



Certified Academic Language Practitioner 2024 Application Instructions

Please read through all application instructions and training requirements prior to submitting an application. All applications and application components must be received no later than Sept. 1, 2024. The class will consist of 4 Saturdays and a test prep day. The first Saturday is scheduled for September 28, 2024.

Application Procedure:

1. Complete online **Application Form**: <https://forms.gle/1HMRXbaf1tNbyc4S6>
2. Upload **Additional Documentation** to **Payne's Website**:
<https://payneeducationcenter.org/smlf-file-upload-page/>
3. Upload **About Me Video** to **Payne's Google Drive**:
<https://drive.google.com/drive/u/0/folders/0B1Rnlx6iaeGvc0RWVvy14dTluY3M> Share video with, Ginny Little, ginny.little40@gmail.com, Heather Johnson, hjjohnson007@gmail.com, and info@payneeducationcenter.org
4. Questions should be directed to the main office at 405-755-4205, or heather@PayneEducationCenter.org

Application Form Instructions:

This comprehensive online application utilizes Google Forms to collect personal and professional information about each applicant. This information will be used as the basis for your application, and upon acceptance as a trainee, will be used to start your trainee file which is required for certification by the Academic Language Therapy Association (ALTA).

Please read each question and instruction carefully. You will receive a confirmation email from Google upon completion of this form. Do not delete this email, as it will contain a link to edit your form in the future, should any of your information change.

Online Application Section Specifics

1. Personal Information
 - a. Note: Do not include professional contact information in these fields.
2. Current Professional Information
 - a. Please follow format examples where indicated.
 - b. "Not applicable" is an acceptable answer.
3. Educational and Professional Background
 - a. List all degrees received in the appropriate field (undergraduate or graduate).
 - b. Include the institution from which the degree was received, as well as the year it was granted.
 - c. Transcripts for each degree listed will need to be uploaded to Payne's Google Drive (see Additional Documentation Instructions).
4. About Your Role as an Academic Language Practitioner
 - a. We understand that you may not know the final answers to all of these questions, but do your best.

b. “Not applicable” is an acceptable answer.

5. Funding

a. Please do not let the cost of training deter you from communicating your desire to attend this training. We are always working on grant opportunities to help offset the cost of training.

Additional Documentation Instructions:

These documents will be used to help reinforce your *Application Form* and give us more insight into your background. You will need to upload each item below separately, giving you a total of at least five uploads (transcript, resume, two recommendation letters, and handwriting sample). Please include your full name and type of uploaded document in the file name for each upload (see examples below).

1. College Transcript(s)

a. Please upload the transcript for each degree you listed in the Educational and Professional Background section of the Application Form.

b. Unofficial transcript copies will be accepted, but we may request official copies of these transcripts should the need arise during the application and training process.

c. File name example: AmberBrown_UndergraduateTranscript

2. Resume

a. We are looking for relevant teaching and work experience here – no frills necessary.

b. File name example: AmberBrown_Resume

3. Letters of Recommendation

a. Please submit two professional letters of recommendation.

b. Letters should include the writers’ associations to you and their contact information.

c. File name example: AmberBrown_LetterofRecommendation1

4. Handwriting Sample

a. Prompt: Why are you interested in applying for this training?

b. This sample should be handwritten by the applicant.

c. Sample should be at least 30 words.

d. File name example: AmberBrown_HandwritingSample

About Me Video Instructions:

The About Me Video is designed to give us better insight into who you are and as a way to show your digital proficiency. We will utilize a video platform, Sibme, to share your demonstration videos throughout the year.

a. Record a 3-5 minute video telling us more about yourself.

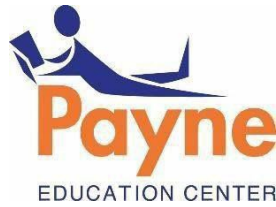
b. Video title should reflect your full name. (ex. About Me- Amber Brown)

c. Upload the video to Payne’s Google drive. You will need to share with the above-listed recipients.

d. If you do not know how to upload a video to Google, Google “how to upload a video to Google Drive”.

e. If you try and still need help, Google has a very helpful list of tutorials and helpful hints (or please call Heather or Haley at 405-755-4205.) https://www.youtube.com/watch?v=GQVGr_OM18Q ;

<https://www.youtube.com/watch?v=Pa79HVAAbX4>



CALP Preparatory Course Application Checklist

- Read *CALP-PC Objectives and Requirements*
- Read *CALP-PC Application Instructions*
- Complete online ***Application Form***
- Upload ***Additional Documentation*** to Payne
 - College Transcript(s)
 - Resume
 - Letter of Recommendation 1
 - Letter of Recommendation 2
 - Handwriting Sample
- Upload ***About Me Video***