



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 5- or 6-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: _____
- ___ Videotape 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 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:

- ___ Review 6 group leader's videotapes and provide 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 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
- ___ Videotape (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.