A Jam-Packed Workshop

The Size Matters Handwriting Program
Want Fast, Real and Lasting Changes in Handwriting?

CLARIFICATION POINTS FOR
ON-SITE WORKSHOPS, LIVE WEBINARS AND SELF-STUDY DISTANCE EDUCATION

AOTA Classification Codes for CE Activities

Category 1: Domain of OT

Areas of Occupation	Education and Social Participation
Client Factors	Values
Activity Demands	Objects, social demands, sequence and timing, required actions
Performance Skills	Motor and praxis, emotional regulation, cognitive skills
Performance Patterns	Habits, routines, roles

Category 2: Occupational Therapy Process

Evaluation	Occupational Profile, Analysis of occupational performance
Intervention	Intervention plan and approaches, implementation of intervention, review of intervention
Outcomes	Occupational performance, adaptation, client satisfaction, Participation, role competence, self-advocacy.

Category 3: Professional Issues

Administration/Management	Outcomes evaluation, program development, promotion/public relations/marketing,
OT Research	Program evaluation, Research methodology, Research outcomes

1. **Cancellation Policy**
   a. By Participant:
      i. For Live Workshops: Cancellations must be in writing and received by Real OT Solutions ten days prior to course; refunds will not be granted after that date. Refund will be issued after course date (minus $30 processing fee). Cancellations made less than 10 days from the date of the workshop will not be eligible for refunds. You may transfer full registration with no penalty to another workshop if you notify us in advance of workshop you are cancelling. However, if you do not attend, full payment is still expected.
      ii. For Independent Self-Study: Registrants who have submitted payment for an independent self-study, but who reconsider before the link to the self-study course

has been sent, may receive a refund minus a 10% processing fee. Notice of cancellation must be communicated immediately via email to bev@realOTsolutions.com.

iii. For Live Webinars: Registrants who have enrolled in a Live Webinar but wish to cancel before the course is given may receive a refund minus a 10% processing fee if their notification in writing is received at least 10 days before the day of the scheduled Webinar. Registrants who wish to cancel enrollment less than 10 days from the scheduled Webinar will not be eligible for a refund, but may transfer their enrollment to another workshop or webinar.

iv. For customized webinars or onsite workshops: Interested learners may solicit the services of this therapist for either live webinars or onsite workshops on topics specific to the needs of their setting. This therapist will work cooperatively with the site managers to identify content and objectives of particular interest. Once the course content has been agreed upon, this therapist will submit a contract and/or brochure listing the agreed upon content and inclusions, as well as the learning objectives, requirements, educational levels, etc. Reference to the website will be made for more extensive descriptions of special need accommodations, cancellation policies, and more. Signing the contract and submitting partial payment will confirm this same content, the date and the full fee. At that time, a reservation payment of 25% is expected. If the organizers decide to cancel the webinar or workshop, they shall be entitled to a refund minus a $50 processing fee.

b. By Instructor: Real OT Solutions reserves the right to cancel any course (e.g. low registrations, weather, illness, etc).   If the instructor has cancelled a workshop or webinar for any reason, participants may elect to either receive a full refund or to reschedule to take the workshop or webinar at a different time. Refunds will be issued within 2 weeks of the cancellation. Participants purchasing non-refundable airfare tickets are encouraged to inquire as to course availability before final purchase. Registrants bear the sole responsibility for transportation to the course. Weather or transportation difficulties are not the responsibility of Real OT Solutions, and failure of a chosen means of transportation is not grounds for registration fee refund when the course is held.

2. **Complaint policy**

Learners who felt the workshop or webinar did not fulfill their expectations or the learning objectives, are encouraged to put their complaint into writing and to mail it to Real OT Solutions, Inc at P. O. Box 515 Villanova, PA 19085-0515. A personal written response will be issued within two weeks of receipt of the complaint. Persons may also request a phone conference in their letter. This instructor will similarly try to call the complainant within 2 weeks.

Resolutions may include online or phone consultation, additional workshop registration or partial refund. All attempts will be made to resolve disagreements amicably and timely.

