

## ESQUIRE LEADERSHIP &amp; MENTORING PROGRAM

# Mentor Training, NSOPW Screening Reference Verification & Tutoring Operations

Staff/Committee How-To Guide, Standard Forms &amp; Tutoring Workflow

2026-2027 Program Year

Purpose: Give ELMP Program Staff and designated screening committee members one consistent process for verifying annual Mentor Training, completing the NSOPW review, checking all three references, documenting results, confirming final approved-adult status, and activating approved tutors for the ELMP On-Demand Tutoring Support Network.

## PUBLIC ELMP PROCESS

| STEP 1                               | STEP 2                                     | STEP 3                  |
|--------------------------------------|--------------------------------------------|-------------------------|
| Complete the Mentor Training Academy | Submit Certificate & Screening Information | Confirm Approved Status |

Internal rule: Training alone does not authorize service. An adult becomes eligible to serve only after ELMP has verified the certificate, completed the NSOPW review, satisfactorily completed all three reference checks, recorded the requirements in the Certified Mentor Tracking Sheet, and issued final role approval. Tutor approval makes an individual eligible for tutoring assignments; it does not automatically create a student-tutor match.

## Official Program Links

- ELMP Program Hub / Mentor Training pathway: [www.a2esquires.org](http://www.a2esquires.org)
- ELMP Mentor Training Academy: [www.a2ementortraining.org](http://www.a2ementortraining.org)
- Dru Sjodin National Sex Offender Public Website: [www.nsopw.gov](http://www.nsopw.gov)
- ELMP On-Demand Tutoring Support Network: [Open Tutoring Form](#)

## 1. Staff/Committee Process at a Glance

The ELMP website presents annual adult approval in three public steps. For staff and committee use, Step 2 contains the internal verification work shown below.

| Phase                     | Who Acts                                   | Required Action                                                                                                                                       | Documentation                                                                        |
|---------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1. Training               | Prospective mentor/tutor                   | Complete all Mentor Training Academy requirements and unlock the annual certificate.                                                                  | Certificate saved/printed as PDF.                                                    |
| 2A. Submission            | Prospective mentor/tutor                   | Use the Mentor Training section of a2esquires.org to open the submission form and provide the certificate plus screening/reference information.       | Submission received.                                                                 |
| 2B. Training verification | Program staff/designee                     | Confirm the certificate belongs to the applicant and reflects successful annual completion.                                                           | Training marked Complete.                                                            |
| 2C. NSOPW review          | Program Coordinator or designated reviewer | Conduct the official NSOPW name search and document the result. Resolve any possible matches before proceeding.                                       | NSOPW marked Complete or Hold.                                                       |
| 2D. References            | Program staff/screening committee          | After the NSOPW review permits the applicant to continue, contact all three references using the same five standard questions.                        | Three completed reference forms.                                                     |
| 2E. Tracking              | Program staff/designee                     | Update the Certified Mentor Tracking Sheet for Training, NSOPW Check, and References.                                                                 | All three requirements documented.                                                   |
| 3. Approval               | Program Director / authorized leadership   | Review the complete screening file, approve the role(s), communicate approved status, and authorize tutor activation when the Tutor role is approved. | Record final approval; notify the applicant; permit tutor activation, if applicable. |

No adult should serve as a mentor, circle facilitator, reviewer, tutor, or Mentor on Duty until the required annual approval is complete.

## 2. How to Verify Mentor Training

### What the Mentor Must Complete

- Enter and save the participant's full name in the ELMP Mentor Training Academy.
- Complete and acknowledge all 8 training modules.
- Review the operational guidance, scenarios, field checklists, and quick-reference standards.
- Complete all 10 final-assessment questions and earn at least 80%.
- Unlock the annual certificate and print or save it as a PDF for submission.

**Recordkeeping note:** The training website saves progress locally on the participant's device. Program leadership maintains official screening and compliance records separately; therefore, staff should retain the submitted certificate and screening documentation.

### Staff Verification Checklist

|                                      |                       |
|--------------------------------------|-----------------------|
| Prospective Mentor / Tutor           |                       |
| Training Website                     | a2ementortraining.org |
| Certificate Name Matches Applicant   | Yes [ ] No [ ]        |
| Completion Certificate Received      | Yes [ ] No [ ]        |
| Completion Date                      |                       |
| Annual Training Requirement Verified | Yes [ ] No [ ]        |
| Verified By                          |                       |
| Verification Date                    |                       |

## 3. Submission & NSOPW Screening

After training, the applicant uses the Mentor Training section of a2esquires.org to submit the completion certificate and the information required for the NSOPW review and references.

