

Learning Networks of Ontario - Clear Writing
Recognition Maintenance Document

Name	
Recognition Date	
Expiry Date/Maintenance Due	

If you are a Clear Writing Consultant you must have evidence of both editing and facilitating (150 points over 3 years).

	Total Points Required	Value	Maximum points	Total Points Achieved
Document Editor (3 year renewal)	100 points over 3 years			
Organizational Audit		25		
Document Review		5 points per page	20 per document	
Document Revision		10 points per page	50 per document	
Clear Writing Facilitator (3 year renewal)	100 points over 3 years			
deliver workshop <2 hrs		20		
deliver workshop 2-4 hours		40		
deliver workshop 4+ hours		50		
Clear Writing Consultant must show evidence as both a facilitator and an editor	150 points over 3 years			
Clear Writing Mentor (5 year renewal) 200 points				
reviewing 3 document revisions/recommendations		10 points per document	30 points/mentee	
providing feedback on revisions/recommendations		5 points per document	15 points/mentee	
co-facilitating workshop		20 points/workshp	40 points/mentee	
supervising workshop		15 points/workshop	30 points/mentee	

providing feedback on workshop	10 points/workshop	20 points/mentee
mentee began process but didn't complete	20 points	
mentee approved	50 points	

LNO Clear Writing Course - Facilitator 150 points per session

Steering Committee

member of steering committee year 1 of 3 year term	15
member of steering committee year 2 of 3 year term	20
member of steering committee year 3 of 3 year term	25

Professional Development

participate in clear writing seminar or webinar <4hrs	5	15 points/term
participate in clear writing conference 4+ hrs	10	30 points/term
evidence of research/article review	5	15 pounts/term

Notes Total 0

Document review/revision - page count is based on the length of the original document

Participation in seminars/conferences can be in person or online

Evidence of research/article review – list source information (article title, where/when it was published, author, etc.) and indicate what benefits/information you got out of it

Description of Activity **Date**

Use this space to track the details of any Clear Writing activities.