Purpose
The purpose of the program is twofold. First, it provides recognition and positive reinforcement for tutors’ successful work from an international organization, CRLA. Second, CRLA’s tutor certification process sets an internationally accepted standard of skills and training for a program to certify their tutors.

History at Monmouth College
Monmouth College applied for certification in spring 2012, and was awarded recognition in fall 2012. In the first year, 2012-2013, Monmouth College Teaching and Learning Center was able to certify 13 tutors in the level 1 program. We look forward to growing this as we continue with our certification!

REQUIREMENTS FOR REGULAR - LEVEL I CERTIFICATION

A. AMOUNT/DURATION OF TUTOR TRAINING:
   Minimum of ten hours of tutor training as one or both of the following options:
   1. A quarter or semester or annual tutor training course
   2. A quarter or semester or annual tutor training (non-course work)
   3. 

B. MODES OF TUTOR TRAINING
   1. Minimum of 6 hours of the training must be must be:
      Tutor-trainer supervised, Interactive, Live, and Real-time and can take one or more of the following forms:
      a. workshop instruction or seminar session
      b. face-to-face or online discussions
      c. Multi-User Virtual Environment (MUVE, like Second Life)

C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING A minimum of eight (8) of the following topics should be covered in Level 1 training. The exact amount of time devoted to each topic may vary.
   1. Definition of tutoring and tutor responsibilities
   2. Basic tutoring guidelines and/or Tutoring do’s and/or Tutoring don'ts
   3. Techniques for successfully beginning and ending a tutor session
   4. Adult learners and/or Learning theory and/or Learning styles
   5. Assertiveness and/or Handling difficult students
   6. Role modeling
   7. Setting goals and/or Planning
   8. Communication skills
   9. Active listening and paraphrasing
   10. Referral skills
   11. Study skills
   12. Critical thinking skills
   13. Compliance with the ethics and philosophy of the tutor program and/or Sexual harassment and/or Plagiarism
   14. Modeling problem solving

2012-2013, updated April 2013
D. REQUIRED TUTORING EXPERIENCE
   25 hours of actual tutoring

E. TUTOR SELECTION CRITERIA
   1. Interview plus written approval of a content and/or skill instructor
      AND/OR Interview plus endorsement of tutor trainer and/or supervisor
      PLUS at least one of the following:
   2. Grade of "A" or "B" in subject content being tutored
   3. Documented experience equivalent to grade of "A" or "B" in subject
      content being tutored

F. TUTOR EVALUATION CRITERIA
   1. A formal and/or informal evaluation process is in place
   2. Formal and/or informal evaluation occurs on a regular basis
   3. The results of the evaluation process are made known to the tutors