



Developing & Expanding Your Mentor Training Program and Applying for Certification

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Session Overview

- IMTPC Overview
- Application Process
- Best Practice Programs
- Tips for Applying for IMTPC
- Q & A/Workshop

College Reading & Learning Association

Tutor & Mentor Training Program Certification

Professional Development

Research

Service

CRLA Certification Programs

Tutoring Programs: ITTPC

Mentoring Programs: IMTPC

Peer Mentor/Tutor: A person of similar status to the individual being mentored/tutored

Programs share similar structures & best practices

ITTPC

- Provides recognition and positive reinforcement for tutors' successful work
- Sets an internationally accepted standard of skills and training for tutors
- Endorsed by the CLADEA, NADE, and the Commission XVI of the ACPA

IMTPC

- Sets standards and guidelines for the minimum of skills and training
- Inspires mentor trainers to create programs that challenge mentors
- Offers campus recognition and rewards for mentors
- Endorsed by the CLADEA organizations and the Commission XVI of the ACPA

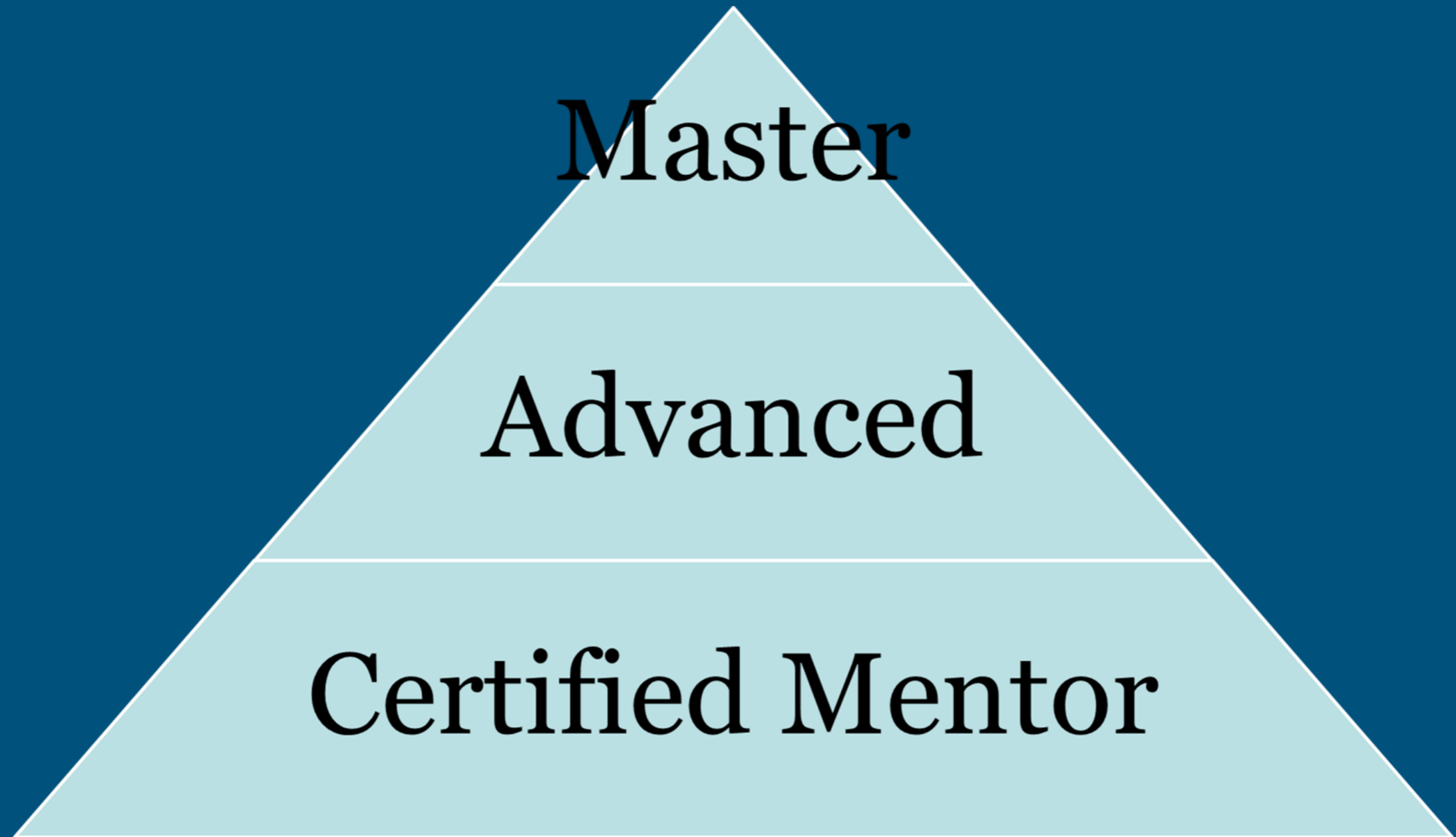
IMTPC

- Established in 1998
- Certify campus mentor programs
- Over 100 programs currently are certified or in review
 - Level I: 52 programs
 - Levels I & II: 23 programs
 - Levels I-III: 35 programs
- Certified programs represent great diversity
 - International; Institution-type; program-type

Levels of Mentor Certification

Type	Level
CRLA Certified Mentor	Level 1
CRLA Certified Advanced Mentor	Level 2
CRLA Certified Master Mentor	Level 3

Building Block of Certification



Components of Program Certification

- Program Narrative
- Required Programmatic Components:
 - Selection
 - Training
 - Experience
 - Evaluation
- Bibliography

Mentor Selection

- Minimum GPA Requirement
- Interview with mentor and trainer/supervisor
- Two or more references from faculty, former supervisors, or counselors/advisors.
- Personality type assessment (optional)

