

**APPLICATION INSTRUCTIONS**

Please complete an application for each program to be certified. Refer to Certification Requirements available at crla.net under the Certifications / IMTPC menu for a complete listing of all the LEVEL 1, 2, and 3 requirements.

Step 1: Complete the attached application

Step 2: Attach the necessary documentation. The "necessary documentation" called for under each criteria consists of patterns of evidence of the what, how, and when of the training program. It could/should include any or all of the following that can help the CRLA Mentor Certification Committee verify your program(s): course syllabi, titles of textbooks used, flyers/posters/memos, sample worksheets, handouts, worksheets, training agendas, etc.

Step 3: Please provide a program narrative, one to two pages, explaining how your mentor training program(s) fulfills the requirements of the level(s) requested. The purpose of this overview is to provide the committee members with the appropriate background information necessary to certify your program. This overview should provide the following information: program history, program objectives, reporting lines, sources of funding, services and students served, program location and facility, training guidelines, and training components.

Step 4: All sources must be cited in a comprehensive REFERENCE form (APA format).

* Effective July 1, 2009, Compliance with federal copyright law is expected of all CRLA members and IMTPC programs. It is our legal and ethical responsibility to give authorship credit for all materials we use in the classroom and for tutor and mentor training. Additionally, it is our legal and ethical responsibility to purchase (or have students purchase) copyrighted materials. IMTPC programs found to be in violation of copyright law will lose their certification.

Step 5: Upload all application materials to [www.dropbox.com](http://www.dropbox.com) and “share” the folder with the IMTPC Coordinator, Michael Saenz (michael.saenz@utdallas.edu) .

Step 6: Complete the IMTPC Self-Service Invoice form and submit payment.

IMTPC Use Only:

Date Application Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_

Date Fee Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**APPLICATION FOR PROGRAM CERTIFICATION**

INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM TO BE CERTIFIED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM WEBSITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFICATION LEVELS REQUESTED (please check appropriate box/boxes):

Regular/Level 1 \_\_\_\_\_\_\_

Advanced/Level 2 \_\_\_\_\_\_\_

Master/Level 3 \_\_\_\_\_\_\_

PROGRAM LIAISON/CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_

COUNTRY: \_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECONDARY CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECONDARY CONTACT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you first hear about IMTPC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you allow IMTPC to use your application packet as a “sample application” or a “model program”? \_\_\_ YES \_\_\_NO

*(Permission allows IMTPC to share your full packet contents with colleagues and/or post to IMTPC website.)*

APPLICATION FEE: Please review step 6 for payment process. No POs will be accepted. Federal ID #95-3177158. Level 1 = $150; Levels 1 & 2 = $250; All 3 Levels = $350

**CRLA’s Copyright Policy**:

“Compliance with federal copyright law is expected of all CRLA-IMTPC programs. It is our legal and ethical responsibility to give authorship credit for all materials we use in the classroom, or tutor, or mentor training. Additionally, it is our legal and ethical responsibility to purchase, or to have students purchase, any copyrighted materials used in training. Programs found to be in violation of copyright law will lose their CLRA-IMTPC certification.”

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| **VERIFICATION OF PROGRAM COMPLIANCE & ACCURACY** |

**By signing below, I verify that the information submitted in this application and supporting materials is accurately representing my campus program. I also agree to follow CRLA’s Copyright Policy throughout this certification period.**

Name : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

As this program’s primary contact, your required signature can be submitted as: a .jpg; an e-sig (e-signature), or just typed in.

