



ATP Certification

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Chair, ATP Certification Committee



ATP Certification

- Why certify your tutors?
 - Certification helps provide quality training
 - Offers incentives for tutors
 - Provides high quality service for students
 - Ensures minimum standards are met
 - Helps give tutors and trainers confidence
 - Lends credence and credentials to your program



ATP Certification

What organizations offer tutor certification and what are the differences between the programs?

ATP offers tutor and trainer certification.

ATP Tutor Certification

- ATP certification certifies the tutor or trainer directly. The tutor or trainer receives individual certification.
- ATP is the only organization that offers trainer certification.
- ATP accepts CRLA certification as training towards ATP certification.
- ATP certifies any and all tutors who meet requirements.



ATP Certification

- The College Reading and Learning Association (CRLA) offers tutor certification.
- CRLA is a program certification. For example, it certifies college or university tutoring programs who in turn have the authority to certify their staff.
- For more info go to http://www.crla.net/itpc/certification_requirements.htm

ATP Certification

- How do I know ATP certification is right for me?
 - You are a tutor who does not work with an institution with certified tutor training.
 - You are a tutor trainer who wishes to provide evidence of credentials.
 - You are a CRLA certified tutor who wants an individual certification.



Step-by-Step to Becoming an Associate Tutor

Step 1: Documenting ATP Membership

- Submit a copy of your membership certificate.
- If you are joining at the same time that you are applying for certification, just make a copy of the membership form and the check for membership.



Step 2:

Documenting 10 Hours of Tutor Training

- Proof may be established by:
 - Submitting a copy of your CRLA Certificate showing that you have completed CRLA Training
 - If you are not working in a CRLA certified program, then send in an outline of the training you have completed, number of hours completed, a list of the topics covered, or a training agenda.

Step 3: Gather the appropriate letters of recommendation

- You will need two letters of recommendation:
 - The letters can be from anyone who can recommend you to be a good tutor.
 - We recommend asking your direct supervisor for one letter.
 - Another person to recommend you could be the instructor for the course you will be tutoring for.
 - Another option could be a letter from your major professor.

Step 4: Documenting 25 hours of tutor experience

- First note that this is documenting tutor experience—not just tutoring.
- Proof may be:
 - Copies of Time Sheets
 - A summary of contact forms
 - Letter from supervisor verifying tutor experience
 - Resume showing full time status as a tutor/tutor administrator
 - Other (provide written explanation on the back of the application for

Required Topics:

- Definition of tutoring responsibilities
- Basic tutoring guidelines
- Techniques for successfully beginning and ending a session
- Some basic Do's and Don'ts
- Role Modeling
- Setting goals/planning

Topics Cont'd:

- Communication skills
- Active listening and paraphrasing
- Referral skills
- Study skills
- Critical thinking skills
- Compliance with ethics and philosophy of the program
- Modeling problem solving



Step-by-Step to Becoming a Advanced Tutor

Step 1: Documenting ATP Membership

- Submit a copy of your membership certificate.
- If you are joining at the same time that you are applying for certification, just make a copy of the membership form and the check for membership.



Step 2:

Documenting 20 Hours of Tutor Training

- Proof may be established by:
 - Submitting a copy of your CRLA Certificate showing that you have completed CRLA Training
 - If you are not working in a CRLA certified program, then send in an outline of the training you have completed, number of hours completed, and a list of the topics covered.

Step 3: Gather the appropriate letters of recommendation

- You will need two letters of recommendation:
 - The letters can be from anyone who can recommend you to be a good tutor.
 - We recommend asking your direct supervisor for one letter.
 - Another person to recommend you could be the instructor for the course you will be tutoring for.
 - Another option could be a letter from your major professor.

