Tutor Checklist for CRLA Level II Certification

Tutor Name:

I. Training – Refer to the CRLA Level II 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 of Training (Live or Self-Paced)</th>
<th>Hours for Certification</th>
</tr>
</thead>
</table>
| 8/22/16          | Fall Student Employee Training        | • Ethics (10 min.)  
• Role Modeling (45 min)  
• Assertiveness/Handling Difficult Students (20 min.)  
• Brain Dominance Learning (25 min)  
• Assessing/Changing Study Behaviors (30 min)  
• Other(Center policies/procedures) (1 hour, 20 min) | Live                                                   | 3.5 hours                           |

Total Number of CRLA Topics Covered: ______ (a minimum of 4 must be covered)
Total Number of Training Hours Completed: ______, (Minimum of 10 required)
How many of those hours were live, in-person, real-time? ______ (Minimum of 4 **live hours** required)

II. I have completed **50** (25 in Level I and 25 in Level II) **hours** of actual tutoring. __y/n________
Overview of Training Requirements

I. Training
   A. 10 hours minimum, 4 of which must be live/in person
   B. In addition to reviewing the topics covered in Level I a minimum of 4 of the following topics should be covered in Level II training. The exact amount of time devoted to each topic may vary.

   1. Review of Level 1 topics
   2. Use of probing questions
   3. Brain Dominance Learning
   4. Cultural Awareness and/or inter-cultural communications and/or Diversity and/or Special Needs Students
   5. Identifying and using resources
   6. Tutoring in specific skill and/or subject areas
   7. Assessing or Changing Study Behaviors
   8. Other (please specify)

      (or Substitution of one Topic from Level 1 (not used before) or from Level 3 (include justification/need for substitution)

II. Tutoring Experience
   A. 25 hours of actual tutoring experience after completion of all Level I requirements (a minimum of 50 cumulative hours of actual tutoring)

III. 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