

ELMP

60+ Mentor Training Waiver Approval & Participation Process

Staff Process Book • 2026–2027 Program Year

Esquire Leadership & Mentoring Program

PURPOSE

Provide an alternative annual approval pathway for adults age 60 and older who will submit the information needed for the NSOPW review and three character references but will not be required to complete the ELMP Mentor Training Academy certificate. The waiver is narrow: it changes the certificate requirement only. All other ELMP and youth-engagement safeguards remain in force.

CONFIDENTIAL – ELMP PROGRAM STAFF / SCREENING COMMITTEE

Program Director: Matthew Coats

1. Policy Basis and Purpose

This process is designed as a controlled exception to the standard ELMP adult-approval process. The Version 6 ELMP Information Packet establishes that adults serving as mentors, circle facilitators, reviewers, tutors, or Mentors on Duty normally complete screening, the ELMP Mentor Training Academy certificate, annual approval, and role-specific requirements before serving.

The ELMP Mentor Training and Youth Engagement materials also establish the core youth-protection rules that apply whenever adults interact with minors: annual National Sex Offender Public Website review, character references, the Rule of Three, appropriate boundaries, no private youth communication, vigilant supervision, transportation safeguards, and immediate reporting/escalation of concerning behavior.

WHAT THIS PROCESS CHANGES

For approved applicants age 60+, ELMP waives the Mentor Training Academy certificate requirement. The applicant still provides NSOPW information and three references, ELMP staff still completes the screening and reference review, the Program Director still approves the role, and all youth-protection rules still apply.

What this process does not change

- Annual NSOPW review and recordkeeping.
- Three character references and ELMP review of those references.
- Annual program approval and role-specific approval.
- The Rule of Three and open, observable youth interactions.
- Approved communication-channel and parent/guardian awareness requirements.
- ELMP reporting, escalation, supervision, and transportation safeguards.
- The Program Director's authority to approve, limit, place on hold, or deny a role.

2. Two Adult Approval Pathways

Pathway	Applicant Requirements	Program Status	Role Scope
Standard ELMP Approved Adult	Complete ELMP Mentor Training Academy certificate; submit NSOPW information and three references; complete annual approval and role-specific requirements.	Approved Adult / role-specific approval	Eligible for roles authorized by ELMP, including individual mentor, circle facilitator, reviewer, tutor, or Mentor on Duty when specifically approved.
60+ Mentor Training Waiver	Age 60+; submit NSOPW information and three references; no Mentor Training Academy certificate required; complete annual approval and role-boundary review.	Approved 60+ Mentor Support / role-specific approval	Eligible for group-based and supervised mentor/volunteer service. Not eligible for the five roles that ELMP expressly ties to the full training-and-approval process.

Recommended tracking label

Approved 60+ Mentor Support – Training Certificate Waived

This designation makes clear that the individual has completed the alternate screening pathway but has not completed the ELMP Mentor Training Academy certificate. The person should not be listed as a Certified Mentor unless the certificate is later completed and verified.

Annual renewal

The waiver is renewed annually. The NSOPW review, three references, annual approval, and role designation are completed each program year. ELMP staff may require a new role-boundary review whenever the person's assignment changes.

3. 60+ Approval Process – Staff Workflow

1. Applicant chooses the 60+ waiver pathway. Confirm the applicant is age 60 or older and is requesting the alternative process instead of the Mentor Training Academy certificate.
2. Collect only the required submission information. Obtain the information needed to perform the NSOPW search plus contact information for three character references. No training certificate is requested.
3. Complete the NSOPW review. The Program Coordinator or designee conducts the annual search, documents the date and result, and places any possible match or incomplete search on hold until resolved.
4. Complete all three reference checks. Use the established ELMP reference questions. Record factual responses and elevate any concern involving boundaries, judgment, reliability, youth interaction, inappropriate conduct, or respect for rules.
5. Determine the approved role. The Program Director reviews the file and approves only the role or roles permitted under the 60+ waiver pathway.
6. Provide a role-boundary review. Before the first assignment, staff reviews the Rule of Three, communication restrictions, supervision expectations, reporting/escalation, transportation safeguards, and the specific roles the individual may and may not perform. No certificate or quiz is required.
7. Update the Approved Adult Tracking Sheet. Record the waiver status, NSOPW completion, three references, annual approval date, approved role(s), and the roles for which the person is not eligible.
8. Release for service. The individual may begin serving only after staff communicates the approved status and role boundaries.