Mentor Training

- Format-
 - Workshops; Courses; Combination; Self-Paced
- Curriculum Requirements
 - Standards, Outcomes, & Assessments (SOAs)
 - Required Topics
 - Length of Time

Level 1: Amount/Duration of Training

- Option 1: Level 1 ITTPC* + 5 hours of mentor training
- Option 2: 15 hours of mentor training

**Must be a certified ITTPC program for option 1.*

Level 1: Areas/Topics

- Option 1:
 - Level 1 Tutor Certification +
 - Role of the Peer Mentor
 - Do's and Don'ts
 - Professional Ethics
 - Establishing Rapport
 - Motivating Mentees
 - Electives
- Option 2:
 - Role of the Peer Mentor
 - Do's and Don'ts
 - Professional Ethics
 - Establishing Rapport
 - Motivating Mentees
 - Questioning & Listening Skills
 - Preparing to Study
 - Resources and Referrals
 - Electives

Level 2: Amount/Duration of Training

- 25 total hours
- Level 1 Certification + 10 additional hours

Level 2: Areas/Topics

- Level 1 training topics +
 - Conflict Resolution
 - Mentoring Boundaries
 - Ways of Mentoring
 - Cultural Awareness
 - Academic Majors and Advising
 - Electives

Level 3: Amount/Duration of Training

- 35 total hours
- Level 2 Certification + 10 additional hours

Level 3: Areas/Topics

- Levels 1 and 2 topics +
 - Conferencing Skills
 - Constructive Criticism
 - Gender Issues Awareness
 - Leadership Styles
 - Electives

Mentor Experience

- Required Mentoring Hours
- Tracking Mechanism

Level One	Level Two	Level Three
50 Hours (Option 1: 25/25)	75 Hours	100 Hours

Experience=Contact time with students

Mentor Evaluation

- Requirements across all levels:
 - Evaluation occurs annually
 - Mentees evaluate their mentors
 - Results are shared with mentors

Certification Overview

	Training	Experience	Application Fee
Level I	15 hours	50 hours	\$150
Level II	25 Hours	75 Hours	\$250
Level III	35 Hours	100 Hours	\$350

Multi-program/location option: \$50 per level, per additional program

Program Certificate



CRLA awards IMTPC program certification to

[Sample University, TN]

