

# National Tutoring Association

## Certification Application

PLEASE CHECK ONE:    New\_\_\_\_\_    Renewal\_\_\_\_\_

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

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Institution of Corporate Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

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

Basic\_\_\_\_\_ Intermediate\_\_\_\_\_ Advanced\_\_\_\_\_ Master\_\_\_\_\_

Academic Coach\_\_\_\_\_ Trainer\_\_\_\_\_ Master Trainer\_\_\_\_\_

Program \_\_\_\_\_

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

### INITIAL APPLICATION CATEGORIES AND FEES (Check One)

- |  |         |
|--|---------|
| _____ Elementary or Middle School Age Student Peer Tutor   | \$3.00  |
| _____ High School Age Peer Tutor   | \$5.00  |
| _____ Postsecondary School Peer Tutor - First-Time Undergraduate – Volunteer Only  | \$7.00  |
| _____ Paraprofessional Tutor (school designated paraprofessional, community volunteer tutors, and paid postsecondary school undergraduate peer tutors) | \$15.00 |
| _____ Professional Tutor (Includes paid postsecondary graduate   |         |

_____ school peer tutors)	\$25.00
_____ Tutorial Administrator/Director	\$50.00
_____ Tutor Trainer	\$55.00
_____ Discipline Specific Endorsement	\$25.00
_____ Academic Coach	\$55.00
_____ Program Level (Fee per schedule)	\$_____

**RENEWAL APPLICATION CATEGORIES AND FEES (Check One)**

_____ Elementary or Middle School Age Student Peer Tutor	\$ 3.00
_____ High School Age Peer Tutor	\$ 5.00
_____ Postsecondary School Peer Tutor - First-Time Undergraduate - Volunteer Only	\$ 7.00
_____ Paraprofessional Tutor (school designated paraprofessional community volunteer tutors, and paid postsecondary school undergraduate peer tutors)	\$10.00
_____ Professional Tutor (Includes paid postsecondary graduate school peer tutors)	\$20.00
_____ Tutorial Administrator/Director	\$35.00
_____ Tutor Trainer	\$35.00
_____ Discipline Specific Endorsements	\$15.00
_____ Academic Coach	\$35.00
_____ Program Level (Fee per schedule)	\$_____

For NTA Members applying for initial NTA certification or certification renewal from outside the US, 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:** 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 unofficial transcripts only if the information has changed or updated since initial certifications.

\_\_\_\_\_ 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 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 types of CEU's earned for renewal.

**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 \_\_\_\_\_