



**Keys to
Literacy**

Mass Literacy OAPL Approved Online Courses

Would you like to learn more about early literacy instruction or dyslexia?

Keys to Literacy is offering 3 online courses that are approved courses for *Mass Literacy Open Access Professional Development* (OAPL). Eligible Massachusetts educators may take this course at **no cost** and **will receive a stipend** upon completing the course. Visit this DESE website to learn more about OAPL: <https://www.doe.mass.edu/instruction/ela/oapl/>

These courses provide MA educators an opportunity to develop knowledge about early literacy, including evidence-based practices for teaching reading.

MA educators will receive a **stipend** if they complete these courses **by June 30, 2022**.

About the Free Online Courses

A desktop or laptop computer and Internet access are needed to take these courses. They are asynchronous courses, which means a user can log on and off multiple times to complete course assignments at their own pace. They include readings, video clips, activities, reflection responses, and numerous resources. Each course is organized into modules. The average time for course completion varies depending on the course. Some of the courses include a training manual. In addition to the stipend, a MA PDP certificate is awarded.



There are 3 courses that are Mass Literacy OAPL approved — sign up for one or more!

- **Keys to Beginning Reading, Part 1 Foundational Skills**
For educators who want to focus on reading foundational skills. 15 hours, \$600 Stipend. A 450-page manual is included.
- **Keys to Beginning Reading, Part 2 Language Comprehension Skills**
For educators who want to focus on language comprehension skills. 15 hours, \$600 Stipend, A 450-page manual is included.
- **Understanding Dyslexia**
For educators who want to focus on dyslexia and students with reading difficulties. 5.5 hours, \$220 Stipend

*Keys to Beginning Reading is an accredited teacher training program by the International Dyslexia Association (IDA).

Who is eligible?

- Teachers or administrators currently employed in a Massachusetts public school, charter school, or school district in a role that is directly related to literacy in **grades preschool through three**. (e.g., classroom teacher, ESL teacher, special educator, principal, literacy coach, Special Education coordinator, Literacy coordinator)
- Higher education faculty or administrators employed at an approved educator preparation program, whose work relates to early literacy (for instance, faculty who teach literacy courses, deans in educator preparation programs).

About Course Stipends to Participants

- Participants will not receive a stipend until all course requirements have been met (see below).
 - A stipend will be paid to participants by Key to Literacy once we have confirmed with DESE that you have completed the course, and after DESE has distributed stipend funds to Keys to Literacy to be passed on to you.
 - You are responsible for paying state, federal and related taxes as an independent contractor. When we receive a registration form from you, Keys to Literacy will send you a W-9 tax form. You must complete this before you can start the course. We will use this to send a 1099 form to state and federal tax agencies.
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Course Completion Requirements

To receive a stipend and a PDP certificate, online course participants **must** fulfill the following requirements:

- Complete DESE’s Pre- and Post-Knowledge Assessment at the outset and conclusion of the course.
- Complete the full online course by **June 30, 2022** by digitally navigating through every component of the course.
- Receive a passing score of 80% or higher on all course module quizzes. Participants cannot move through the course unless they pass each module quiz. Participants can take a quiz up to six times. If they do not pass a quiz the first time, they can go back over the content in the module to review information they may have missed.
- Receive a passing score of 80% or higher on an end-of-course assessment. Participants cannot complete the course until this assessment has been passed. Participants can take the assessment up to six times. If they do not pass on the first time, they can go back over the content in the course to review information they may have missed.
- All paperwork must be completed before starting a course. In order for Keys to Literacy to fulfill DESE’s requirements for course completion and to pay stipends, we will need the following information on the registration page:
 - o Name, address, phone number, and work email (used to take the course).
 - o Your role, grade level and the name and address of your MA public school, charter school, school district. For higher education faculty or administrators, your role and the name and address of the college or university where you work.
- Tax Information: you will need to send a completed W-9 tax form to Keys to Literacy so we can report your stipend earnings to state and federal tax agencies for the 2022 tax year. You will receive a form and instructions when we receive your registration form.

Please note: If you do not complete the full course, you will not receive the stipend or PDP certificate of completion!

Additional Information

- Apply early – a limited number of registrations for Mass Literacy approved OAPL courses are available. Once enrollment numbers are reached, these courses will no longer be available. Early registration is available until March 4 for educators in Early Access districts. After this date enrollment is open to all MA eligible educators. [Click here](#) to view the list of Early Access districts.
- Course registration will not be accepted after June 15 to ensure sufficient time to complete a course by June 30, 2022.
- Registration and information about these courses is provided through Keys to Literacy. Please contact us with any questions or customer service needs related to these courses.

