PowerPath® BASIC CERTIFICATION REQUIREMENTS

Case Study Review and Submission Form

Nameof Submitter	**Program**
Personal Mailing Address	**Email address**
City, State, Zip	**Phone #**

Certification Timeline & Requirements

BEFORE Level I. . .

1. **Read the User's Guide!** Review all PowerPath materials.
2. Complete 2 intakes and screenings, Steps 1-3, with 1 non-client and 1 client suspected of having learning difficulties.
3. Bring documentation of completed pre-requisite intakes and screenings to Level I.
4. Bring LOTS of questions to Level I!

Attend Level I

BEFORE Level II. . .

1. Screen **5** clients for Vision Functions, Auditory Functions, and VSS (including selection of an overlay, if needed)
   ____ Submit their screening forms
2. Complete Basic Case Studies with 2 clients:
   ____ Complete Personal Profile Folder
   ____ The completed Basic Response Booklet
   ____ Generate Individual Report; annotate Individual Report with participant
   ____ Completed Crib Sheet
   ____ 3 consecutive weeks of SMARTER Learning Plans or Employment Plans
   ____ Handwritten or dictated letter from participant
   ____ Letter from YOU on what you learned about the participant, his/her needs, and how the PowerPath Process will be helpful to YOU in assisting the participant to maximize learning/employment success.
   ____ A copy of this Case Study Submission form, with the interior checklist used to review case study prior to submission.
3. A copy of your program's PowerPath Service Summary, dated _________ to _________ for all sites/participants.
4. A Listing of Participants - generated using the PowerPath software.
5. Begin and maintain Learning Journal. Bring Journal to Level II.
6. Conduct 1 Share the Power Training with students/clients and intructors/tutors. Bring evaluations to Level II.

Attend Level II

A COMPLETED COPY OF THIS FORM MUST BE SUBMITTED WITH EACH CASE STUDY IN ORDER FOR THE CASE STUDY TO BE COUNTED. NO FORM = NO CREDIT!

After Session II . . .
Due by ______________________ (negotiated with Trainers)

1. Submit 2 additional complete Basic case studies (see above checklist for items in case study).
2. Conduct 1 additional Share the Power with community partners. Submit evaluations.
3. Submit an additional 10 SMARTER PLPs completed with different participants.

POWERPATH CERTIFICATION IS VALID FOR 2 YEARS

Please review the case study you are submitting. As you read through each of the following criteria, place a √ next to the items which you find to be in compliance. Use 'N/A' for items not relevant to your case study.

The Personal Profile Folder

_____ All of the responses, on both sides of the **Personal Profile Folder,** are filled-in or otherwise noted.

_____ (The CLD Interview was used when participant indicated English was not home language.)

_____ Comments made by the participant were added next to questions on the folder -- indicating additional pertinent information was collected.

The Basic Response Booklet

_____ The Agreement to Participate form was read to the participant and signed.

Attention Difficulties and Visual Stress Syndrome

_____ The checklists were completed for both the *Attention Difficulties* and *Visual Stress Syndrome Screening*.

_____ The Reading of Single Words was completed along with notations as to what the participant said if they did not read a word correctly.

_____ (The APS was administered (and scored accurately) to individuals scoring below 4.0 reading level on Reading of Single Words.)

Overlay and Color Paper Selection

_____ An overlay or overlays were selected for all participants that scored 6 or greater on the VSS Screening.

_____ Color paper was selected if the participant scored 6 or greater on the VSS Screening.

Visual Functions and Auditory Function Screenings

_____ The circle under each test item was filled-in to indicate correct responses.

_____ The *Plus Lens Test* has been accurately scored -- remembering that actually reading the line of E's is the wrong answer. Correct responses (in this case, not being able to see the E's) have their circles filled in.

_____ The overlay(s) was/were placed over the steroscope card for the Near Acuity and Binocularity screenings.

_____ The '10 Decibel Rule' was used and any increases in decibels were noted on the Audity Function form.

_____ All correct responses have been totaled for each test and placed in the "Total Correct" box.

_____ For each test a 'Strength - Challenges' box has been filled in re: the Total Correct score.

_____ A 'Visual Profile' has been made by connecting the filled in Strength - Challenge boxes.

Summary of Basic Screening Results

_____ All scores for all screenings were totaled, levels of difficulty noted, and scores were placed into the **Summary of Basic Screening Results** on page 3 of the Basic Response Booklet.

Personal Feedback Form

_____ The **Personal Feedback Form** indicates that key *PowerPoints* were followed, i.e., using the participant's own words (showing that the words on the form are a recap of your conversation), no 'educational' jargon is present, strengths are noted, form was written in a style the participant can read (printing vs. cursive), etc.

_____ The original **Personal Feedback Form** has been torn out of the **Response Booklet** and given to the participant, but a copy was kept and submitted as part of the case study.

Release of Information

_____ The **Release of Information** form was completed and signed by the participant so that his / her materials and screening results could be submitted as a case study.

