

Learning Networks of Ontario - Clear Writing  
**Recognition Maintenance Document**

<b>Name</b>	
<b>Recognition Date</b>	
<b>Expiry Date/Maintenance Due</b>	

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

	<b>Total Points Required</b>	<b>Value</b>	<b>Maxium points</b>	<b>Total Points Achieved</b>
<b>Document Editor (3 year renewal)</b>	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	
<b>Clear Writing Facilitator (3 year renewal)</b>	100 points over 3 years			
deliver workshop <2 hrs		20		
deliver workshop 2-4 hours		40		
deliver workshop 4+ hours		50		
<b>Clear Writing Consultant</b> must show evidence as both a faciliator and an editor	150 points over 3 years			
<b>Clear Writing Mentor (5 year renewal) 200 points</b>				
reviewing 3 doucment revisons/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 points/term

Notes

Total

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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

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**Description of Activity**

**Date**

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