[Peer Mentor Program]

and gives it authorization to issue certificates to mentors meeting
CRLA requirements for the following certification levels:

Level I/Regular Mentor; Level II/Advanced Mentor; Level III/Master Mentor

Valid: November 1, 2014 to October 31, 2015

Rosemarie V. Woodruff

CRLA President 2014-2015

Heather D. Porter

IMTPC Coordinator

Mentor Certificate



International Mentor Training
Program Certification

[Institution]
[Program]

certifies that during the [Term here] of [Year]

[Mentor Name]

fulfilled the International Mentor Training
Program Certification requirements for the

CRLA Certificate Master Mentor Level III

Rosemarie V. Woodruff

CRLA President 2014-2015

Center Director

3 Stages of Program Certification



Application Process

1. Review Requirements

- http://www.crla.net/imtpc/certification_requirements.htm

1. Complete Application

- http://www.crla.net/imtpc/IMTPC_Application.doc

1. Submit Application

- Via Dropbox www.dropbox.com
- Submit payment to CRLA Headquarters

Application Review

- Applications are evaluated by trained reviewers
- Applications shared with reviewers in Dropbox
- Turn-around time is ~4 weeks
- Interested in becoming a reviewer? Let us know!

Benefits of Certification

- Create a coherent curriculum
- Secure student/faculty confidence
- Attract program attention and interest
- Generate spirit of teamwork
- Generate community interest
- Attract highly motivated mentors
- Tie wage rates to certification levels
- Honor certified mentors



CRLA IMPTC

Best Practice Programs

Define Your Program

- ▶ What is the purpose of your program?
- ▶ Who does your program serve?
- ▶ What are the student learning outcomes for the mentors and the mentees?
- ▶ Does your program have a mission statement?
- ▶ How many mentors will you hire/employ?
- ▶ At which level(s) do you want to certify?

Tips for Application

- ▶ Strategically plan for your certification level
 - ▶ Changing levels requires a return to Stage One
- ▶ Submit evidence of certification requirements
 - ▶ Organization is key!
 - ▶ Mapping out IMTPC training topics & hours
- ▶ Follow our Copyright requirement

Completing the Application

1. Application

2. Narrative

3. Appendices

A. Mentor Selection Criteria (All)

- ▶ GPA
- ▶ Interview
- ▶ References
- ▶ Personality Assessment

B. Mentor Evaluation Criteria (All)

- ▶ How often is this done?
- ▶ Who is evaluating the mentor?

C. Mentor Experience Criteria (Levels I-III)

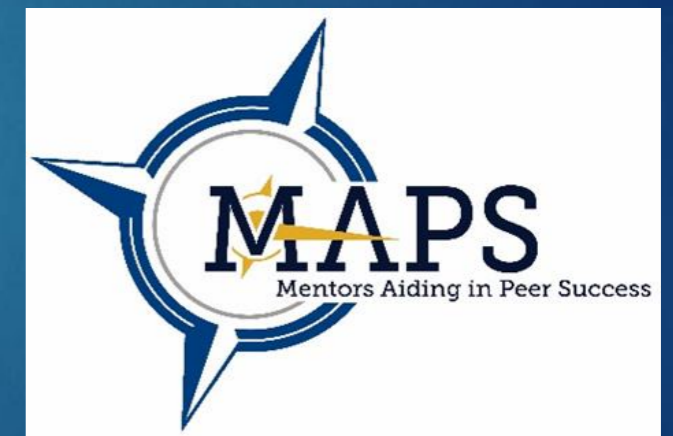
- ▶ How often are mentors meeting with their mentees?
- ▶ How many mentees does each mentor have?

