



National Tutoring Association (NTA) Learning Center Affiliate Program (NTALCA)

1. Learning Center Affiliate (LCA) enrollment process

- a) LCA applies for admittance to the Crossroads of Learning LCA program (CLLCA).
- b) LCA is approved for CLLCA.
- c) LCA submits the Letter of Agreement to become an NTALCA.
- d) One owner or managerial staff person is required to maintain a professional membership in the NTA.
- e) Once approved and fees are received, the LCA may promote itself as a “National Tutoring Association Learning Center Affiliate” and display the NTA logo.

2. NTA Certification and membership requirements/fees

- a) Initial application: Anyone seeking certification/membership that is with an NTALCA may apply for both membership and certification at the prevailing NTALCA fee, now \$25. If the NTALCA does not collect and verify criminal background checks, the applicant will be responsible for that charge as specified on the NTA website.
- b) Recertification: A learner who has completed the Basic or Intermediate Module in one year, may either enroll in the next level (Intermediate or Advanced) the following year. They may also satisfy their educational requirements for re-certification in other ways as specified on the NTA website. In either case the cost for re-certification and membership will be at the prevailing LCA learner fee, now \$25. Criminal background check policy same as above.

3. Certification verification process

- a) Individual applicants for the LCA fee rate:
 - 1) Make an application request directly to the NTA indicating the Learning Center they are associated with, and the date that they successfully completed either the Tutoring Foundations Program or other qualifying activity.
 - 2) Make a request to the LCA to mail or FAX on company or institution letterhead a letter to the NTA to verify the applicant has the practical tutoring hours and other requirements have been satisfied as defined in the NTALCA agreement.
- b) Groups of Learners may be submitted by the LCA:
 - 1) A submission on LCA letterhead signifies that the learners have satisfied all requirements as defined in the NTALCA agreement.
 - 2) Individual applications need to be attached to the above submission
- c) NTA will verify course completion with Crossroads of Learning as necessary.
- d) NTA issues Certification and initial or renewal membership documents.

Please contact the National Tutoring Association with questions regarding the NTALCA.