Step 4: Documenting 50 hours of tutor experience

- First note that this is documenting tutoring experience.
- Proof may be: (any ONE of these will work)
 - Copies of Time Sheets
 - A summary of contact forms
 - Letter from supervisor verifying tutor experience
 - Resume showing full time status as a tutor/tutor administrator
 - Other (provide written explanation on the back of the application)

Required Topics Advanced Tutor

*In addition to Associate Tutor topics

- Use of probing questions
- Characteristics of adult learners/learning styles
- Cultural Awareness and inter-cultural communications
- Identifying and using resources
- Tutoring in specific skill/subject areas



Steps to Becoming a Master Tutor

Step 1:

Documenting ATP Membership

- Submit a copy of your membership certificate.
- If you are joining at the same time that you are applying for certification, just make a copy of the membership form and the check for membership.

Step 2 Documenting 30 Hours of Training

- Proof may be established by:
 - Submitting a copy of your CRLA Certificate showing that you have completed CRLA Training
 - If you are not working in a CRLA certified program, then send in an outline of the training you have completed, number of hours completed, and a list of the topics covered.

Step 3: Gather the appropriate letters of recommendation

- You will need two letters of recommendation:
 - The letters can be from anyone who can recommend you to be a good tutor.
 - We recommend asking your direct supervisor for one letter.
 - Another person to recommend you could be the instructor for the course you will be tutoring for.
 - Another option could be a letter from your major professor.

Step 4: Documenting 75 hours of tutoring experience

- First note that this is documenting tutoring experience.
- Proof may be: (any ONE of these will work)
 - Copies of Time Sheets
 - A summary of contact forms
 - Letter from supervisor verifying tutor experience
 - Resume showing full time status as a tutor/tutor administrator
 - Other (provide written explanation on the back of the application)

Required Topics

*In addition to Associate and Advanced Tutor topics:

- Assertiveness Training
- How to tutor/deal with Target Populations
- How to administer and interpret a learning style inventory
- Training and supervising other tutors



Step-by-Step to Becoming a Tutor Trainer

Step 1:

Documenting ATP Membership

- Submit a copy of your membership certificate.
- If you are joining at the same time that you are applying for certification, just make a copy of the membership form and the check for membership.



Step 2:

Documenting 40 Hours of Tutor Training Conducted

- Proof may be established by:
 - Agendas of trainings conducted
 - Outline of topics and list of trainings
 - CRLA certification of training program with the dates of trainings conducted under this certification for the past three years
 - Other proof (explain on the back of the application form)

Step 3: Gather the appropriate letters of recommendation

- You will need two letters of recommendation:
 - The letters can be from anyone who can recommend you to be a good tutor.
 - We recommend asking your direct supervisor for one letter.
 - Another person to recommend you would be an ATP mentor
 - Another option could be a letter from a colleague.

Step 4: Documenting 75 hours of tutor experience

- First note that this is documenting tutor experience—not just tutoring.
- Proof may be: (any ONE of these will work)
 - Copies of Time Sheets
 - A summary of contact forms
 - Letter from supervisor verifying tutor experience
 - Resume showing full time status as a tutor/tutor administrator
 - Other (provide written explanation on the back of the application)

Step 5: Documenting 5 CEU's in the past three years

- If you have participated in any ATP conference or online workshop in the past three years, you received a CEU certificate. You can make a copy and include in your packet.
- CRLA, NCLCA, and NADE concurrent sessions that deal with tutoring can earn you CEU's. Just send in the program with the sessions that you attended marked. We will determine how many CEU's have been earned. We will use this for your CEU's.

Step 5: Documenting 5 CEU's in the past three years, cont.

- Attending the LSCHE Winter Institute will count for your 5 CEU's. Send in documentation (program book or certificate of attendance) to show you attended this institute.
- Completing the Kellogg Institute. Send proof of completion for your CEU's.
- College classes or other qualifying experience will count. Please send a copy of the transcript to document this.
- Other ways you think would count should be documented and an explanation of why you think you should receive CEU's should be on the back of the application form. You may also contact the Certification Chair with any questions about documentation.

