Tutor Name:

I. Training – Refer to the *CRLA Level I Topic Chart* to help determine hours counted and CRLA topics for which training modules are approved.

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Title of Training</th>
<th>CRLA-Applicable Topics (see list)</th>
<th>Format: (Live or Self-Paced)</th>
<th>Hours Toward Certification</th>
</tr>
</thead>
</table>
| 8/22/16          | Fall Student Employee Training | • Ethics (10 min.)  
• Role Modeling (45 min)  
• Definition of tutoring/tutor responsibilities (20 min)  
• Basic tutoring guidelines (do’s/don’ts) (20 min)  
• Techniques for successfully begin/end tutoring session  
• Customer service (20 min)  
• Referral skills (15 min)  
• Other (Center policies and procedures) (1 hour, 20 min) | Live                         | 3.5 hours                  |

Total Number of CRLA Topics Covered: _____ (Min. of 8 required)
Total Number of Training Hours Completed: _____, (Min. of 10 required)
How many of those hours were live, in-person, real-time? _____ (Min.of 6 live hours required)
II. I have completed 25 hours of actual tutoring. ___y/n_______
III. My annual observation was done:(date)_____. My results were shared with me:(date)_____.

Overview of Training Requirements

I. Training
   A. 10 hours minimum, 6 of which must be live/in person
   B. 8 areas of training must be covered from the following list (may be live or self-paced):
      1. Definition of tutoring and tutor responsibilities
      2. Basic tutoring guidelines (do's/don't's)
      3. Techniques for successfully beginning and ending tutoring session/customer service
      4. Adult learners, learning theory, and/or learning styles
      5. Assertiveness and/or handling difficult students
      6. Role modeling
      7. Setting goals/planning
      8. Communication skills
      9. Active listening and paraphrasing
     10. Referral skills
     11. Study skills
     12. Critical thinking skills
     13. Compliance with ethics and philosophy of tutoring program/sexual harassment/plagiarism
     14. Modeling problem solving
     15. Other (Specify): Diversity, Safety, Subject-specific

II. Tutoring Experience
   A. 25 hours of actual tutoring experience is required.

III. Annual Observation
   A. One annual observation has been completed.
   B. The results of the observation has been shared with the tutor.

IV. Tutor Qualifications (requirements to work as a tutor at the CSL)
   A. Received a B+ or better in course(s) in which you tutor.
   B. Maintain a 3.0 or better GPA