

Steps to Becoming a Master Tutor

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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