



Step-by-Step to Becoming a Master Tutor Trainer

Beth Nikopoulos
Chair, Certification Committee

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.)
- ▶ Include a check for certification.
- ▶ Mail to the Certification Chair:
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Irving, TX