



“Tutoring Foundations” Tutor Training Program

(effective 04/02/08)

“[Tutoring Foundations](#)” is a mastery-based, individually mentored curriculum which reduces training time and costs while developing critical tutoring skills for professional and peer tutors. This self-paced, online training also satisfies the academic requirements for obtaining continuing education units (CEUs) provided by Fielding Graduate University, and national certification by The National Tutoring Association (NTA).

Details/Fees: The [curriculum](#) may be started at any time (no class groups), includes all materials online, and each learner is supervised by a Master Tutor who reviews and responds to course work. Training options include \$159 Basic, Intermediate or Advanced Modules (approx. 15 -20 hours of learner time for each) or a \$349 Comprehensive Program (approx. 45 - 60 hours of learner time). [Learning Center Affiliates](#) may obtain special volume pricing for their learners, as low as \$132 per module, or \$289 for the comprehensive program.

Certifications: Learners successfully completing “Tutoring Foundations” individual modules or comprehensive curriculum may apply for the nationally recognized NTA Level I certifications. The professional certification requires a review of academic transcripts, three letters of reference, and a criminal background check. Fees range from \$25 for applicants enrolled via [Learning Center Affiliates](#) (who are also eligible to administer streamlined learner certification - restrictions apply) to a \$99 individual professional certification fee that includes the background check and one year membership in the NTA. Peer and para-professional tutor certification (\$5 and up) is also available. More information on NTA certification fees and learning center processes and requirements is available at 863.529.5206, ntatutor@aol.com, or www.ntatutor.org.

CEUs: Upon successful completion, learners are qualified to receive continuing education units (CEUs) granted from Fielding Graduate University, Santa Barbara, California, two for each module, six for the comprehensive program. A \$60 processing fee per application applies and a bachelors degree or above is required. More information on CEUs is available at 800.340.1099, www.fielding.edu, or admission@fielding.edu.

“Tutoring Foundations” Curriculum Topics

(partial list of areas covered in the Comprehensive program)

- History and philosophy of tutoring
- Tutorial responsibilities/ethics
- Basic learning theory
- Age appropriate tutoring
- Setting goals and planning
- Basic communication skills
- Managing time and stress
- Tutoring specific subjects areas/skills
- Evaluation and assessment
- General study skills
- Reading/Writing tutoring techniques
- Critical thinking skills
- Understanding/dealing with culture shock
- Conflict resolution techniques
- Building relationships with parents/teachers
- Learning styles/multiple modalities
- Test preparation techniques
- Basic forms of questioning/reinforcement
- Tutoring non-traditional learners
- Group dynamics in tutoring
- Maintaining records/securing paperwork
- Legal Considerations

Other Resources: Crossroads of Learning also provides a “[Tutor Skills Test](#)” program and many [free resources](#) including a [community](#) of interest for one-to-one educators (discussions, meeting areas, blogs, file sharing, etc.), a [library](#) of helpful Internet tools, the [Journal](#), and [Tutoring Town Hall](#) interactive webcasts with timely subjects and experts in the field. For more information visit www.crossroadsoflearning.com or contact Bob Lasiewicz, Managing Director, Crossroads of Learning, at 818.249.9692 x9002, BL@crossroadsoflearning.com.



“Tutoring Foundations” was developed with
and approved by
Fielding Graduate University
and the National Tutoring Association