D. Trainings and Durations (Levels I-III)

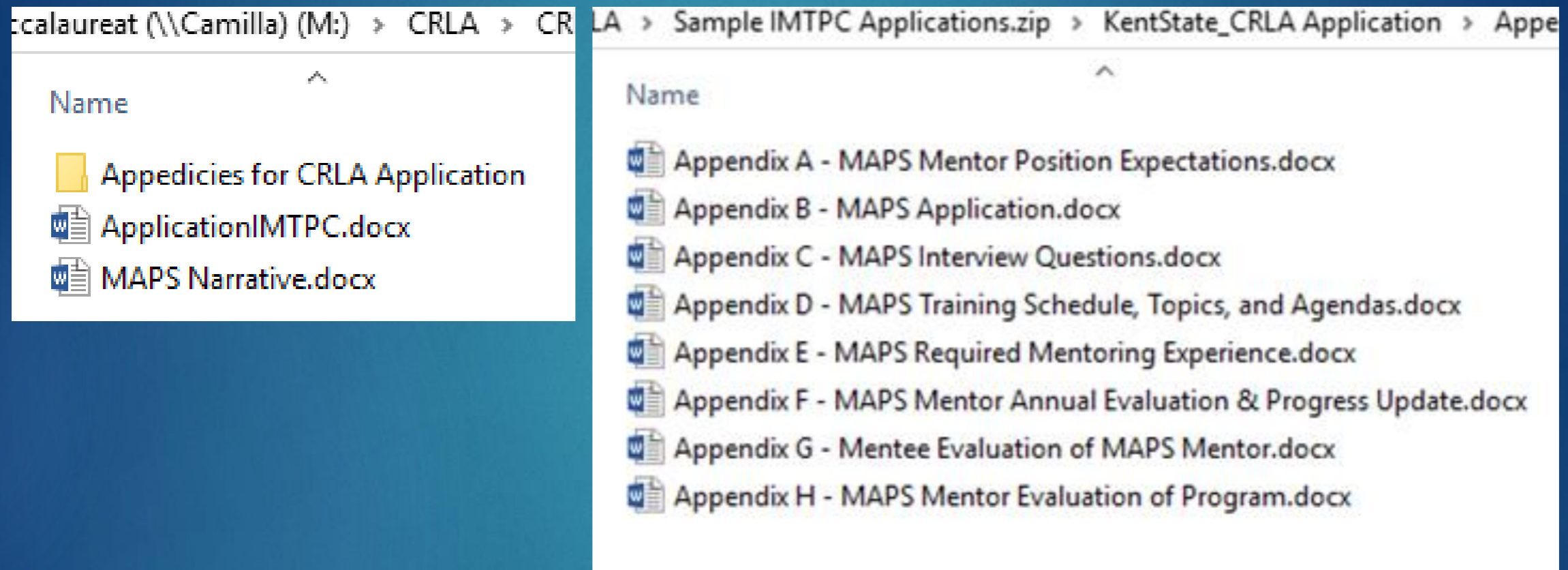
- ▶ Topic Names
- ▶ How much time is spent on each topic?

