

# TUTOR CERTIFICATION CHECKLIST

## LEVEL 1

STUDENT NAME \_\_\_\_\_

S# \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Tutor certification at SLCC is a cooperative effort among three departments; Learning Center, Trio/Student Support Services, and Disability Resource Center; to improve tutoring services. Certification is through the national College Reading and Learning Association. The program prepares both new and experienced tutors to become more effective by encouraging students' self-reliance and by helping them learn how to study.

### TUTOR CERTIFICATION WORKSHOPS – LEVEL 1:

- Grade of B or better in course to tutor      Course \_\_\_\_\_ Grade \_\_\_\_\_ verified by \_\_\_\_\_
- Cumulative GPA of 2.5 or better      Cumulative GPA \_\_\_\_\_ verified by \_\_\_\_\_
- Letter of recommendation on file with      SSS \_\_\_\_\_ LC \_\_\_\_\_ DRC \_\_\_\_\_ verified by \_\_\_\_\_
- Workshops (12 hours required for level 1)

Title	Date	Signature	Assn.cmp.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Tutoring record form C (Or both forms A and B)  
(A minimum of 25 hours of tutoring must be provided during the time the tutor earns each level of certification)\*
- Approved for certification \_\_\_\_\_  SSS  LC  DRC

**Level 1 Certificate**      **Letter** \_\_\_\_\_ **Award** \_\_\_\_\_  
Date      Date

\* Students registered in LE 1240 must complete 10 of the 25 hours as unpaid volunteer hours.

# CRLA Tutor Certification Level 1

## Checklist

Do I have a letter of reference on file with my sponsoring tutor program? .. Yes \_\_\_ No \_\_\_

Have I attended all the workshops and have it documented? ..... Yes \_\_\_ No \_\_\_

Have I interviewed three instructors for the content area assignment? ..... Yes \_\_\_ No \_\_\_

*(not applicable to tutors working at the Writing Center)*

Have I submitted all the homework and gotten all the signatures? ..... Yes \_\_\_ No \_\_\_

Have I tutored for 25 hours and have it documented? ..... Yes \_\_\_ No \_\_\_

Do I have a record of all three evaluations?

    Self-evaluation..... Yes \_\_\_ No \_\_\_

    Peer-evaluation..... Yes \_\_\_ No \_\_\_

    Supervisor-evaluation..... Yes \_\_\_ No \_\_\_

Have I answered “Yes” to all the questions

☺ \_\_\_ Ready to be certified

☹ \_\_\_ Have to stay motivated