APPROVAL IS ROLE-SPECIFIC

Clearing the NSOPW review and references does not automatically authorize every ELMP role. The Program Director approves the actual role the individual may perform.

4. What an Approved 60+ Mentor Support MAY Do

The intent of the waiver is to keep experienced adults engaged in ELMP while preserving the duties that require the full ELMP training-and-certification pathway. After annual approval, a 60+ Mentor Support may participate in the following ways:

Permitted Participation	Standard
Structured group mentoring support	Participate in leadership-circle conversations and mentor Esquires in the group setting while a fully approved circle facilitator or program staff member leads the circle and completes required documentation.
Success Seminar support	Engage with Esquires during seminars, activities, practice exercises, and reflection periods in open, observable settings.
Community service activities	Serve alongside Esquires and program staff during approved service projects.
Group social and developmental activities	Participate as an approved adult support person under ELMP supervision and the Rule of Three.
Chaperone / event support	Assist with group supervision, registration, meals, setup, transitions, and event logistics while following gender-appropriate chaperoning and Rule-of-Three requirements.
Career, history, heritage, and life-experience support	Share professional experience, leadership lessons, cultural knowledge, career guidance, and positive role modeling in group settings.
Guest presenter / panelist	Present or participate on approved panels, provided private participant information is not disclosed and ELMP staff remains responsible for the youth setting.
Group academic support	Help with group homework or academic-enrichment activities when the activity remains supervised and does not become an individual tutoring match.

GROUP MENTORING IS PERMITTED

The 60+ waiver is not intended to remove senior adults from mentoring. They may mentor and interact with Esquires in structured group settings. The restriction is on independent or role-specific functions that ELMP reserves for adults who complete the full training pathway.

5. Roles NOT Available Without the Mentor Training Certificate

Based on the ELMP Information Packet, the following roles are part of the full approved-adult structure and should remain unavailable to a person using the 60+ Mentor Training Waiver:

Role	60+ Waiver	Reason / ELMP Alignment
Individual Mentor Match	NO	An individual match is an ongoing one-Esquire mentoring relationship approved by the Program Director with parent/guardian awareness. The 60+ waiver pathway does not authorize this one-to-one assignment.
Circle Facilitator	NO	The facilitator leads the official structured leadership circle, approved reflection prompt, and participation record. A 60+ Mentor Support may participate in the circle but does not serve as its assigned facilitator.
Approved Adult Reviewer	NO	Reviewers verify reflection/evidence and next-step planning. This official documentation role remains with fully trained and approved adults.
Tutor / On-Demand Tutoring Network	NO	The ELMP Information Packet specifically requires tutor applicants to complete Mentor Training, upload the certificate, and complete screening before activation.
Mentor on Duty	NO	The duty team handles same-day questions, make-up reflection, immediate support, and coverage. This remains a fully trained approved-adult role.

Roles that are not special 60+ restrictions

Program staff remains the primary liaison with parents/guardians and coordinates sensitive follow-up, referrals, and safety responses for all ELMP participants. A 60+ Mentor Support may communicate appropriately within an assigned event role, but does not independently manage family cases or replace program staff. This is an ELMP role boundary, not an age-based restriction.

6. Youth-Protection Rules That Still Apply to 60+ Participants

The training certificate is waived; the youth-protection rules are not. Every 60+ Mentor Support must follow the same event and youth-engagement standards that govern ELMP and Alpha Phi Alpha youth activities.

Rule	Application
Rule of Three	At least three people are involved in youth interactions: one participant and two approved adults, or two participants and one approved adult. No private or secluded face-to-face interaction between one adult and one minor.
Open and observable settings	Mentoring and youth interaction remain visible and supervised. Avoid isolated rooms, restrooms, locker rooms, and other high-risk settings.
No private youth communication	Do not use private social-media messages, texts, or other unapproved channels with Esquires. Virtual contact must use approved channels and remain known to the parent/guardian as required.
Appropriate boundaries	Act as a role model and supervising adult, not as a peer. No inappropriate language, jokes, gifts/favoritism, inappropriate physical contact, or behavior that ignores youth-protection rules.
Transportation safeguards	Do not personally transport minors except under an explicitly approved ELMP process consistent with parent/guardian authorization and program policy. Staff should default to the more protective ELMP rule.
Vigilant supervision	Maintain line-of-sight awareness, avoid distractions, and know who is responsible for youth at each stage of an activity.
Gender-appropriate chaperoning	Follow the national chaperoning rule for boys, girls, and coed activities.
Report and escalate concerns	Interrupt concerning behavior when appropriate, report warning signs to the event leader immediately, and continue escalation through the established chain when a concern is unresolved. Brothers must follow the mandated-reporting requirement stated in the national resource.