Individual Report

_____ The Browse/Edit option was used to **modify the Individual Report** — either adding additional strategies or removing strategies that were not applicable for the specific participant.

_____ The **Individual Report was annotated using the participant's own words**. The words chosen for the annotations demonstrate that a dialog was used with questions posed to engage the participant and involve him/her in the discussion about the screening results. Quotes were also used to note the participant's verbatim comments during the dialogue.

____ **Strategies that were noted** (highlighted or commented upon in writing, etc.) **were also listed on the Crib Sheet** and then used to build the **Personal Learning Plan**.

_____ The **Partnership Contract** was written with the participant — using their own words and written in a style that the participant could read (i.e., printing vs. cursive, etc.).

_____ The **Partnership Contract** was written for short time period (1 - 2) weeks.

____ **Referral Forms** were completed with the participant. Auditory referrals were made only after the participant had been retested. Retesting dates and results are shown on the **Diagnostic Screening Form**.

The Crib Sheet

_____ The **Crib Sheet** lists the accommodations / strategies that were selected from the Individual Report by the participant. Page numbers were listed identifying the page that the strategy came from in the Report.

_____ The **Crib Sheet** was written in the participant's own words (restating the strategy) and written so the participant could read the strategies he/she selected to use as part of the Personal Learning Plan.

SMARTER Personal Learning Plans or SMARTER Personal Employment Plans
(submit 3 consuctive plans for each participant's case study)

_____ The **PLP/PEP was clearly written** (both in style of printing and vocabulary) with the participant — in words the participant can read and understand. The PLP / PEP has been kept simple for easy understanding and to ensure the participant's success.

_____ The **Facilitator's Guide** and questions were obviously used to create the PLP / PEP.

_____ The *Long-Term Goal* and *Short-Term Goal* repeated what the participant had previously stated in the intake interview (**Personal Profile Folder**) and on the **Partnership Contract**. The goal(s) go beyond "to get my GED" or "to read better" and describe why the participant wants to achieve the goal.
The *Short-Term Goal* is even more specific as to what can be accomplished this week/month.

_____ The **participant's strengths** were listed including such attributes as effort, attitude, skills, personal traits.

_____ The **skills and subskills** had additional words listed that described the skill in everyday terms - with a graphic organizer drawn on the backside of the PLP/PEP noting the relationship of the skill and sub-skills.

_____ The **Strategies (accommodations)** listed on the **PLP / PEP** correspond to those listed on the **Crib Sheet** and to those strategies that were highlighted or commented on in the **Individual Report.**

_____ The **Resources / Materials** listed on the PLP / PEP reflect not only the learning materials (workbooks) but also the additional learning tools (such as highlighters, overlays, cards, computers, etc.) . These resources are cited in the Tasks / Steps as to when the participant is to implement them to accommodate learning / training.

_____ The **Tasks or Steps** are numbered and sequenced for the participant to follow. Materials that were listed such as workbooks, books, computer programs (etc.) are listed along with pages to be completed and timelines for completion.

_____ **Task timelines** were decided by the participant — and checked by him/her when completed.

_____ **When the PLP was finished, each set of tasks was reviewed by the participant and comments were noted under "How I did" and "What I learned".**

_____ A HAND WRITTEN (OR DICTATED) LETTER is included FROM PARTICIPANT ABOUT THEIR EXPERIENCES WITH POWERPATH - WHAT DID THEY LEARN FROM THE PROCESS; WHAT HAS HELPED; WHAT WAS DIFFERENT ABOUT THE EXPERIENCE, ETC.

_____ A letter is included from the instructor/counselor about his/her experience using PowerPath with this participant.

Help us by letting us learn with you.......

What was the most difficult aspect of learning the ***PowerPath Process?***

What could have been done to make it easier?

How did the participant respond to the:

Engagement
Basic Screenings
Selection of Overlay(s) and Color Paper
Personal Feedback
The Individual Report
The Partnership Contract
The Personal Learning / Employment Plan

What did you add to the PowerPath Process that made it better?

How have you already implemented PowerPath?

What other plans does your program have for further implementing PowerPath?

Who will be administering the:

Engagement Interview
Basic Screenings & Personal Feedback
Data Entry
Review of the Individual Report(s)?
Partnership Contract?
Implementing / Writing the PLP/PEP with the participant?

How can PowerPath's administrative reports -- i.e., the Service Summary be helpful to you and your program?

Thank you for helping us continue to build our Collective Wisdom!

Certification and ReCertification -

All *PowerPath* Certificates are valid for two years.
To renew certification, download requirements and Certification Renewal Form from www.powerpath.com
Recertification includes submitting additional case studies, a Service Summary and Listing of Participants in System Reports, and attending an update seminar.

Submit this form* (all 4 pages) with EACH case study.
Final Certification Documentation can be sent to:
***PowerPath* Certification**
The TLP Group
PO Box 21510
Columbus, OH 43221
Please allow 10-12 weeks for processing. Certificates are issued twice annually.