

National Tutoring Association

Certification Application Form

Please Check One -- New Renewal

(Circle One) Mr. Mrs. Ms. Dr.

First Name _____

Last Name _____

Institution or Corporate Affiliation (Including Certification Affiliate)

Address _____ Is this your home or office?

City _____ State _____ Zip _____

Phone _____ FAX _____

Email

Current Position or Title

I am applying for certification at the following level (circle one):

Individual Level I Basic Intermediate Advanced

Individual Level II Basic Advanced

Individual Level III Basic Advanced

Program Curriculum Academic Coach

Special package fees are available to applicants who qualify via online training or testing:

Fees	NTA Member	Non-NTA Member
Membership/certification/background check (normally \$140)	\$70	\$99
If already a member and background check previously filed	\$25	
Enrollment through a Certification Affiliate	\$25	\$25

*In New York the cost of the background check is increased by \$150.

Please contact your commercial or academic learning center to see if they are registered with the NTA, in which case streamlined certification processing, verification of practical tutoring hours, references and criminal background check may be available.

INITIAL APPLICATION CATEGORIES AND FEES (Check One)

Elementary or Middle School Student Peer Tutor	\$3.00 <input type="checkbox"/>
High School Peer Tutor	\$5.00 <input type="checkbox"/>
Postsecondary School Peer Tutor – Volunteer Only	\$7.00 <input type="checkbox"/>
Paraprofessional Tutor (school designated paraprofessional, community volunteer tutors, and paid postsecondary school undergraduate peer tutors)	\$15.00 <input type="checkbox"/>
Professional Tutor (Includes paid postsecondary graduate school peer tutors)	\$45.00 <input type="checkbox"/>
Tutorial Administrator/Director	\$50.00 <input type="checkbox"/>
Tutor Trainer	\$100.00 <input type="checkbox"/>
Discipline Specific Endorsement	\$25.00 <input type="checkbox"/>
Academic Coach	\$65.00 <input type="checkbox"/>
Program Level (Fee per schedule)	_____ \$

RENEWAL APPLICATION CATEGORIES AND FEES (Check One)

Elementary or Middle School Student Peer Tutor	\$3.00 <input type="checkbox"/>
High School Peer Tutor	\$5.00 <input type="checkbox"/>

Postsecondary School Peer Tutor	\$7.00 <input type="checkbox"/>
Paraprofessional Tutor (school designated paraprofessional community volunteer tutors, and paid postsecondary school undergraduate peer tutors)	\$10.00 <input type="checkbox"/>
Professional Tutor (Includes paid postsecondary graduate school peer tutors)	\$35.00 <input type="checkbox"/>
Tutorial Administrator/Director	\$40.00 <input type="checkbox"/>
Tutor Trainer	\$75.00 <input type="checkbox"/>
Discipline Specific Endorsements	\$10.00 <input type="checkbox"/>
Academic Coach	\$45.00 <input type="checkbox"/>
Program Level (Fee per schedule)	_____ \$

For NTA Members applying for NTA Certification Renewal from outside the U.S., please include \$10.00 additional for shipping and handling. Please send all payments in US funds.

If this is a renewal application, is this an upgraded certification level from your original certification ? Yes No

If this is a renewal application, what was the date of your original certification ?

Signed certification check-list, all required supporting documentation, any required permissions, and certification fees must accompany your application packet.

Please Make Checks Payable to the National Tutoring Association FEIN: 35-2196495

Mail Completed Application Packet to:

National Tutoring Association
 Certification Programs
 PO Box 6840
 Lakeland, FL 33807-6840

Certification Application Checklist

Please sign and date this checklist. Include checklist with your certification application.

- Applicants are required to submit official transcripts with their initial certification applications. Renewal applicants need to supply official transcripts only if the information has been changed or updated since initial certification.
- Applicants are required to submit proof of practical tutorial hours served. (*Certification Affiliates* may supply this for their staff and tutors).
- Applicants are required to submit proof of completion of NTA approved training.
- All applicants (both new and renewal) are required to supply two letters of recommendation. These letters may be solicited from students, colleagues, peers, and/or supervisors. (*Certification Affiliates* may supply this for their staff and tutors).
- Renewal applicants are required to supply detailed information regarding the number and type of CEU's earned for renewal.
- All private practice applicants must submit background check documents and an **additional background check processing fee: \$45 Please note that due to state law, the processing fee is \$195 if the candidate has ever resided in the State of New York.** 1. **Sterling Summary of Rights** 2. **Sterling Consent & Disclosure**
- Applicants are encouraged to attach any additional data, certificates, program descriptions, publications, manuals, etc., that may contribute to the support of the applicant's request for certification renewal.
- Applications must be accompanied by the applicable fees.

Name (Please print) _____

Signature _____

Date _____