3. **Accessibility Policy**

Real OT Solutions is an equal opportunity provider of continuing educational programs. No individuals will be discriminated against based on age, gender, race, or disability, including physical, sensory or cognitive. Individuals requiring special accommodations are requested to inform Real OT Solutions in advance so that safe and sufficient access can be arranged.

FOR ONSITE CONFERENCES:

In compliance with the Americans with Disabilities Act, Real OT Solutions will make every effort to honor requests for reasonable accommodations made by individuals with disabilities, including but not limited to written transcripts, multiple viewing attempts, and increased amount of time to complete training activities. On site conferences are typically amplified, but for persons with hearing issues, additional accommodations including preferential seating and/or accompaniment of a signing translator are welcomed at no additional cost. Service pets are also welcomed. Please provide at least 2 weeks advance notice if accommodations are needed.

FOR LIVE WEBINARS:
Live webinars move at a reasonably fast pace. If a participant reports difficulty with this rate during the conference, the presenter will make adjustments to modify the pacing to allow time for processing and note taking. If a participant has learning or other issues that negatively impacted their experience, Real OT Solutions will offer to allow them to view the self-study version at no additional fee.

FOR INDEPENDENT SELF-STUDY:
Independent self-study presentation slide shows may be advanced at a speed comfortable for the learner. During the course of the slide show, participants may back up and play a slide several times, if needed. This option is only operational however, if the participant has allowed the webinar to fully buffer before starting. Since the file for each webinar is very large, it may take 5-10 minutes for the buffer (i.e. download) to be complete. The presentation is available for a limited time, after which the link in which to view it will expire. Participants may not share this link with anyone. It is the property of Real OT Solutions.

Real OT Solutions values accessible educational opportunities for all people at each of its workshops. Real OT Solutions is committed to ensuring non- discrimination and to resolving any complaints related to a disability in a prompt and equitable manner.

4. **Satisfactory completion requirements**
FOR ONSITE CONFERENCES:
Certificates of Attendance are provided at the end of the Workshop. Occupational Therapists who were present the entire workshop, as verified through a sign-in and sign-out sheet, will be awarded CEU credit based on the number of contact hours. Supervision of this sign-in sheet will be overseen by a responsible party to insure that time is deducted for late arrivals. Contact hour credit will be awarded for other learners who were in attendance for the whole conference. Partial credit hours will be calculated to the nearest half point for others who were not present the entire time for an onsite workshop.

In addition to attendance, it is requested that a Course Evaluation form will be completed. Certificates of Attendance will be given to each learner as they exit, preferably when they hand in the Course Evaluation.

Walk-in registrants are welcomed. They would need to complete a Learner's Registration form when they arrived and sign in and out of the conferences along with everyone else. They should also complete a course evaluation form. A printed Certificate of Attendance will be mailed to them within 2 weeks after the conference.

FOR SELF-STUDY COURSES:

Participants should understand that the viewing of an independent webinar is intended as a solitary experience. Toward that end, an Attestation Statement will appear on promotional material as well as the Posttest.

> For the promotional material, the statement will read:
>> Participants understand that they are expected to view the entire course and complete the posttest independently.

> On the posttest, a blank box will appear next to the statement. The statement will read:
>> By checking this box, I attest to having viewed the entire webinar, including taking this posttest, independently.

Participants will be expected to confirm compliance with the Attestation Statement by checking the box, and then completing a 10-question posttest at the conclusion of the webinar. The posttest must be received with 2 weeks after viewing the webinar. A score of 70% must be obtained to earn credit for the course.

The posttest as well as a Course Evaluation will be emailed to the students along with the link to join or view the presentation before the course begins. Participants are welcome to print the two forms, but are encouraged to return them electronically. The posttest template enables answers to be transcribed directly onto the downloaded version.

Once the posttest is returned and is determined to score a 70% or above, a Certificate of Attendance will be emailed to the students.

FOR LIVE WEBINARS:
Before the webinar begins, attendance will be taken via a roll call. Learners will be expected to record their name when they sign onto the Webinar. This will serve as their Sign-In. Learners will be told that they are expected to be present the entire webinar.   Learners will also be told that a roll call will be taken at the end of the webinar and that they should not sign out until their presence has been verified. Once the webinar has concluded, a roll call will be taken based on the recorded names. Learners can respond by 'raising' the hand icon on the Go-to-Webinar format. No credit is given to learners who do not appear to be present or who do not respond to their name at the end of the time period.