Course Outlines

Keys to Beginning Reading Part 1 Foundational Skills	Keys to Beginning Reading Part 2 Language Comprehension Skills	Understanding Dyslexia
<ul style="list-style-type: none"> • Reading Basics • Oral Language • Phonological Awareness • Phonics • Fluency 	<ul style="list-style-type: none"> • Reading Basics • Vocabulary • Sentence Structure, Syntax • Text Structure • Comprehension 	<ul style="list-style-type: none"> • What is dyslexia? • The Reading Brain • Five Components of Reading • Screening for Dyslexia • Effective Instruction for Dyslexia • Structured Literacy: Sounds, Sound-Symbol, Syllables, Morphemes

QUESTIONS?

Contact Keys to Literacy:

info@keystoliteracy.com

Phone: 978-948-8511



Visit our website to learn about our other professional development offerings!

www.keystoliteracy.com



Registration Form

Each registrant must complete a registration form. **Complete ALL fields.**

NAME: _____ POSITION/TITLE: _____

SUBJECT: _____ GRADE: _____

SCHOOL & DISTRICT NAME, ADDRESS: _____

HOME MAILING ADDRESS to ship book: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ WORK EMAIL USED for COURSE: _____

I want to register for (check 1 or more that you guarantee you will complete):

___ Keys to Beginning Reading Part 1 Foundational Skills

___ Keys to Beginning Reading Part 2 Language Comprehension Skills

___ Understanding Dyslexia

I agree and acknowledge the following:

- I agree to complete DESE's pre- and post-knowledge assessment.
- I agree to complete the full online course and understand that this is a requirement for receiving PDP's and a course stipend.
- I understand that I must pass all course quizzes and a final assessment with a score of at least 80% to complete the course. I can take these up to six times.
- I agree to complete all paperwork needed to receive a course stipend, including tax reporting documents.

By signing and dating I acknowledge the above. Date: _____ Signature: _____

Ethics Disclosure: Select **yes** or **no**. If yes, you must complete an ethics disclosure before starting a course. If no, you can skip this step.

- Are you employed in a Commonwealth or Horace Mann charter school? ___YES ___NO
- Are you employed in a Massachusetts public institution of higher education? ___YES ___NO

If you selected YES, you **MUST** read the information in the boxes on the next page and **check off** the line on the bottom of the box "I affirm that I have completed and submitted the required ethics disclosure."



For Commonwealth charter school employees

Educators in Commonwealth charter schools are deemed state employees for the purposes of the Massachusetts ethics law (G.L. c. 268A) and will need to complete and file a section 7(b) ethics disclosure form because they will be considered to have a financial interest in a state contract. As the contract is not for personal services, the last page of the form does not need to be completed. The 7(b) disclosure form can be found [here](#) and instructions for completing the form can be found [here](#). Educators with questions can contact the Massachusetts Ethics Commission at requestadvice@massmail.state.ma.us or call the State Ethics Attorney of the Day hotline at (617) 371-9500. Educators at Horace Mann charter schools who are not covered by a collective bargaining agreement with the school district should consult with their employers or the Massachusetts Ethics Commission to determine whether a 7(b) disclosure is required.

*Once you have completed and submitted the required ethics disclosure, please click here:
_____ I affirm that I have completed and submitted the required ethics disclosure.*

For public higher education employees

Faculty at Massachusetts public higher education institutions are considered special state employees for the purposes of the Massachusetts ethics law (G.L. c. 268A) and will need to complete and file a section 7(d) ethics disclosure form as they will be considered to have a financial interest in a state contract. The section 7(d) disclosure form can be found [here](#) and instructions for completing the form can be found [here](#). Educators with questions can contact the Massachusetts Ethics Commission at requestadvice@massmail.state.ma.us or call the State Ethics Attorney of the Day hotline at (617) 371-9500.

*Once you have completed and submitted the required ethics disclosure, please click here:
_____ I affirm that I have completed and submitted the required ethics disclosure.*

Submit this registration form using:

- **Mail:** Keys to Literacy, 319 Newburyport Tpke, Suite 205, Rowley, MA 01969
- **Fax:** 978-948-8611
- **Scan & Email:** info@keystoliteracy.com

After your registration is received:

- You will receive a confirmation email that will include information about accessing the course. It will also include a W-9 tax form that must be returned before you can start the course.
- For the *Keys to Beginning Reading Part 1 or 2* courses: a training manual will be shipped to the address given on this form – allow up to 2 weeks for delivery.

QUESTIONS?

- Contact Keys to Literacy:
- info@keystoliteracy.com
- Phone: 978-948-8511

