### CRLA Level 1 Requirements

### CRLA Level 1 entails a minimum of 10 hours of training, is required for all tutors and covers important tutoring skills with such topics as, “Greeting Tutees,” “Boundaries of Tutoring,” and “Questioning Techniques.” Tutors who complete Level 1 and who have been employed and received excellent evaluations for at least two academic quarters are invited to complete Level 2 and become an “Advanced” tutor. Tutors who are certified at Levels 1 and/or 2 receive their certificates at an annual LRC All-Tutor Awards Ceremony.

**CRLA LEVEL 1 CERTIFICATION REQUIREMENTS** – at least 10 hours of training

Before Tutor is Hired

1. One-hour Introductory Workshop
2. On-Line Study Guide (depends on pace of tutor, between 1-5 hours)

8 CHAPTERS:

1. Tutor, Don’t Teach (let the tutee do the work)
2. The Perfect Setting (seating, noise, hygiene)
3. Greet that Tutee! (greetings, diversity, dealing with personal problems)
4. Goals and Agendas (importance of creating agenda)
5. Communication Techniques (questioning, silence, drawings, sample problems)
6. Working with Tutees (don’t do homework, unprepared tutees)
7. Study Skills (note taking, test taking, memorization, time management)
8. Ending a Session (summarizing, praising, encouraging, planning)
9. Videos: Questioning Techniques, Motivational Tutoring, Tutor Frustration & Learning Styles
10. Two-Hour Interactive Workshop
11. 60-minute Interview Workshop
12. Follow-up feedback emails to Program Coordinator (30 minutes)

After Tutor is Hired

7. Two 1-hour tutor meetings (paid)

8. 25 Hours of Paid Tutoring & 2 Quarters of Employment

9. 30-minute end-of-quarter evaluation meeting (paid)

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