

ITTPC Certification

General Tips and Information

Getting Started

ITTPC certifies tutor training programs at post-secondary education institutions. Once certified, the tutor training program is authorized to certify tutors as they meet the certification requirements. The ITTPC does not certify individual tutors or tutor trainers.

If you are new to the ITTPC certification process we recommend that you begin by exploring the many links on the ITTPC Certification page.

If your program is currently certified and you are new to your position and in charge of tutor training, please log into your ITTPC account and update your information. This will allow us to keep you informed of your certification status, renewal cycle, etc.

Obtaining an ITTPC ID number

All ITTPC-certified programs have a unique Program ID #. Please use this number in all communications with the ITTPC as it helps us identify your program in our certifications database. Your ID is assigned when we receive your application. It is also included in your certification notice email. You can also obtain your unique ID# by contacting CRLA Headquarters at CRLA Headquarters at customercare@crla.net.

Obtaining/Updating your Program and Tutor certificates

When your program is certified you will receive an email from CRLA which indicates your certification status, your unique ID number, your certification period and renewal date. This email will also include a copy of your program certification and a link to your tutor certificates. You cannot modify the program certificate, which is valid for the duration of the certification period. You can modify the certificates you issue to your tutors. The tutor certificates are updated annually immediately after the CRLA conference to reflect the newly installed President's signature. You can obtain an electronic copy of the tutor certificate by clicking on the link in the certification notification email or by contacting the CRLA Headquarters at customercare@crla.net.

Levels and Stages of Certification

There are three levels of certification and three stages of certification. Certification must be sequential, and it is your choice to apply for certification at one, two or three levels. The levels reflect the hours of tutor training and authentic tutoring.

The Levels of certification are as follows:

Level 1- Certified Tutor

Level 2- Advanced Certified Tutor

Level 3- Master Certified Tutor

The three Stages of training program certification represent the length of time your tutor training program is certified and the certification maintenance cycle. The schedule for stages must be sequential and is not optional.

The Stages of certification are as follows:

Stage 1- New Certification: valid for one year from the date of certification

Stage 2- Reflection Renewal: valid for three years from the date of certification Stage 3- Recertification:

valid for five years from the date of certification and must be renewed every five years thereafter

You may submit applications for additional levels of certification at any time. The ITTPC leadership will work with you to synchronize your program approvals so that ultimately you are able to maintain certification for multiple levels on the same recertification schedule.

Payment & Fees

The CRLA has developed a cost effective payment scale that allows certified programs to train and certify any number of tutors with no “per tutor” fee involved. We base our fee structure on the number of levels, programs and campus locations included in your application. Payment is due at the time of application. You can pay by check or credit card using the Online ITTPC Self-Service Invoice.

For More Information

For technical assistance, payment questions, ID number and certificates please contact CRLA

Headquarters at customercare@crla.net.

For tutor training content questions, application question clarification, joining the volunteer reviewer team, please contact Roberta Schotka, ITTPC Coordinator at r.schotka@crla.net