

CRLA Level I Certified Tutor Requirements

- Provide a faculty or appropriate staff recommendation
- Participate in a group interview
- Participate and successfully complete 2-day training requirements (including completion of the Scavenger Hunt, Study Skills online module, and Professional Development online module)
- Participate in a shadowing experience of experienced tutors in the ACE centers
- Shadow, and be shadowed by, experienced tutors in your discipline specific ACE center
- Attend required monthly meetings
- Receive a satisfactory evaluation
- Tutor students one on one for a total of 25 hours
 - Tutors who work in RAMP-UP for 1 hour each week will receive 7.5 hours towards their 25 required hours
- Submit a thoughtful end of the semester reflection

CRLA Level II Certified Advanced Tutor Requirements

- Successfully complete all Level I CRLA requirements
- Participate in CRLA Level II 2-day training requirements
- Attend required monthly meetings
- Receive a satisfactory evaluation
- Tutor students one on one for an additional 25 hours
 - Tutors who work in RAMP-UP for 1 hour each week will receive 7.5 hours towards their 25 required hours
- Develop and present e-Portfolio reflections during April monthly meeting

CRLA Level III Certified Master Tutor Requirements

- Successfully complete all Level II CRLA requirements
- Participate in CRLA Level III 2-day training requirements
- Attend required monthly meetings
- Receive a satisfactory evaluation
- Tutor students one on one for an additional 25 hours
 - Tutors who work in RAMP-UP for 1 hour each week will receive 7.5 hours towards their 25 required hours
- Fall - Attend required meetings to begin research project
- Successfully complete Spring IDS-104 Undergraduate Research Course
 - Research is focused on a student success initiative related to your work as an ACE student employee
 - Present research during the April meeting

****Please note all tutors are required to be actively working on completing CRLA Level I or II certifications. After completing Level II certification, tutors are required to participate in Level III training and monthly meetings. If the tutor is unable to participate in the required research course for CRLA Level III certification, tutors can continue to work in the department as long as all other requirements are fulfilled, but they will not qualify for Level III certification.**