



National Tutoring Association Learning Center Affiliate Letter of Agreement

This agreement covers your participation as a National Tutoring Association Learning Center Affiliate (NTALCA) in conjunction with the Crossroads of Learning “Tutoring Foundations” online course. As an NTALCA, the NTA agrees to certify your tutors at the level specified by their course completion in accordance with a working policy set forth in the NTALCA Program outline. As an NTA Learning Center Affiliate, you agree to the following:

1. To keep as part of the applicant’s permanent file a set of official transcripts as noted here-in. This information shall be available to the NTA for inspection at any time.
2. To keep logs of practical tutorial hours served for all applicants showing number of hours served and subjects tutored. This information shall be available to the NTA for inspection at any time.
3. To keep as part of the applicant’s permanent records proof of completion of NTA approved training. (i.e. an official transcript report of completion of Crossroads of Learning courses). This information shall be available to the NTA for inspection at any time.
4. To keep as part of the applicant’s permanent records a minimum of two letters of recommendation. These letters may be solicited from students, colleagues, peers, and/or supervisors. This information shall be available to the NTA for inspection at any time.
5. If required, to keep as part of the applicant’s permanent records an annual background check which includes federal criminal, social security, driver’s license, and sexual offender searches. If you cannot provide proof of background checks on applicant’s, the NTA will run the checks for you and invoice you accordingly. This information shall be available to the NTA for inspection at any time.
6. You agree to inform the NTA immediately if you learn of any behaviors or actions on the part of any applicant either before or after certification that is contrary to either the rules of the background check or the NTA Tutor Code of Ethics. (see attached)
7. You agree to inform the NTA immediately of any disciplinary action involving the applicant or termination of the applicant either before or after the certification process.
8. You agree to maintain a professional NTA membership in good standing. Academic learning center and corporate memberships are also available and will satisfy this requirement.
9. All applicants must maintain NTA membership in good standing to renew certification.
10. Certification and or memberships will not be processed without the appropriate fees.
11. You agree that you may not assign your rights under this agreement nor delegate your obligations under this agreement, in whole or in part.
12. In the event of a breach of this Agreement, by you, resulting in damages to the NTA, the NTA may recover from you and/or the party breaching the Agreement any and all damages that may be sustained by the NTA. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney’s fees, costs, and necessary disbursements, in addition to any other relief to which he may be entitled.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. This Agreement is entire and all negotiations, understanding, and all prior Agreements are merged herein. This Agreement cannot be modified except by instrument, in writing, executed by both you and the NTA.

Please confirm your understanding of the terms of this agreement by signing in the space provided below.

AGREED TO AND ACCEPTED:

By: (signature) _____ (print name) _____

Title: _____ Learning Center: _____

Street Address _____ City _____ State ____ Zip _____

Phone: (____) _____ - _____ E-mail: _____ Dated as of: ____/____/____



NTA Tutor Code of Ethics

1. I understand that my role as a tutor is to never do the student's work for him or her.
2. I will give honest feedback to the student I serve and will not insult my student with false hope or empty flattery; I will always demonstrate faith in my student's learning abilities.
3. I understand that my relationship to the student is professional and not personal.
4. I will show respect for my student's cultural background and personal value system.
5. I recognize that I may not have all the answers to student questions. In this event, I will seek assistance in finding answers to the student's questions and/or direct the student to an appropriate resource for the information.
6. I will maintain accurate records of tutoring sessions as expected and required.
7. I will respect my student's personal dignity at all times.
8. I will be on time for tutoring appointments, not only out of courtesy, but to be a good example for my student to follow.
9. I will keep all information about the student whom I am assigned confidential.
10. I understand that my ultimate goal is to assist my student in learning how he or she best learns and to help my student develop the skills to achieve his or her best, most efficient learning.
11. I will share any concerns I have with my supervisor.
12. I expect to learn along with my student.
13. I will keep current in both my subject area(s) and learning methodologies.
14. I will remain flexible to my approach to student learning, respectful of the various learning styles.
15. I will share techniques for improved study skills with my students.

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