Tutor Training and Certification

All LC tutors are encouraged to be certified by the College Reading and Learning Association (CRLA). This certification allows tutors to receive recognition and positive reinforcement from a national organization, and it specifies minimum standards and training necessary for successful tutoring.

A tutor will enter our program as a trainee, able to advance to the position of tutor after participating in **10 hours of training and 25 hours of tutoring**. Training includes workshops on such topics as “The Definition of Tutoring,” “Conducting the First Session,” and “Closing the Session.” Each trainee will observe a tutoring session conducted by an advanced tutor. A trainee hired at the beginning of a semester will be expected to complete the required amount of training by the end of the semester. The trainee will then advance to the rank of tutor. If the trainee does not finish the required amount of training by the end of the semester, his or her employment will be terminated.

Student trainees are paid minimum wage, while professional trainees are paid at a higher rate.

Requirements for Tutor Certification

All tutors in the LC must participate in a tutor training program to achieve certification. The levels of certification are

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  Tutor Trainee
     |                     |
     |                     |
  Regular Tutor*        |
     |                     |
  Advanced Tutor [Level 2]
     |                     |
  Master Tutor [Level 3]
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* All tutors should reach this level by the end of the first year of tutoring. Up to 10 hours of training for tutor certification is paid for during the first semester of tutoring **ONLY**.

The tutor training program features components required by the CRLA, as well as additional components required by the LC. These requirements are detailed below.
CRLA Requirements for Certification of Tutor Programs

Requirements for Regular/Level 1 Certification

A. Amount/Duration of tutor training
   1. Minimum of ten hours of tutor training

B. Modes of tutor training
   1. Classroom and/or workshop instruction
   
   PLUS any combination of the following
   2. Tutor training videotapes
   3. Conferences with tutor trainer/supervisor
   4. Special tutor projects
   5. Other activities

C. Areas/Topics to be covered during tutor training (a minimum of eight of the following topics should be covered in Level 1 training)
   1. Definition of tutoring and tutoring responsibilities
   2. Basic tutoring guidelines
   3. Techniques for successfully beginning and ending a tutor session
   4. Some basic tutoring do’s
   5. Some basic tutoring don’ts
   6. Role modeling
   7. Setting goals/planning
   8. Communication skills
   9. Active listening and paraphrasing
   10. Referral skills
   11. Study skills
   12. Critical thinking skills
   13. Compliance with the ethics and philosophy of the tutor training program
   14. Modeling problem solving
   15. Other topics, as specified by Coordinator of Tutors

D. Required tutoring experience (25 hours of actual tutoring)

Requirements for Advanced/Level 2 Certification

(NOTE: Tutor must have completed Level 1 certification requirements)

A. Amount/Duration of tutor training
   1. Minimum of ten hours of tutor training beyond Level 1 (a minimum of 20 cumulative hours of tutor training)
B. Modes of tutor training
   1. Classroom and/or workshop instruction
   
   **PLUS any combination of the following**
   2. Tutor training videotapes
   3. Conferences with tutor trainer/supervisor
   4. Special tutor projects
   5. Other activities

C. Areas/Topics to be covered in tutor training (In addition to reviewing the topics covered in Level 1, a minimum of four of the following topics should be covered in Level 2 training)
   1. Review of Level 1 topics
   2. Use of probing questions
   3. Characteristics of adult learners/learning styles
   4. Cultural awareness and inter-cultural communications
   5. Identifying and using resources
   6. Tutoring in specific skill/subject areas
   7. Record keeping/documentation
   8. Other topics, as specified by Coordinator of Tutors

D. Required tutoring experience - 25 additional hours of actual tutoring after completion of all Level 1 requirements (a minimum of 50 cumulative hours of actual tutoring)

Requirements for Master/Level 3 Certification (NOTE: Tutor must have completed Level 2 certification requirements)

A. Amount/Duration of tutor training
   1. Minimum of ten hours of tutor training beyond Level 2 (a minimum of 30 cumulative hours of tutor training)

B. Modes of tutor training
   1. Classroom and/or workshop instruction
   
   **PLUS any combination of the following**
   2. Tutor training videotapes
   3. Conferences with tutor trainer/supervisor
   4. Special tutor projects
   5. Other activities

C. Areas/Topics to be covered in tutor training (in addition to reviewing the topics covered in Level 1 and Level 2, a minimum of four of the following topics should be covered in Level 3 training)
   1. Review of Level 1 and Level 2 topics
   2. Assertiveness training
   3. How to tutor/deal with target populations
4. How to administer and interpret a learning style inventory
5. Structuring the learning experience
6. Training and supervising other tutors (supervisory skills)
7. Group management skills (group interaction and group dynamics)
8. Other topics, as specified by Coordinator of Tutors

D. Required tutoring experience - 25 additional hours of actual tutoring after completion of all Level 1 and Level 2 requirements (a minimum of 75 cumulative hours of actual tutoring)