



October 19, 2018

Dear Mr. Jimenez,

Congratulations! On behalf of the College Reading & Learning Association's (CRLA) International Tutor Training Program Certification (ITTPC) team, we are delighted to inform you that the Norco College, Learning Resource Center has been approved for Stage Two, Level 1 and 2.

Your program certification period begins on September 8, 2018, and ends on October 31, 2021.

This is a Stage Two approval for one program at one location as indicated on your application.

Your next approval application for Level 1,2 will be a Stage Three application. Please plan to submit your Stage Three application by July 31, 2021, which is three months prior to your current expiration date which will help insure that there is no lapse in your certification.

Attached is the ITTPC certificate for your tutor training program approval. You are being issued one program certification which is valid for the time period indicated above. You may access the tutor certification template each year using the link in the email that accompanied this letter. The templates with the current ITTPC Coordinator and CRLA president signatures are available in mid-November each year.

We recommend that you maintain lists of those tutors you certify, as individuals will often ask for their certification information long after they have left your institution.

For future reference your ITTPC ID # is: US-CA-1475. Please include this number in all correspondence with us as it helps us access your file easily.

Also, we have included below the comments from the reviewer team assigned to your application. Many programs find this information to be very helpful.

Once again, congratulations. We look forward to continuing to work with you and your tutor training program in the future.

Best wishes,

Sheri McIntyre, Certifications Assistant

Shawn O'Neil, ITTPC Coordinator

Roberta Schotka, Certification Director

Reviewer comments:

Strengths:	Program provides comprehensive tutoring across the curriculum. Training is course-based over a 16-week period. Critical thinking is emphasized along with general tutoring topics.
Concerns:	Annotated bibliography will need to be further developed and improved to meet requirements at Stage 3 re-certification.
Recommendations for Continued Growth:	For purposes of CRLA certification, it is helpful to the review process if no sections are left blank on the application and as much documentation as possible should be uploaded in the appropriate spaces (e.g. a spreadsheet or log of actual tutoring sessions that include time in and time out for tutoring sessions and activity for each tutor you hope to certify and an <i>Annotated Bibliography</i> of all training materials even those developed in-house).



**Program ID:** US-CA-1475

The College Reading & Learning Association awards ITTPC program certification to

# Norco College

Norco, California

## Learning Resource Center

and authorizes the above program to issue certificates to tutors meeting its CRLA-approved requirements for the following program certification level(s):

**Level I Certified Tutor, Level II Advanced Tutor**

Valid: 09/08/2018 – 10/31/2021

A handwritten signature in blue ink, reading "V. Appatova".

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Victoria Appatova, CRLA President 2017-2018

A handwritten signature in blue ink, reading "Roberta Schotka".

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Roberta Schotka, Certifications Director