### NSOPW Review Procedure

1. Confirm that the applicant's training submission has been received and that the identity information is sufficient to search.
2. Go to the official NSOPW website at nsopw.gov and accept the Conditions of Use.
3. Use Search by Name and enter the applicant's first and last name.
4. Review the returned results carefully. A name similarity by itself is not sufficient to conclude that a record belongs to the applicant.
5. If there is no apparent match, document the date and reviewer and mark the applicant 'Cleared to continue to reference checks.'

6. If a possible match appears, place the screening on hold and verify the information through the originating jurisdiction before any approval decision.
7. If the search is unavailable or incomplete, mark the screening for recheck and do not move the applicant to final approval until the review is complete.

NSOPW is a national search portal linking public state, territorial, and tribal registries. The U.S. Department of Justice advises users to verify search results with the originating jurisdiction. Document a no-match search as a screening result, not as a guarantee of a person's complete history.

### NSOPW Screening Record

|                                  |                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Prospective Mentor / Tutor       |                                                                                                                               |
| Search Date                      |                                                                                                                               |
| Search Conducted By              |                                                                                                                               |
| Name Searched                    |                                                                                                                               |
| Result                           | No apparent match <input type="checkbox"/> Possible match <input type="checkbox"/> Search incomplete <input type="checkbox"/> |
| Jurisdiction Verification Needed | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                      |
| Verification Completed           | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>                                         |
| Disposition                      | Continue to references <input type="checkbox"/> Hold <input type="checkbox"/> Escalate <input type="checkbox"/>               |
| Reviewer Initials                |                                                                                                                               |

## 4. How to Complete the Three Reference Checks

Reference checks begin after the NSOPW review permits the applicant to continue. ELMP requires three references. Ask each reference the same five standard questions, with two follow-up questions available for clarification or additional detail.

### Before Calling

- Confirm the reference's name and contact information from the mentor/tutor submission.
- Have the applicant's name and the appropriate Reference Verification Form available.
- Use a program phone/email method when available and protect the confidentiality of screening information.
- Do not disclose NSOPW search details to the reference. The reference's role is to speak to the applicant's character, reliability, judgment, communication, and suitability for a trusted ELMP youth-facing role, including mentoring or tutoring.

### Standard Opening

Hello, my name is \_\_\_\_\_, and I am contacting you on behalf of the Esquire Leadership & Mentoring Program. \_\_\_\_\_ listed you as a reference for our annual mentor/tutor approval process. I have five standard questions about your experience with the applicant. We will use your responses for internal program screening. Is now a good time to speak?

### How to Record the Call

- Record factual notes and the reference's meaning as accurately as possible.
- Use the follow-up questions when an answer is vague, unusually brief, or raises an issue that needs clarification.
- Do not argue with or coach the reference toward a favorable answer.
- Flag any concern involving boundaries, youth interactions, honesty, judgment, reliability, anger, inappropriate conduct, substance-related behavior during responsibilities, or respect for rules.
- If a significant concern is raised, mark 'Leadership Review Required' and stop short of final approval until leadership reviews the concern.

### Three-Reference Completion Tracker

| Reference   | Name | Relationship | Date Contacted | Completed      | Reviewer |
|-------------|------|--------------|----------------|----------------|----------|
| Reference 1 |      |              |                | Yes [ ] No [ ] |          |
| Reference 2 |      |              |                | Yes [ ] No [ ] |          |
| Reference 3 |      |              |                | Yes [ ] No [ ] |          |

## Reference Verification Form - Reference 1

Complete this form for Reference 1 of 3. Ask all five standard questions. Use the follow-up prompts as needed and document responses factually.

|                            |                                                 |
|----------------------------|-------------------------------------------------|
| Prospective Mentor / Tutor |                                                 |
| Reference Name             |                                                 |
| Relationship to Applicant  |                                                 |
| Phone / Email              |                                                 |
| Date Contacted             |                                                 |
| Method                     | Phone [ ] Video [ ] Written/Email [ ] Other [ ] |
| Staff/Committee Reviewer   |                                                 |

### 1. How long have you known the applicant, and in what capacity?

Follow-up 1: How frequently have you interacted or worked with the applicant during that time?

Follow-up 2: Have you had enough direct experience with the applicant to speak confidently about their character and conduct?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 2. Based on your experience, how would you describe the applicant's character, integrity, and judgment?

Follow-up 1: Can you provide an example of a situation where the applicant demonstrated honesty, responsibility, or sound judgment?

Follow-up 2: Have you observed the applicant handle a difficult or sensitive situation? If so, how did they respond?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 3. How would you describe the applicant's reliability, dependability, and ability to honor commitments?

Follow-up 1: When the applicant agrees to a responsibility, can others generally depend on them to follow through?

