



# ATP Certification



# 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 the 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](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:

# Gathering 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 your supervisor verifying tutor experience
  - Resume showing full-time status as a tutor/tutor administrator
  - Other (provide a written explanation on the back of the application)



## Required Topics:

- Definition of tutoring and tutor responsibilities
- Basic tutoring guidelines
- Some basic Tutoring Do's and Tutoring Don'ts
- Techniques for successfully beginning and ending a tutoring session



## Topics cont'd:

- Communication Skills
- Active listening and paraphrasing
- Compliance with the Ethics and Philosophy of the Tutor Program
- Modeling problem solving
- Critical Thinking Skills



## Topics cont'd:

- Setting Goals/Planning
- Study Skills
- Role Modeling
- Referral Skills
- Record Keeping/Documentation



# Step-by-Step to Becoming an 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:

### Gathering 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 items*)
  - 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 a written explanation on the back of the application)



# Required Advanced Tutor Topics

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:

### Gathering 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
- Structuring the learning experience
- Training and supervising other tutors (supervisory skills)
- Group management skills (group interaction and group dynamics)



# 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 for which you are qualified.
  - 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:

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