Kent State University

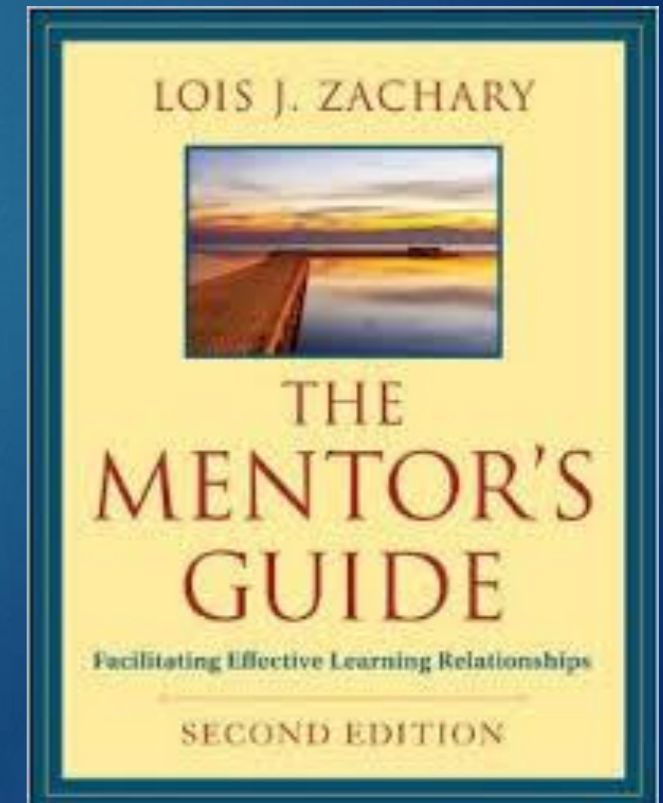
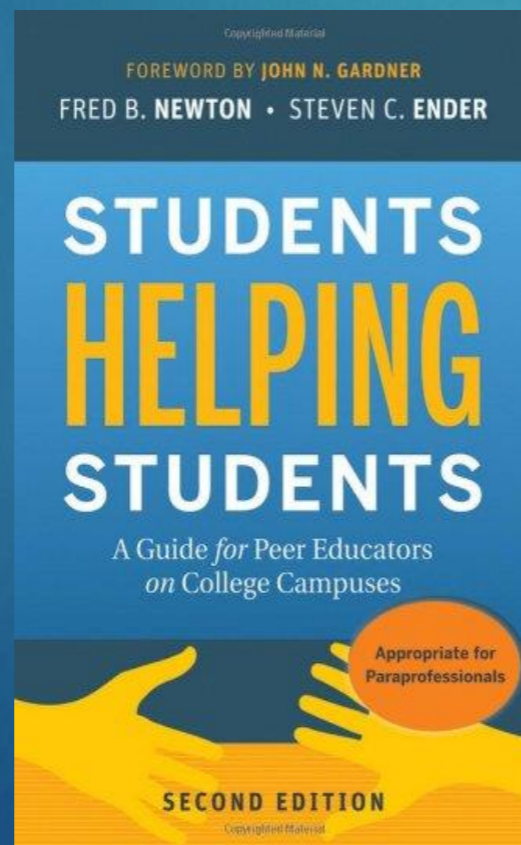
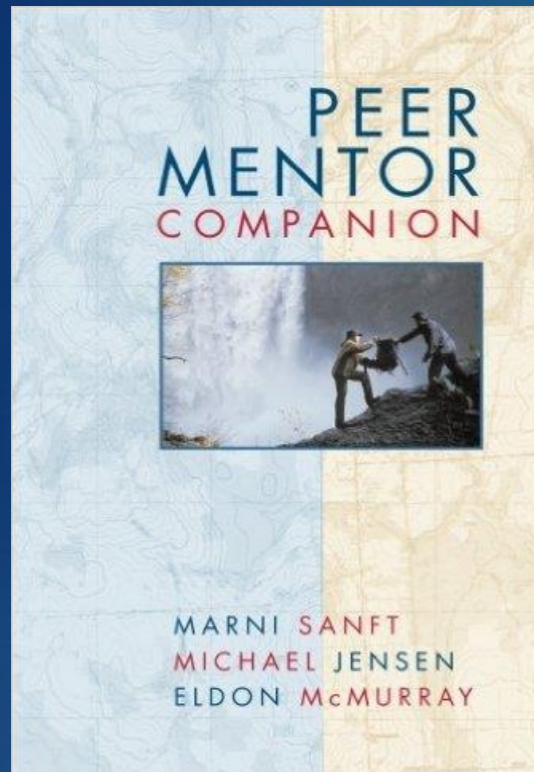
- ▶ The MAPS mentors are a group of high-achieving, College of Business Administration students who voluntarily participate in training, events and individual peer mentoring with students who need assistance navigating various aspects of academic and college life, primarily FY and transfer students. Mentors work weekly office hours. Students on academic probation must have three sessions with their mentor
- ▶ Revision of a FYE Peer Mentor Program
- ▶ Teams of mentors provide one program per year
- ▶ Training sessions are 2-hours, monthly



Application Files



Mentor/Training Resources



Questions?

College Reading and Learning Association www.crla.net

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