

## Level 1 Certification Frequently Asked Questions

**Q: Do I need occupational therapy experience to become certified?**

**A:** No, you do not need OT experience to become certified. However, you will need experience with the Handwriting Without Tears® program to pass the requirements needed to become certified.

**Q: I cannot find my Certificates of Attendance; do you have records of attendance?**

**A:** It depends, we do have records for nationally sponsored workshops from about 2001 – present. Unfortunately, we have insufficient records for workshops prior to 2001, so it would be a case by case basis. We don't have records for school/company sponsored workshops, so a certificate of attendance is required in order to submit for Level 1 Certification.

**Q: I took a workshop in 2002. Would that count toward certification?**

**A:** Our Pre-K program was created at the end of 2003, so if you attended a workshop prior to that, it would count toward the K-5th grade workshop. The Pre-K workshop would still be required for Certification, as well as The Print Tool.

**Q: Does attendance at a school sponsored workshop count toward certification?**

**A:** We can't accept school district workshop attendance for two reasons:

- We can't verify attendance.
- We often customize school district workshops to accommodate the sponsor both in content (grade levels covered) and in length.

*\*If you have your certificate of attendance and we can verify that the workshop covered the same information that would be covered at a national sponsored workshop, there is a chance that the workshop can be approved to use toward certification.*

**Q: Is there a time limit for applying for certification?**

**A:** No, the Level 1 Certification process is considered a self-paced study, so there is no time limit.

# Print Tool®

**Q: What is the in-service?**

**A:** To complete your Level 1 Certification requirements, you must deliver a short handwriting related in-service to a group of people. We want to ensure that you are fairly comfortable sharing your knowledge with a group. The audience can be parents, peers, administrators, or other educators—you pick the topic. Here are some ideas for an in-service:

- Use one of the many handouts from the Advocate CD to teach others about handwriting.
- Introduce the Pre-K program to a school.
- Present the Printing and Cursive curricula for a school adoption.
- Give a small group of colleagues an informal overview about the Handwriting Without Tears® curriculum.
- Educate a group about the importance of teaching handwriting.

**Q: What are the requirements for the in-service?**

**A:** The in-service needs to be at least 20-30 minutes and you need to have a minimum of four people in attendance.

**Q: What kind of proof is needed for the in-service?**

**A:** There is an evaluation form that is included in your application packet. You need to make copies of this form and have your attendees fill it out after your in-service. Please send the forms back with the rest of your packet.

**Q: Is there a template for the written report?**

**A:** There is a sample report in your Print Tool guide pgs. 70 – 71 (2008 edition) and you can use this layout for your handwriting reports.