Participants will also be expected to complete a 10-question posttest at the conclusion of the webinar. The posttest must be received with 2 weeks after participating in the webinar. A score of 70% must be obtained to earn credit for the course.

The posttest as well as a Course Evaluation will be emailed to the students along with the link to join or view the presentation before the course begins. Participants are welcome to print the two forms, but are encouraged to return them electronically. The posttest template enables answers to be transcribed directly onto the downloaded version.

Once the posttest is returned and is determined to score a 70% or above, a Certificate of Attendance will be emailed to the students provided they had attended the entire webinar.

5. Replacement Certificates
> Learners may request a replacement Certificate of Attendance by sending us a signed letter naming the date of the workshop or webinar.   Attendance will be crosschecked with the sign-in/sign-out sheet at onsite workshops and live webinars. Participants who completed a self-study webinars may also request a duplicate certificate by email. All webinar participants will

have their records checked to verify a passing score on the posttest. A duplicate certificate will be mailed within 3 weeks.

6. Instructional Methods

ONSITE WORKSHOPS are lively, engaging and interactive. While the workshop is primarily didactic, time is built into the presentation to allow for questions and discussions.

The power point slide show is colorful, entertaining and informative. It follows the sequence bulleted on the brochure and references the learning outcomes throughout the day so attendees are oriented to what's been covered and what's to come. This is intended to help therapists hold off on questions to topics not yet covered or to refer back to ones already discussed. Handouts will be made available via Dropbox before the conference. A limited number will also be available at the conference itself for last minute walk-in enrollments. The handouts are grayscale versions of the slide show and allow room for note taking.

Time is also built into the Workshop for learners to have hands-on experience with the materials. Therapists are welcome to peruse the materials, ask questions, learn about particular features of the products and/or purchase them, if desired.

All workshops can be tailored to one's organization's needs. Half-day courses cover all of the content listed on the brochure. Shorter courses preview concepts and implementation.

Write to bev@realOTsolutions.com for pricing, availability and questions.

LIVE WEBINARS, CUSTOM WEBINARS and **INDEPENDENT SELF-STUDY COURSES** are distance education versions of the onsite workshops divided into smaller time segments (e.g. 2 hours). They are jam-packed with information and are presented in a colorful and clearly illustrated Keynote slide show. Live Webinars may be tailored in content and length to the particular interests of attendees who book a private course for their school, therapy practice or other organization.

Participants who wish to participate in a webinar are advised to investigate the strength and stability of their Internet signal. The best reception will be through a hard-wired desktop or laptop computer. Wireless Internet may be adequate, but is slightly less reliable. Participants who chose to view the webinar on an iPad or similar device will have to sign in manually once they log in. The Tool bar will indicate a place for them to type their names so their arrival into the session is noted.

Technical difficulties should be directed to Go-To-Webinar at (855) 352-9003. Their 24/7 support staff is able to trouble-shoot problems on both PC and MAC computers. Participants should be advised that the files to the independent self-study webinars are very large and may take between 5-10 minutes to fully buffer. Participants must allow the webinars to buffer completely (i.e. download) to be able to use the forward and backward slide advancement or review options.

Handouts for either Live or Independent Webinars will be sent to the participant electronically, unless otherwise requested. Participants will be guided to click the **Dropbox** link under the Education tab on the website. The link offers step-by-step instructions for downloading Dropbox. Dropbox is a free application.

[Note: Dropbox allows large files to be sent without corruption. The handout is typically a very large file and cannot be sent as an email attachment.]

