Tutor Checklist for CRLA Level III Certification

Tutor Name:

I. Training – Refer to the CRLA Level III 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>
<tbody>
<tr>
<td>8/22/16</td>
<td>Fall Student Employee Training</td>
<td>• Ethics (10 min.)&lt;br&gt;• Role Modeling (45 min)&lt;br&gt;• Assertiveness/Handling Difficult Students (20 min.)&lt;br&gt;• Brain Dominance Learning (25 min)&lt;br&gt;• Assessing/Changing Study Behaviors (30 min)&lt;br&gt;Other (Center policies/procedures) (1 hour, 20 min)</td>
<td>Live</td>
<td>3.5 hours</td>
</tr>
</tbody>
</table>

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 2 live hours required)

II. I have completed 75 (25 in Level I, 25 in Level II, 25 in Level III) hours of actual tutoring.
   ___ y/n ______
Overview of Training Requirements

I. Training
   A. 10 hours minimum, 2 of which must be live/in person
   B. In addition to reviewing the topics covered in Level I and Level II 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 and Level 2 topics
   2. Self-regulated Learning and/or Brain Learning and/or Memory
   3. How to tutor/deal with Target Populations
   4. The role of Learning Centers in Higher Education
   5. Structuring the learning experience
   6. Training and supervising other tutors (supervisory skills)
   7. Group management skills (group interaction and group dynamics)
   8. Other (please specify)

   (or Substitution of one Topic from Level 1 or Level 2 (not used before--include justification/need for substitution)

II. Tutoring Experience
   A. 25 hours of actual tutoring experience after completion of all Level I and Level II requirements (a minimum of 75 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