



## CRLA Certified Tutors

Several writing and content tutors at FSU have earned certification through the College Reading and Learning Association (CRLA), an entity that provides recognition and positive reinforcement for tutors' successful work. Certification is earned by completing a set number of tutoring hours and attending tutor training sessions.

## CRLA Certification Requirements

### I. REQUIREMENTS FOR REGULAR - LEVEL 1 CERTIFICATION

- A. AMOUNT/DURATION OF TUTOR TRAINING: one or more of the following:
  - 1. Minimum of ten hours of tutor training
  - 2. A quarter/semester tutor training course
  - 3. A quarter/semester of tutor training (non-course work)
  
- 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 / seminar session
    - b. face-to-face or online discussions
    - c. Multi-User Virtual Environment (MUVE, like Second Life)
  
  - 2. The training time remaining can use the following as the main delivery medium
    - a. Videotapes/DVDs/websites
    - b. Conferences with tutor trainer/supervisor
    - c. Webquests, podcasts, webcasts, wikis, blogs
    - d. Texts, handouts, scavenger hunts
    - e. Special tutor projects
    - f. Other
  
- 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 / Tutoring do's / Tutoring don'ts
  - 3. Techniques for successfully beginning and ending a tutor session
  - 4. Adult learners / Learning theory / Learning styles
  - 5. Assertiveness / 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 the ethics and philosophy of the tutor program /  
Sexual harassment /  
Plagiarism
14. Modeling problem solving
15. Other (please specify)

D. REQUIRED TUTORING EXPERIENCE

25 hours of actual tutoring

E. TUTOR SELECTION CRITERIA

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

F. TUTOR EVALUATION CRITERIA

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

II. REQUIREMENTS FOR ADVANCED - LEVEL 2 CERTIFICATION

NOTE: TUTOR MUST HAVE COMPLETED LEVEL 1 CERTIFICATION REQUIREMENTS.

A. AMOUNT/DURATION OF TUTOR TRAINING: one or more of the following.

1. Minimum of 10 hours of tutor training beyond Level 1 (a minimum of 20 cumulative hours of tutor training)
2. A second quarter/semester tutor training course
3. A second quarter/semester of tutor training (non-course work)

B. MODES OF TUTOR TRAINING

1. Minimum of 4 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 / seminar session
  - b. face-to-face or online discussions
  - c. Multi-User Virtual Environment (MUVE, like Second Life)

2. The training time remaining can also use the following

- a. Videotapes/DVDs/websites
  - b. Conferences with tutor trainer/supervisor
  - c. Webquests, podcasts, webcasts, wikis, blogs
  - d. Texts, handouts, scavenger hunts
  - e. Special tutor projects
  - f. Other
- D. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING: In addition to reviewing the topics covered in Level 1 a minimum of four (4) of the following topics should be covered in Level 2 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 inter-cultural communications / Diversity
  - 5. Identifying and using resources
  - 6. Tutoring in specific skill/subject areas
  - 7. Assessing or Changing Study Behaviors
  - 8. Other (please specify)
- E. REQUIRED TUTORING EXPERIENCE  
25 additional hours of actual tutoring **after** completion of all Level 1 requirements  
(a minimum of 50 cumulative hours of actual tutoring)
- F. TUTOR SELECTION CRITERIA
- 1. Met at Level 1
- G. TUTOR EVALUATION CRITERIA
- 1. Met at Level 1

#### IV. REQUIREMENTS FOR MASTER - LEVEL 3 CERTIFICATION

NOTE: TUTOR MUST HAVE COMPLETED LEVEL 1 AND 2 CERTIFICATION REQUIREMENTS.

- C. AMOUNT/DURATION OF TUTOR TRAINING: (one or more of the following).
- 1. Minimum of 10 hours of tutor training beyond Level 2 (a minimum of 30 cumulative hours of tutor training)
  - 2. A third quarter/semester tutor training course
  - 3. A third quarter/semester of tutor training (non-course work)
- D. MODES OF TUTOR TRAINING
- 1. Minimum of 2 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 / seminar session
    - b. face-to-face or online discussions
    - c. Multi-User Virtual Environment (MUVE, like Second Life)
  - 2. The training time remaining can also use the following

- a. Videotapes/DVDs/websites
- b. Conferences with tutor trainer/supervisor
- c. Webquests, podcasts, webcasts, wikis, blogs
- d. Texts, handouts, scavenger hunts
- e. Special tutor projects
- f. Other

E. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING: In addition to reviewing the topics covered in Level 1 and 2 a minimum of four (4) of the following topics should be covered in Level 3 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/ Brain Learning/ 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)

F. REQUIRED TUTORING EXPERIENCE 25 additional hours of actual tutoring **after** completion of all Level 1 and Level 2 requirements (a minimum of 75 cumulative hours of actual tutoring)

E. TUTOR SELECTION CRITERIA

1. Met at Level 1

F. TUTOR EVALUATION CRITERIA

1. Met at Level 1