7. Copyright Statement

Real OT Solutions maintains copyright, trademarks and/or patents on all product including:

- The Size Matters Handwriting Program (SMHP)
  - Student Workbook
  - Instruction Manual
  - Progress Monitoring Forms
  - Magnetic Rectasquare Board
  - Alphatrangles
  - The Dice Game
  - Posters
  - Desktop Stickers
  - Letterbox Worksheets
  - Path Ways
  - Intake
- The Cutting Program
- I Can Draw!
- Adapted Writing Paper
  - Master Guide
  - Journal Books
  - Lined Labels
  - Writing Paper Pack
- Print/Cut/Draw Success Kit
- The Writing Bundle
- Fütjit

No reproduction of the images or forms contained within these programs is permitted without the written consent of the author, Dr. Beverly H. Moskowitz. Permission to use these concepts, forms and visual images may be obtained through Real OT Solutions, Inc. P.O. Box 515 Villanova, PA 19085-0515.

In the event that materials created by another author are used during the course of the workshop, Real OT Solutions will provide documentation of permission to use copyrighted works. This includes providing a valid release of information form or other such documentation for any type of visual medium.

8. Target Audiences, prerequisites and educational levels

All persons who work with children and/or are involved in decisions regarding the procurement of therapeutic or curricular materials are identified in our target audience. This includes:
1. Occupational Therapists (i.e. School-based or in clinic/private practices)
2. Occupational Therapy assistants
3. Teachers (i.e. Early childhood through elementary grades; Public, private, parochial and charter schools)
4. Aides
5. Administrators (e.g. Principals, supervisors, etc.)
6. Parents

Most workshops or webinars are appropriate for all levels of learners. Since this is new content for most attendees, the basics of the Size Matters Handwriting Program would be explained. As it is essential in today's schools that therapists become more fluid in their implementation strategies, this would be a new practice model for even the experienced therapist. More advanced practitioners as well as those with intermediate levels of experience may recognize the trends discussed. All educational levels will benefit from learning the research, the applications and the particulars of the program.

Because the content is new, this is considered an Introductory/Intermediate level course. It's appropriate for OTRs, OTAs, teachers, administrators or other professionals working with students on handwriting or other issues impacting successful participation in the school environment and educational program. The educational level of this course is advertised as such to interested parties via the brochure, the website and the AOTA Provider page.

9. Course Length and Objectives

Full day onsite workshops can be either 5 or 6 hours. Attendance the entire day would award the participant .5 or .6 CEUs, respectively. Two different courses are currently offered. These include:
- The Size Matters Handwriting Program: Want Fast, Real and Lasting Changes in Handwriting?
- Practical Strategies for Increasing the Effectiveness, Efficiency and Impact of your School-based Occupational Therapy practice

Half-day onsite workshops can also be scheduled. If a school, agency or other organization would like to book a 3 or 4-hour presentation, content would be adjusted accordingly. Credit given would be .3 or .4 CEUs, respectively, minus break and lunch times. These courses are edited versions of either of the above full day workshops.

Live Webinars can be 1, 2 or 3 hours, and will earn .1, .2 or .3 credits, respectively. Independent self-study courses are currently being offered for .2 credits, regardless of how long it takes for the participant to cycle through the entire presentation. There are currently 3 Live or Independent self-study courses being offered. They include:
- The Size Matters Handwriting Program: Part 1 – Introduction, Research and Key Concepts
- The Size Matters Handwriting Program: Part 2 - Applications, including Written Language Production standards
- The Size Matters Handwriting Program: Part 3 – Intake, Interpretation and Progress Monitoring

10. Course Evaluations and Surveys

Course evaluations will be given to all participants in all onsite workshops and distance educations opportunities. Onsite workshop participants will be handed the evaluations when they arrive and requested to turn them in when they leave. A reminder at the end of the workshop will also be made.

Participants in either live or self-study webinars will be sent a course evaluation in an email along with the posttest once enrollment is confirmed. It is requested that they complete both and

return them to bev@realOTsolutions.com . The posttest is required for credit. The course evaluation is optional.

As part of the American Occupational Therapy Associations Approved Provider 4-year renewal process, AOTA is requesting that participants of this course complete a short online survey about your continuing education experience with our organization as an AOTA Approved Provider. Completing this survey will also enter you into a quarterly drawing for a $100 voucher for AOTA publications or CE.

To access the survey, go to: **http://www.aota.org/appsurvey**