MOST PROTECTIVE RULE CONTROLS

The ELMP Information Packet states that when wording appears inconsistent, staff follows the more protective youth-safety requirement and notifies the Program Director. The same standard applies to this waiver process.

7. NSOPW Review and Three-Reference Standard

NSOPW review

- Conduct the review before participation and repeat it annually.
- Maintain the result in the program/chapter records for easy reference.
- If an individual is listed on the public site, the person may not participate in any event involving minors.
- If a possible match or unresolved identity issue appears, place the application on hold and verify before approval.
- Document the reviewer, date, name searched, result, and final disposition.

Three references

ELMP requires three references for approved adults, and the user-designated 60+ pathway retains all three. Staff should check the references using the same established questions already used in the ELMP screening process.

1. How long have you known the applicant, and in what capacity?
2. How would you describe the applicant's character, integrity, and judgment?
3. How would you describe the applicant's reliability, dependability, and ability to honor commitments?
4. How would you describe the applicant's communication skills and ability to interact respectfully with young people, families, and other adults?
5. Would you recommend the applicant to serve in a trusted ELMP youth-facing role and as a positive role model for youth?

Any significant concern about boundaries, youth interactions, judgment, reliability, inappropriate conduct, or respect for rules requires Program Director review before approval.

8. Approved Adult Tracking Sheet – 60+ Waiver Entries

The Approved Adult Tracking Sheet should visibly distinguish the waiver pathway from the standard trained-adult pathway.

Tracking Field	Required Entry
Applicant Name	Full legal/commonly used program name
Pathway	60+ Mentor Training Waiver
Mentor Training Certificate	WAIVED – Age 60+ Pathway
NSOPW Review	Complete / Hold / Not Cleared + date
Reference 1	Complete / Concern / Pending
Reference 2	Complete / Concern / Pending
Reference 3	Complete / Concern / Pending
Annual Program Approval	Approved / Approved with Conditions / Hold / Not Approved
Approved Role	Example: Group Mentor Support, Chaperone, Presenter, Event Volunteer
Individual Mentor Eligible	NO
Circle Facilitator Eligible	NO
Reviewer Eligible	NO
Tutor Eligible	NO
Mentor on Duty Eligible	NO
Role-Boundary Review	Completed + date
Approver	Program Director / authorized designee

If the person later completes Mentor Training

Once the Mentor Training Academy certificate is completed and verified, the person may be moved to the standard ELMP Approved Adult pathway. ELMP leadership may then consider the individual for additional roles. Completion of training does not automatically create an individual mentor match or tutoring assignment; those still require role-specific approval.

9. Staff Approval Record – 60+ Mentor Training Waiver

Applicant name: _____

Date of birth / age eligibility confirmed (60+): Yes ☐ No ☐

NSOPW information received: Yes ☐ No ☐

Reference 1 information received: Yes ☐ No ☐

Reference 2 information received: Yes ☐ No ☐

Reference 3 information received: Yes ☐ No ☐

NSOPW review completed: Clear to continue ☐ Hold ☐ Not eligible ☐

Reference 1 completed: Yes ☐ Concern ☐

Reference 2 completed: Yes ☐ Concern ☐

Reference 3 completed: Yes ☐ Concern ☐

Program Director review completed: Yes ☐ No ☐

Role-boundary review completed: Yes ☐ No ☐

Mentor Training Academy certificate: WAIVED – 60+ PATHWAY ☐

Approved Participation Role(s)

☐ Group Mentor Support / structured group mentoring support

☐ Success Seminar support

☐ Community service / social activity support

☐ Chaperone / event support

☐ Guest presenter / panelist

☐ Career / history / heritage resource

☐ Group academic support

☐ Other: _____

Final decision

Approved ☐ Approved with Conditions ☐ Hold ☐ Not Approved ☐

Conditions / notes: _____

Program Director / Authorized Approver: _____ Date: _____

10. 60+ Role-Boundary Acknowledgment

This acknowledgment is not Mentor Training and does not generate a Mentor Training certificate. It is a staff review of the role and youth-protection rules that apply to an approved 60+ participant before service begins.

