I am writing to inform you about two training opportunities that will be offered over the summer as a follow up to Policy and Programs Memorandum (PPM) 140, Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for Students with Autism Spectrum Disorders (ASD).

As you are aware, the Ministry of Education and Geneva Centre for Autism are currently delivering one-day training sessions for school board teams across the province to demonstrate how ABA methods can potentially benefit all students, especially students with ASD. These two additional opportunities are intended to enhance this training and better prepare school boards to implement PPM 140 this September.

School Principal Training

The Ministry of Education acknowledges that principals will play a crucial role in successful implementation of PPM 140. To support principals, the ministry and Geneva Centre for Autism will be conducting training for up to 1,400 principals across the province.
One day training sessions will be organized for principals during the week of August 13, 2007.

Each district school board may send up to 12 principals. The Director of the Provincial and Demonstration Schools may select one principal from each site. Each school authority may send one principal.

Seven sessions will be held: one provincial francophone session and 6 regional sessions. The sessions will be delivered by principals, or former principals, with staff from Geneva Centre for Autism.

Some topics covered during the principal training include:
- components of ABA;
- structuring the classroom environment for success;
- delivery models of ABA methods in school settings;
- facilitating interdisciplinary teams;
- transitions;
- how to evaluate implementation of PPM 140; and
- communicating with families regarding the requirements of PPM 140.

The **Ottawa Regional session** will take place as follows:

**Place:**
Ottawa Marriott Hotel
100 Kent Street
Ottawa, Ontario K1P 5R7
Phone: 1-613-238-1122
[www.ottawamarriott.com](http://www.ottawamarriott.com)

**Date:** Thursday, August 16, 2007

**Time:** 8:30 am – 4:30 pm or TBD

Cut-off date to call in to reserve a hotel room is July 16, 2007.

Participants are to call the Hotel directly and ask for the room block under the Geneva Centre for Autism – Regional Training.

A continental breakfast, lunch and refreshments will be provided.

A registration form for this event is attached to this memorandum. Registration forms for this event should be submitted electronically or by fax (Fax: 613-225-2881) by Monday, July 16, 2007 to the attention of Jim Leonard, Education Officer [Jim.Leonard@ontario.ca](mailto:Jim.Leonard@ontario.ca) at the Ottawa Regional Office.

**Reimbursement Guideline**
The Ministry will reimburse approved expenses for principals as per the attached Reimbursement Guideline.
We look forward to your participation at these training sessions. If you have any questions concerning the school principal training, please contact Jim Leonard (extension 123) or Shirley Rocque (extension 170), Education Officers at the Ottawa Regional Office at 613-225-9210 or toll free 1-800-267-1067 or by email at Jim.Leonard@ontario.ca or Shirley.Rocque@ontario.ca.

School Team Training

School teams will be able to participate free of charge in the Geneva Centre for Autism’s 23rd Annual Autism Summer Training Institute on August 20-23, 2007. The funding for this training has been provided by the Ministry of Education.

Each district school board is requested to send a team of up to 12 representatives. The Director of the Provincial and Demonstration Schools may select up to six representatives from each site within the region. Each school authority may send up to six representatives. School boards will determine the composition of the team they select to participate in this training, but it may include principals, teachers’ assistants, teachers and other staff directly working with students with ASD. The intention of this training is to involve as many staff as possible working directly with students with ASD.

In total, eight sessions will be organized: one face-to-face session in Toronto, one provincial francophone session and 6 regional sessions. Regional sessions will be held via videoconference. Staff from Geneva Centre will be at each regional site to facilitate training and interactive components over the 4 days. It is anticipated that up to 1,600 principals, teachers, teachers’ assistants and other educators will be able to access these training opportunities.

Some topics covered during the school team training include:
- structuring the environment for success;
- independence, transition, and classroom routines;
- working with social anxiety and phobias;
- supporting joint attention and attending;
- developing social communication in children with an ASD;
- understanding the functions of behaviour; and
- close up on teaching techniques that support the student with an ASD.

The Ottawa Regional session will take place as follows:

Place:
Ottawa Marriott Hotel
100 Kent Street
Ottawa, Ontario K1P 5R7
Phone: 1-613-238-1122
www.ottawamarriott.com
Cut-off date to call in to reserve a room is July 20, 2007.
Participants are to call the Hotel directly and ask for the room block under the Geneva Centre for Autism – Regional Training.

**Date:** Monday – Thursday, August 20-23, 2007  
**Time:** 8:30 am – 4:30 pm or TBD

A continental breakfast, lunch and refreshments will be provided.

Representatives selected by school boards and school authorities must fax their individual registration forms no later than July 16, 2007 directly to the attention of Debbie Cabral at Geneva Centre for Autism at Fax (416) 322-5894 or mail to: Geneva Centre for Autism, 112 Merton Street, Toronto, ON M4S 2Z8, Tel. (416) 322-7877. Geneva Centre will contact participants directly regarding their training location.

**Reimbursement Guideline**

The Ministry will reimburse approved expenses for school board teams as per the attached Reimbursement Guideline.

We look forward to your participation at these training sessions. Should you have any questions concerning the school team training, please contact Neil Walker at the Geneva Centre at (416) 322-7977.

Sincerely,

Barry Finlay  
Monique Châteauvert

/Attachments