (Please contact the Institute for special circumstances)

NOTE:

Individuals who are not certified may refer to themselves as (a tutor, therapist, clinician, teacher, instructor, etc.) who has been trained in the Slingerland® Approach, but may under no circumstances use the term “certified” to represent themselves.



APPLICATION FOR CRIMINAL HISTORY/BACKGROUND REPORT

Please fill out the application completely.

—Print legibly

—Read the Criminal Records Information Waiver below

—Sign and Return the completed form to: Slingerland Institute for Literacy
12729 Northup Way, Suite 1
Bellevue, WA 98005

Last Name: _____ First Name: _____

Date of Birth: ____/____/____ SSN: _____
month day year

Driver License Number: _____ State of Issue: _____

Marital Status: S / M / D

If divorced: Date of dissolution: _____ Did it result in a name change: Yes No

Prior Name: _____

Current Address: _____ How long: _____

City: _____ State: _____ Zip: _____

If less than five years at the current address, please list any previous addresses:

Prior Address: _____ How long: _____

City: _____ State: _____ Zip: _____

Prior Address: _____ How long: _____

City: _____ State: _____ Zip: _____

CRIMINAL RECORDS INFORMATION WAIVER

As an applicant for employment by the Slingerland[®] Institute for Literacy or an independent contractor, a participant or volunteer in a Slingerland Comprehensive Teacher Training course, I hereby authorize Slingerland[®] Institute to conduct a criminal history, background and abuse registry search. This search will include criminal records with any state or federal legal entities that have such records.

I certify that the information I have given on this form is true and correct to the best of my knowledge.

Applicant Signature: _____

Date: _____

For Slingerland Office Use Only

Date Appl. Received: _____

Date CH/BCK Records Check Performed: _____

Check Performed by (initials): _____

Approved by: _____

Course Location: _____

CRIMINAL HISTORY POLICY

Purpose

In furtherance of its goal of protecting the welfare of human and financial resources, the Slingerland[®] Institute for Literacy shall inquire into the criminal history background of any individual who

1. is employed;
2. serves as an independent contractor;
3. is a course participant who comes in contact with children; or
4. is a volunteer who comes in contact with children.

This process will be conducted in a manner that balances the Institute's interest in protecting the general welfare and in respecting individual privacy.

Policy

All employees, independent contractors, course participants, or volunteers as identified above will be asked to voluntarily disclose any criminal disposition and to consent to a criminal background check by signing a criminal history authorization form. This process is intended to assess an individual's suitability for a specific position, in light of specific prior criminal convictions, which raise a reasonable concern as to the Institute's potential to incur possible financial or property loss, safety risk, or other harm arising from the individual's association with the organization.

A prior conviction does not necessarily make an individual ineligible for employment, contract or participation. The criminal history will be evaluated for relevance, if any, to the specific position responsibilities. The evaluation shall consider, but shall not necessarily be limited to, the following factors:

- Falsification of application pertaining to the conviction(s)
- Date of conviction(s)
- Subsequent employment record
- Number and gravity of crimes committed and the nature of the crime(s) in relationship to the nature of the work to be performed
- Potential opportunity, through possible abuse of work-related functions or situations to cause financial, property loss, safety risk or other harm.

Procedures

- The Business Manager, in consultation with the Executive Director, will conduct the background check and will be responsible for retention and destruction of criminal history information. Personal information will be kept in a locked and secured location.
- The criminal history check will be conducted using tools such as, but not limited to, national background check services for a fee and/or internet criminal history search engines.
- Background checks will be completed before first date of employment, service, or training course.
- Individuals will be informed of the information in the report, in writing if possible, before the report is discussed with the program director and be given a reasonable time to provide documentation establishing that the report is inaccurate, in error, expunged, or otherwise unreliable.
- All criminal background checks and information will be kept strictly confidential. The Slingerland[®] Institute will follow all state and federal guidelines for obtaining the criminal background information, including providing copies, if required, of the criminal background report to applicant.

The Slingerland[®] Institute for Literacy reserves the right to make exceptions modify or eliminate this policy.