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| **MENTOR SELECTION CRITERIA** |

1. *Explain how your mentors are selected (1,2, and 3 required; 4 is optional)*

Level 1 \_\_\_:

Level 2 \_\_\_ Met at Level 1:

Level 3 \_\_\_ Met at Level 1:

1. *Extent of compliance; Check all that apply. This selection procedure:*

|  |  |  |
| --- | --- | --- |
| Level 1 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |
| Level 2 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |
| Level 3 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |

1. *The necessary documentation to verify the above is attached and labeled accordingly.*

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| **AMOUNT/DURATION OF MENTOR TRAINING** |

1. *List the number of hours involved in your mentor training:*

|  |  |  |
| --- | --- | --- |
| Level 1: \_\_\_\_\_ Hours | Level 2: \_\_\_\_\_ Hours | Level 3: \_\_\_\_\_ Hours |

1. *Extent of Compliance. Check all that apply.*

|  |  |  |
| --- | --- | --- |
| Level 1 Option 1: Tutor Certification Plus 5 Hours | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 1 Option 2: 15 Total Required Hours | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 2: Level 1 Certification plus 10 Hours (25 total) | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 3: Level 2 Certification plus 10 Hours (35 total) | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |

1. *Documentation that will verify the fulfillment of this requirement is attached and labeled accordingly.*

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| **MODES OF MENTOR TRAINING** |

1. *List the facilitation modes and format you use for your training:*

Level 1:

Level 2:

Level 3:

1. *Extent of compliance; Check all that apply.*

|  |  |  |
| --- | --- | --- |
| Level 1: Classroom/Workshop Plus Any Two Others | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 2: Classroom/Workshop Plus Any Two Others | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 3: Classroom/Workshop Plus Any Two Others | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |

1. *The necessary documentation to verify the above is attached and labeled accordingly.*

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| **AREAS/TOPICS TO BE COVERED IN MENTOR TRAINING** |

1. *List which topics you cover in your training:*

Level 1:

Level 2:

Level 3:

1. *Extent of Compliance; Check all that apply.*

|  |  |  |
| --- | --- | --- |
| Level 1: 8 Hours Minimum | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 2: Review of Level 1 plus at least 4 additional topics | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |
| Level 3: Review of Levels 1 & 2 plus at least 4 additional topics | \_\_\_\_\_ Met | \_\_\_\_\_ Exceeded |

1. *The necessary documentation to verify the above is attached and labeled accordingly.*

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| **MENTOR TRAINING SUMMARY CHART** |

1. *Please complete the following chart, outlining for reviewers how and when each IMTPC training topic is addressed with your peer mentor program.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IMTPC Required Topic** | **Program’s****Session Title** | **Time Spent on Training** | **Mode of Training** | **References to Documented Evidence of Completion** |
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|  |  |  |  |  |
|  |  | **TOTAL TRAINING HOURS:** |  |  |

|  |
| --- |
| **REQUIRED MENTORING EXPERIENCE** |

1. *Explain how you keep track of your mentors' actual mentoring experience.*

Level 1:

Level 2:

Level 3:

1. *Extent of compliance; Check all that apply.*

|  |  |  |
| --- | --- | --- |
| Level 1 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |
| Level 2 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |
| Level 3 \_\_\_\_\_ | Meets Criteria \_\_\_\_\_ | Exceeds Criteria \_\_\_\_\_ |

1. *The necessary documentation to verify the above is attached and labeled accordingly.*

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| **MENTOR EVALUATION CRITERIA** |

1. *How are your mentors evaluated? Check all that apply.*

|  |  |
| --- | --- |
| Level 1:  | \_\_\_\_ an evaluation is in place |
| Level 1:  | \_\_\_\_ it occurs at least annually |
| Level 1: | \_\_\_\_ it includes an evaluation of mentors by mentees |
| Level 1:  | \_\_\_\_ results of Evaluation are shared with mentors |
| Level 2:  | \_\_\_\_ Met at Level 1 |
| Level 3:  | \_\_\_\_ Met at Level 1 |

1. *Extent of compliance; Check all that apply.*

|  |  |
| --- | --- |
| Level 1:  | \_\_\_\_ Meets criteria |
| Level 2:  | \_\_\_\_ Met at Level 1 |
| Level 3:  | \_\_\_\_ Met at Level 1 |
| Level 3: | \_\_\_\_ Exceeds criteria |

1. *The necessary documentation to verify the above is attached and labeled accordingly.*