



ACTLA Online Tutoring Program Certification

REQUIRED QUALIFICATIONS FOR CERTIFICATION

All five prerequisites **must be met** in order to apply for ACTLA Online Tutoring Program Certification.

Prerequisites:

1. Our online tutoring program is conducted at a public/private college or university.
2. Our online tutoring program uses our own tutors.
3. Our online tutors have documented foundational basic tutoring skills training based upon at least **one** of the following:
 - a. CRLA (College Reading and Learning Association) ITTPC (International Tutor Training Program Certification) Level 1 certification requirements OR
 - b. ACTP (Association for the Coaching and Tutoring Profession) Associate Tutor certification requirements OR
 - c. Training modules guided by CRLA/ACTP requirements OR
 - d. Training modules guided by the ACTLA Online Tutoring Standards.
4. Our online tutoring is synchronous (i.e., tutor and student are communicating in real-time) using an interactive platform.
5. Our online tutoring program has been operational for at least one year.

The following qualifications must be met in your application and are listed **for your review** before you start the application for the certification process.

Qualifications:

6. Our online tutoring program has a documented process for collecting data on the characteristics of our online tutors.

7. Our online tutoring program has a documented process for collecting data on the characteristics of online student-users.
8. Our training for online tutoring is currently being implemented.
9. Our training for online tutoring is at least 10 documented hours in duration.
10. Our training for online tutoring has a documented training schedule of sessions and documented training session agendas.
11. Our training for online tutoring has documented replicable specific outcomes and assessments for each topic.
12. Our training for online tutoring is participatory and interactive and all 10 of the training sessions are at least 1 hour in length and conducted live in real-time.
13. Our training for online tutoring includes the following required topics (checkmark all that are included):
 - a. (01) Technology--REQUIRED;
 - b. (02) Synchronous Tutoring--REQUIRED;
 - c. (03) Communication--REQUIRED;
 - d. (04) Pedagogy--REQUIRED;
 - e. (05) Tutoring by Discipline--REQUIRED;
 - f. (06) Diversity, Equity, Inclusion--REQUIRED;
 - g. (07) Student Accessibility--REQUIRED;
 - h. (08) Troubleshooting;
 - i. (09) Group Tutoring;
 - j. (10) Challenging Situations;
 - k. (11) Other.
14. Our online tutoring program can provide sample modules of these training topics.
15. Our training for online tutoring training materials are used in compliance with federal copyright.
16. Our online tutoring platform is compliant with Section 8--Web Content Accessibility Guidelines 2.0 and 2.1.

17. Our training for online tutoring uses the platform interactively to introduce, demonstrate, and practice online tutoring skills.
18. Our training for online tutoring has a documented process for monitoring and recording training for online tutoring hours.
19. Our online tutoring program has a documented process for monitoring and recording actual online tutoring hours.
20. Our online tutoring program has a documented process for evaluating online tutors and online tutoring.