

**KRI****ATA**AQUARIAN
TRAINER
ACADEMY

Translations are machine generated. If you can contribute to improvements, please contact ATA Admin.

[English](#) | [中文](#) | [Español](#) | [Français](#) | [Deutsch](#) | [Italiano](#) | [Português](#) | [Русский](#)

Change of Mentor Policy

Interns, Associates and Professionals – Changing Mentors

Every Intern, Associate and Professional has a Mentor whose responsibility it is to train them in all facets and responsibilities required for that role.

The purpose of this policy is to ensure that any change of mentor is done in a thoughtful, respectful and conscious manner; that there has been enough mutual reflection to ensure that there are valid reasons driving the change; and that the continuity of the training process is maintained.

Change of Mentor Process

- 1) The **mentee** should inform the ATA Regional Administrator that he/she wishes to change his/her mentor. Briefly describe the reasons why. Academy Administrator will send the mentee the [Change of Mentor Request Form](#).
- 2) The **current mentor and mentee** need to thoroughly discuss the reason(s) a change is necessary and agree on the transfer of mentorship. As part of this process, the **current mentor and proposed new mentor** may wish to have a discussion together to ensure they both understand the reasons for the transfer and agree it is in the mentee's best interest.
 - a. Certain actions or requirements may be agreed to that the mentee must fulfill prior to transferring to a new mentor (e.g., completing any existing duties in an ongoing course, fulfilling all outstanding financial obligations, etc.). Any such agreements need to be in writing, with a copy sent to the Academy Administrator for the mentee's file.
- 3) Following this, the **mentee** should:
 - a. Complete the [Mentor/Mentee Operating Agreement](#) with the **New Mentor**
 - b. Send the **New Mentor** copies of the updated or current **Trainer Competency Evaluation Form**, [Units of Study – Content Credit Form](#) and [Individual Development Plan](#)
- 4) The **current mentor** should:
 - a. Share with the New Mentor the mentee's progress based on the Trainer Competencies in the training program to date, noting areas of strength and weakness and specifying any areas which still need to be covered in the mentee's training.
 - b. Send written confirmation to the Academy Administrator approving the change in mentors.
- 5) The **New Mentor** should
 - a. Complete the [Mentor/Mentee Operating Agreement](#) with the **mentee**
 - b. Send a written statement to the Academy Administrator accepting the new mentee and acknowledging they have had direct communication with the current mentor.
- 6) If this is the third mentor for this mentee, meaning this is the 2nd request to change mentors, then the mentee will be interviewed by a team appointed by the ATA and the request will be reviewed for approval by the Certification Committee.
- 7) After receiving the completed [Change of Mentor Request Form](#), the Academy Administrator will review and reply by email to mentee and New Mentor.

IMPORTANT NOTES:

- a. If for some reason the current mentor and mentee cannot mutually agree on the need or advisability of change, either may request facilitation from KRI.

- b. Before recommending a mentee move to the next role in the Academy, a new Mentor must have actively mentored the mentee through at least one full Level One program. If the mentor and mentee were already working together before the official change of mentor, then the recommendation to apply for a new role could be based on how long they have been working together.
- c. In the unfortunate event of a mentor passing away, their mentees would follow the above procedure to shift to a new mentor as much as possible.
- d. If a mentor leaves KRI for any reason, and their mentee wishes to remain part of the ATA, they would also follow this procedure to change to a new mentor, with adaptations as needed, depending on if the prior mentor is cooperating with the shift or not.