

CRLA Level 1 Training Log

[Link to submission form](#)

Should take approximately 1 semester to complete

Topic	Options	# of hours	Date attended or completed
Administrative Policies, Record Keeping and Reporting	ASPSA Policies (Orientation)	1.5 hours	
Conducting a Successful Session	Conducting a Successful Session		
Role of the Tutor	Role of the Tutor / Mentor / Writing Assistant (Orientation)	1.5 hours	
Tutoring Do's and Don'ts	Bee-ing a Great Tutor - Buzz-worthy Do's and Don'ts for Success		
Active Listening & Responding	Active Listening & Responding (Fall & Spring PD)		
Question Asking Strategies	Socratic Method (Fall & Spring PD)		
Advanced Study Skills	Teaching Study Skills in a session		
Learning Theories in Academic Support Services	Social Cognitive Theory		
Professional Ethics (Academic Integrity and Academic Honesty, Copyright Compliance, Plagiarism)	Student Conduct & Compliance (Orientation)		
Other Topic based on Institutional and/or Programmatic Need	Prevention Services Or PD session		
Total Hours: (must equal 10)			

I attest that I have completed all 10 hours of training (including 5 hours of synchronous training) and 25 hours of tutoring experience that is required for CRLA Level 1 Certification.

Print Name

Sign Name

Date

Tutoring Experience				
Student Name	Date of Session	Start Time	End Time	Total Time Tutoring
Total Time: (must equal 25 hours)				