

## **AET STUDY GROUP POLICIES**

### **REVISED OCTOBER, 2021**

#### **Rationale**

Policy updates are necessary to reflect current practices.

#### **Policy**

1. The Association of Educational Therapists offers in-person and virtual study groups as a benefit of membership.
2. There are no fees involved to be a member of a study group. However, nominal dues may be charged if facility fees, or other operational costs, are necessary.

#### **Study Group Leaders**

1. Only an AET member in good standing at the Professional (ET/P) or Board Certified (BCET) level of membership may lead a study group. Two AET members may co-facilitate a study group, providing that at least one of the group leaders is an ET/P or BCET. However, only the senior group leader's name will be listed on AET's website.
2. An Associate or Allied Professional member may be appointed as a study group leader by the Study Group Chair or Director if there are no higher-level members available to lead the group. However, the Study Group Chair and Director will be responsible for identifying an ET/P or BCET member to provide guidance to the Associate or Allied study group leader.

#### **Study Group Attendees**

1. AET study groups are open to members seeking a supportive professional environment. Non-members can be invited as guests. Only AET members will receive CE credits for meeting attendance.
2. A statement indicating that study groups are a benefit of membership will be communicated at each meeting. Non-members who regularly attend study group meetings are encouraged to become members of AET.
3. An AET study group may choose to be closed to new members. However, a closed study group will not be listed on AET's website under active study groups.

## AET STUDY GROUP PROCEDURES

### STUDY GROUP LEADERS RESPONSIBILITIES TO AET

1. Act as a liaison between the professional community and AET
2. Actively seek out AET members in the community and invite them to join your study group.
3. Whenever possible, download and print AET literature from the member's section of AET's website to display at in-person meetings or share if meetings are virtual.
4. Promote AET events including annual national conference, regional workshops, webinars, and VSGs.
5. Provide AET members with Verification of Continuing Education Attendance form within 7 days of each meeting.
6. Identify and refer nonmembers to Study Group Director for possible AET membership

### STUDY GROUP LEADERS RESPONSIBILITIES TO THEIR MEMBERS

1. In advance, choose dates and times for your study group.
2. Publish meeting information in the eNews and/or post on the website calendar
3. Identify topics to be discussed at each meeting. Topics may include case studies, evaluations and assessments, curriculum or program reviews, family engagement, goal setting, interventions, behavior management, advocacy, motivation, social justice, book discussions, or any topic of interest to educational therapists.
4. Invite guest speakers to present on topics of interest.
5. Send monthly reminders and share information via emails with the group's members regarding upcoming meetings.
6. Take attendance at each meeting. Attendance sheets must be forwarded to the Study Group Director within 7 days of the meeting.
7. Share this statement at the beginning of each meeting:

***Study Groups are a benefit of membership in the Association of Educational Therapists. If you are not yet a member of AET, please consider joining AET.***

***AET does not endorse, recommend, or make representations with respect to specific research, services, programs, medications, products, or treatment plans. Members are encouraged to fully investigate service and treatment options, business and legal practices, and materials and products that are most appropriate for specific individual situations.***

***Confidentiality of client information must be maintained at all times***

8. Appoint a member of the group to take minutes. Having a dated record of each meeting's topic and discussion points can be invaluable when planning future meetings.
9. Maintain a hard or electronic copy of the attendance sheet, study group minutes, correspondence, finances, and speaker handouts for the purpose of passing information to the next study group leader.
10. Notify the Study Group Director in **ADVANCE** of any changes in leadership, or dissolution of the group.
11. Meet annually with the Study Group Director and other study group leaders.