

**COLLEGE READING AND LEARNING ASSOCIATION'S
CERTIFICATION OF TUTOR PROGRAMS:
PURPOSE, PROCEDURES, & GUIDELINES**

1. PURPOSE

The purpose of establishing a series of tutoring certificates is twofold. First, it allows tutors to receive recognition and positive reinforcement for their successful work from an international organization, CRLA. Secondly, the certificates help set up a standard for the minimum skills and training a tutor needs to be successful.

2. PROCEDURES FOR HAVING A PROGRAM CERTIFIED

A. An institution that wishes to have a tutor program or programs certified should designate one individual per tutor program or group of tutor programs who will act as liaison between the CRLA International Tutor Certification Committee (ITCP) and that institution's program or programs.

B. The designated individual should complete and submit **three sets** of the application packets for each program to be certified consisting of:

- ❖ CRLA Application for Certification of Tutor Program
- ❖ the necessary "Verification of Tutor Program forms
- ❖ plus, the necessary documentation concerning how the institution's tutor program(s) meets the criteria outlined in "CRLA's REQUIREMENTS FOR CERTIFICATION OF TUTOR PROGRAMS" to the CRLA ITPC.

C. One set of the application packet and documentation will remain on file with the CRLA ITPC Chair.

3. GENERAL INFORMATION

A. Once an institution's tutor program is certified, that program will receive a certificate and be authorized to issue individual CRLA tutoring certificates. A master copy of the individual certificate for each certified level will also be included.

B. There are three levels of individual certification:

Regular/Level 1

Advanced/Level 2

Master/Level 3.

Certification can be requested for Level 1 only or for more than one level such as Level 1 and Level 2, or Levels 1, 2, and 3 at the same time for a program if appropriate training is in place.

C. The initial program certification will be for a one-year period.

D. There will be one renewal certification for three years. (New levels for the same program and new programs cannot be combined with or included in renewal applications. Only the original program certified for one year will be renewed for three.)

E. After the three-year renewal certification, programs apply for recertification at five-year intervals. (New levels for the same program and new programs cannot be combined with or included in recertification applications.)

F. The certification period for new programs is from the approval date to June 30th of the following year. Subsequent renewal and recertification periods are from July 1st to June 30th.

G. Application fees are as follows: one level: \$100; two levels: \$150; three levels: \$200. These fees apply to new, renewal, and recertification applications.

4. IMPORTANT NOTES

CRLA certifies programs not individual tutors. In other words, CRLA certifies that a particular tutor training program is qualified to issue CRLA certificates to individual tutors at a certain level or levels. The responsibility for tracking an individual tutor's training, tutoring hours, etc. and issuing certificates when a tutor qualifies lies with the tutoring program certified. Each institution must keep a record for each of its certified tutors that is subject to review by CRLA if the need arises.