



## Checklist of Training Steps Required for Accreditation/Certification of an IY Teacher Trainer Mentor

The training requirement of an experienced Incredible Years Mentor involves a process similar to that for Group Leader Certification. The difference is that Mentor training embraces a broader experience in the core principles and components of delivering an IY authorized workshop. It includes an ongoing commitment to supervision and consultation from mentors and/or trainers, and the practice of mentoring and supervising new group leaders. The supervision and mentoring of new group leaders is a key aspect to the role of a Mentor. For that reason, mentor candidates are expected to observe the mentoring process, attend consultancy workshops when available, and continue to engage in peer review or consultancy meetings.

When all the training steps (listed below) are achieved, observed and confirmed, a candidate may apply for accreditation/certification as a qualified IY Mentor.

Candidate's name and address \_\_\_\_\_  
Phone number and email \_\_\_\_\_ Date: \_\_\_\_\_

### Step 1

#### Qualifications for Mentor-in-training Candidates:

- \_\_\_ Attended 3-Day Teacher Training Workshop conducted by  
Certified Mentor and/or Trainer  
Name of Trainer and/or Mentor and Date: \_\_\_\_\_
- \_\_\_ Teacher Group Leader Certification/Accreditation  
Date accredited \_\_\_\_\_
- \_\_\_ Background Questionnaire Submitted by Candidate
- \_\_\_ Nomination Letter Submitted by Mentor and/or Trainer  
(*nominating candidate for mentor training*)  
Person Nominating: \_\_\_\_\_
- \_\_\_ Video of Teacher Training Group Submitted by  
Candidate  
*Conducted after certification and reviewed by trainer*  
Name of Person Reviewing Tape: \_\_\_\_\_
- \_\_\_ Letter of intent (*explain why you want to be a Mentor*)
- \_\_\_ No. of Teacher Classroom Management Groups (5- or 6-days)  
Completed to Date (minimum 6)

NOTE: When the conditions outlined in Step 1 have been accomplished, a candidate is eligible for review by IY trainers to determine acceptance as a mentor-in-training.

**Step 2** (Steps 2 & 3 may be carried out simultaneously)

**Mentor Workshop Training:**

- \_\_\_ Observed 3-day Workshop led by Trainer and/or Mentor  
(*Since certification was received*)  
Name of Person Observed: \_\_\_\_\_  
Others Observed: \_\_\_\_\_
  
- \_\_\_ Co-Led Workshop led by Accredited/Certified Mentor  
Name of Mentor Observed: \_\_\_\_\_
  
- \_\_\_ Co-Led Workshop(s) with Trainer (portions videotaped)  
Name of Trainer: \_\_\_\_\_
  
- \_\_\_ Evaluation of Workshop Co-Led with Trainer  
(*To be completed by Trainer*)

**Step 3**

**Mentor Supervision Training:**

- \_\_\_ Present Recent Videotape for Review at Consultancy Workshop  
List date and trainer or mentor name:  
\_\_\_\_\_
  
- \_\_\_ Co-lead Consultancy Workshop with Certified Mentor or Trainer  
(Opportunity to observe closely supervision/consultation process)  
List date and trainer or mentor name:  
\_\_\_\_\_
  
- \_\_\_ Coach 6 group leaders by reviewing their DVDs and providing  
feedback and written reports.  
Discuss these reviews with a certified trainer. (These videotape  
reviews may be done in person with the trainer or sent to them for  
review.)
  
- \_\_\_ Number of group leaders coached/mentored
  
- \_\_\_ Complete self-evaluation mentor forms of mentoring or  
supervision provided
  
- \_\_\_ Evaluations from group leaders who received your mentoring (See Evaluation of Quality  
of Supervision forms – 6 evaluations required)

#### **Step 4**

##### **Mentor Solo Workshop Authorized by Incredible Years:**

- \_\_\_ Provide date of workshop to IY office
- \_\_\_ DVD (1 hour of selected portions) of workshop submitted for review by trainer
- \_\_\_ Checklist of workshop protocol submitted
- \_\_\_ Names and Addresses of participants submitted
- \_\_\_ Background Questionnaire submitted
- \_\_\_ Evaluations submitted
- \_\_\_ Per Participant Fee

#### **Step 5**

##### **Application for Mentor Accreditation:**

When all of the above training experiences have been achieved, observed and confirmed, a candidate may apply to the Incredible Years Advisory Council for Accreditation and Certification as a Qualified IY Mentor.

Only after completion of these steps may mentors review group leader tapes for certification/accreditation.