Step 6: Complete the Application Form

- Complete the application form, providing a “permanent” mailing address. (We need an address to send membership renewal and re-certification notices for the next three years.)
- Include a check for certification.
- Mail to the Certification Chair:

Beth Nikopoulos
North Lake College
5001 N. MacArthur
Irving, TX



Step-by-Step to Becoming a Master Tutor Trainer

Step 1:

Documenting ATP Membership

- Submit a copy of your membership certificate.
- If you are joining at the same time that you are applying for certification, just make a copy of the membership form and the check for membership.



Step 2: Documenting 50 Hours of Tutor Training Conducted

- Proof may be established by:
 - Agendas of trainings conducted
 - Outline of topics and list of trainings
 - CRLA certification of training program with the dates of trainings conducted under this certification for the past three years
 - Other proof (explain on the back of the application form)

Step 3: Gather the appropriate letters of recommendation

- You will need two letters of recommendation:
 - The letters can be from anyone who can recommend you to be a good tutor.
 - We recommend asking your direct supervisor for one letter.
 - Another person to recommend you would be an ATP mentor
 - Another option could be a letter from a colleague.

Step 4: Documenting 100 hours of tutor experience

- First note that this is documenting tutor experience—not just tutoring.
- Proof may be: (any ONE of these will work)
 - Copies of Time Sheets
 - A summary of contact forms
 - Letter from supervisor verifying tutor experience
 - Resume showing full time status as a tutor/tutor administrator
 - Other (provide written explanation on the back of the application)

Step 5: Documenting 5 CEU's in the past three years

- If you have participated in any ATP conference or online workshop in the past three years, you received a CEU certificate. You can make a copy and include in your packet.
- CRLA, NCLCA, and NADE concurrent sessions that deal with tutoring can earn you CEU's. Just send in the program with the sessions that you attended marked. We will determine how many CEU's have been earned. We will use this for your CEU's.

Step 6: Complete the Application Form

- Complete the application form, providing a “permanent” mailing address. (We need an address to send membership renewal and re-certification notices for the next three years.)
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Beth Nikopoulos
North Lake College
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Irving, TX

Re-certification

- At the end of the three year certification period, you will be notified about re-certification.
- Certification Renewal will require the following:
 - You must have obtained 9 acceptable Continuing Educational Units (CEU's) (See list under certification)
 - You must have conducted at least 30 hours of tutor training annually for each year of the certification period. (90 hours total)

Re-certification, cont.

- The applicant must have presented at local (your own trainings or presentations at your institution), regional (send in a copy of the program), state (send in a copy of the program), or national conferences (send a copy of the program)

AND ONE OF THE FOLLOWING:

- Served on appropriate boards of organizations in support of your discipline
OR
- Have written for a journal or newsletter.
OR
- Have taken a leadership role in the ATP

Re-certification, cont.

- The applicant must include all materials used for tutor training and must include a hard copy (handout) of the PowerPoint presentation material (or similar type of product).

Steps to Re-certification

- Complete the application form, marking re-certification on the form
- Provide **only** the additional materials required for re-certification.
- Send a check with the application form for fees for re-certification.

Frequently Asked Questions

- Do I have to start with the lowest level and move up?
 - No, you should apply for certification at the highest level you are qualified for.
 - You also do not have to wait for the three year certification cycle to end before advancing to the next level. As soon as you are qualified for the next level, you should apply for that level. Your three year certification will begin again with each new level.

More Questions?

- If you have more questions about ATP Certification, please feel free to contact me by phone or by e-mail:
 - Beth Nikopoulos
 - Office: (972)273-3022
 - Email: bnikopoulos@dcccd.edu



Links to ATP Website

- Certification application:

http://www.myatp.org/cert_app.htm

- Certification Requirements by Level:

http://www.myatp.org/Cert_Req.htm

- Documentation Checklist:

http://www.myatp.org/Cert_doc_list.htm