



NEW AND RENEWAL CERTIFICATION APPLICATION

NAME _____

TITLE _____

INSTITUTION _____

ADDRESS _____ Home/School (Please Circle)

CITY _____ STATE _____ ZIP CODE _____

MAILING CODE _____ COUNTRY _____

PHONE NUMBER (_____) _____ FAX NUMBER (_____) _____

Email (Required to receive newsletters) _____

DATE _____

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.

TYPE OF MEMBERSHIP : (check one) New _____ Renewal _____

INITIAL APPLICATION CATEGORIES AND FEES : (check one)

Student Membership Post-Secondary	\$5.00 _____	Professional Tutor	\$25.00 _____
Tutorial Administrator / Director	\$50.00 _____	Tutor Trainer	\$55.00 _____
Discipline Specific Endorsement	\$25.00 _____	Academic Coach	\$35.00 _____
Program Level (Fee per schedule - write in)	\$ _____		



RENEWAL APPLICATION CATEGORIES AND FEES : (check one)

Student Membership Post-Secondary	\$5.00 _____	Professional Tutor	\$20.00 _____
Tutorial Administrator / Director	\$35.00 _____	Tutor Trainer	\$35.00 _____
Discipline Specific Endorsement	\$15.00 _____	Academic Coach	\$25.00 _____
Program Level (Fee per schedule - write in)	\$ _____		

For NTA Members applying for initial NTA certification or certification renewal from outside the US, please include \$19.95 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.

Mail Completed Application Packet to:

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

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

Certification Application Checklist

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

_____ Applicants are required to submit unofficial transcripts with their initial certification applications. Renewal applicants need to supply transcripts only if the information has been changed or updated since initial certification.

_____ Applicants are required to submit proof of practical tutorial hours served. (Learning Center Affiliates may supply this for their staff and tutors).

_____ Applicants are required to submit proof of completion of NTA approved training, such as verification from an NTA certified trainer or their organization that conducts training with a certified NTA Trainer on staff.

_____ 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. Proof may take the form of logs, parent letters, time sheets, letters from supervisors, etc.



_____ Renewal applicants are required to supply detailed information regarding the number and type of CEU's earned for renewal when required.

_____ All private practice applicants (anyone over age 18) must submit background check documents and an additional background check processing fee: \$65. *

In order to process your background check, as well as manage all of your certification documents, please proceed to www.certifiedbackground.com. Go to "Place Order" on upper right corner and enter the code NG50. Hit "enter." Scroll down the page and check that you "read, understand and agree to the CertifiedBackground.com Disclaimer." Click on "Continue." Complete all personal information and continue through the background check information and permissions process. You will be charged \$65.00 for this service. You will also be required to upload other required certification documents through the Certified Background system. All documents and background check results will be securely reported to the National Tutoring Association and must be approved before your certification will be issued.

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 _____