- ☐ I understand that I am approved under the ELMP 60+ Mentor Training Waiver and have not completed the Mentor Training Academy certificate for this program year.
- ☐ I understand that I may mentor and support Esquires in approved group settings but may not accept an individual one-to-one mentor match.
- ☐ I will not serve as a Circle Facilitator, Approved Adult Reviewer, Tutor, or Mentor on Duty unless I later complete the standard ELMP training and receive specific role approval.
- ☐ I will follow the Rule of Three and will not engage in private or secluded face-to-face interaction with an Esquire.
- ☐ I will use only approved communication channels and will not privately text or message Esquires.
- ☐ I will follow ELMP supervision, chaperoning, transportation, and event-leader instructions.
- ☐ I will maintain appropriate adult/youth boundaries and will not use inappropriate language, jokes, gifts/favoritism, physical contact, or other conduct inconsistent with youth-protection rules.
- ☐ I will report concerning behavior or safety issues immediately through the ELMP event leader and established escalation process.
- ☐ I understand that ELMP approval is annual and role-specific and may be limited, suspended, or withdrawn when youth-protection requirements are not met.

Approved 60+ Mentor Support: _____ Date: _____

ELMP Staff Reviewer: _____ Date: _____

11. Quick Reference – 60+ Waiver Role Matrix

Role / Activity	60+ Waiver	Condition / Reason
Group mentoring / leadership-circle participation	YES	Support role; trained facilitator or program staff leads and documents the circle.
Success Seminar / program activity support	YES	Open, observable setting; Rule of Three.
Community service / social activity	YES	Under approved ELMP supervision.
Chaperone / event support	YES	Group supervision only; follow gender-appropriate chaperoning and Rule of Three.
Guest presenter / panelist	YES	No private participant information; staff remains responsible for youth setting.
Group academic enrichment	YES	No individual tutor match; supervised group setting.
Individual one-to-one mentor match	NO	Requires standard fully trained approved-adult pathway and Program Director/family approval.
Circle Facilitator	NO	Official leadership-circle role remains with fully trained approved adult.
Approved Adult Reviewer	NO	Official evidence/reviewer role remains with fully trained approved adult.
Tutor / tutoring pool	NO	ELMP specifically requires Mentor Training certificate before tutor activation.
Mentor on Duty	NO	Immediate support and make-up reflection role remains with fully trained approved adult.
Private texting / social media with Esquire	NO	Prohibited youth-protection practice for all adults.
Private/secluded one-adult/one-minor contact	NO	Rule of Three applies to all youth activities.
Unapproved transportation of a minor	NO	Follow the more protective ELMP transportation rule and parent/program authorization.

BOTTOM LINE

The 60+ pathway should be genuinely lenient on the training requirement while remaining strict on role boundaries. Senior adults can still mentor, guide, chaperone, present, serve, and engage with Esquires in groups. The five roles that require the full ELMP approved-adult training structure remain closed until the Mentor Training Academy certificate is completed.

12. Document Control and Source Alignment

This process book is an ELMP operational companion document. It is intended to implement the 60+ Mentor Training Waiver without creating a second mentoring program or replacing the existing ELMP structured group mentoring system.

Source documents used

- ELMP 2026–2027 Information Packet, 6th Edition – program structure, structured group mentoring, approved adult roles, screening, Mentor Training, tutoring, communication, and document-control standards.
- ELMP Mentor Training – youth engagement and risk-management expectations, Rule of Three, chaperoning, annual NSOPW review, references, reporting, boundaries, transportation, and supervision.
- Youth Engagement and Mentoring Programs Risk Management Resource – national youth-activity requirements and best-practice guidance used by the ELMP training materials.

Controlling standard

The ELMP Information Packet states that when wording is inconsistent, staff follows the more protective youth-safety requirement and notifies the Program Director. This waiver follows that same standard. The waiver changes only the Mentor Training Academy certificate requirement for approved applicants age 60+; it does not waive screening, references, annual approval, youth-protection rules, or role restrictions.

Review cycle

Review this process annually before the program year and whenever ELMP changes its Mentor Training, structured mentoring, tutoring, risk-management, or youth-protection procedures.