Follow-up 2: How does the applicant typically respond when plans change, challenges arise, or additional effort is required?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 4. How would you describe the applicant's communication skills and ability to interact respectfully with young people, families, and other adults?

Follow-up 1: Does the applicant demonstrate patience and the ability to listen before responding?

Follow-up 2: How does the applicant typically handle disagreements, correction, or different personalities and perspectives?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

## 5. Based on what you know about the applicant, would you recommend them to serve in a trusted ELMP role, such as a mentor or tutor, and as a positive role model for youth?

Follow-up 1: What qualities do you believe would make this individual an effective mentor or tutor?

Follow-up 2: Is there anything regarding the applicant's behavior, judgment, reliability, boundaries, or interactions with others that our program should know before approving them to work with youth?

|                 |
|-----------------|
| Notes/response: |
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|                 |

### Closing Question

Is there anything else you believe would help us evaluate this applicant for a position of trust and responsibility with young people?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### Reference Assessment

|                                  |                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Recommendation           | Strongly recommends <input type="checkbox"/> Recommends <input type="checkbox"/> Reservations <input type="checkbox"/> Does not recommend <input type="checkbox"/> |
| Safety / Boundary Concern Raised | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Leadership Review Required       | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Reviewer Initials                |                                                                                                                                                                    |
| Date Completed                   |                                                                                                                                                                    |

## Reference Verification Form - Reference 2

Complete this form for Reference 2 of 3. Ask all five standard questions. Use the follow-up prompts as needed and document responses factually.

|                            |                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Prospective Mentor / Tutor |                                                                                                                                     |
| Reference Name             |                                                                                                                                     |
| Relationship to Applicant  |                                                                                                                                     |
| Phone / Email              |                                                                                                                                     |
| Date Contacted             |                                                                                                                                     |
| Method                     | Phone <input type="checkbox"/> Video <input type="checkbox"/> Written/Email <input type="checkbox"/> Other <input type="checkbox"/> |
| Staff/Committee Reviewer   |                                                                                                                                     |

### 1. How long have you known the applicant, and in what capacity?

Follow-up 1: How frequently have you interacted or worked with the applicant during that time?

Follow-up 2: Have you had enough direct experience with the applicant to speak confidently about their character and conduct?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 2. Based on your experience, how would you describe the applicant's character, integrity, and judgment?

Follow-up 1: Can you provide an example of a situation where the applicant demonstrated honesty, responsibility, or sound judgment?

Follow-up 2: Have you observed the applicant handle a difficult or sensitive situation? If so, how did they respond?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 3. How would you describe the applicant's reliability, dependability, and ability to honor commitments?

Follow-up 1: When the applicant agrees to a responsibility, can others generally depend on them to follow through?

Follow-up 2: How does the applicant typically respond when plans change, challenges arise, or additional effort is required?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 4. How would you describe the applicant's communication skills and ability to interact respectfully with young people, families, and other adults?

Follow-up 1: Does the applicant demonstrate patience and the ability to listen before responding?

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|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

## 5. Based on what you know about the applicant, would you recommend them to serve in a trusted ELMP role, such as a mentor or tutor, and as a positive role model for youth?

Follow-up 1: What qualities do you believe would make this individual an effective mentor or tutor?

Follow-up 2: Is there anything regarding the applicant's behavior, judgment, reliability, boundaries, or interactions with others that our program should know before approving them to work with youth?

|                 |
|-----------------|
| Notes/response: |
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|                 |

### Closing Question

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|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### Reference Assessment

|                                  |                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Recommendation           | Strongly recommends <input type="checkbox"/> Recommends <input type="checkbox"/> Reservations <input type="checkbox"/> Does not recommend <input type="checkbox"/> |
| Safety / Boundary Concern Raised | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Leadership Review Required       | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Reviewer Initials                |                                                                                                                                                                    |
| Date Completed                   |                                                                                                                                                                    |

## Reference Verification Form - Reference 3

Complete this form for Reference 3 of 3. Ask all five standard questions. Use the follow-up prompts as needed and document responses factually.

|                            |                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Prospective Mentor / Tutor |                                                                                                                                     |
| Reference Name             |                                                                                                                                     |
| Relationship to Applicant  |                                                                                                                                     |
| Phone / Email              |                                                                                                                                     |
| Date Contacted             |                                                                                                                                     |
| Method                     | Phone <input type="checkbox"/> Video <input type="checkbox"/> Written/Email <input type="checkbox"/> Other <input type="checkbox"/> |
| Staff/Committee Reviewer   |                                                                                                                                     |

### 1. How long have you known the applicant, and in what capacity?

Follow-up 1: How frequently have you interacted or worked with the applicant during that time?

Follow-up 2: Have you had enough direct experience with the applicant to speak confidently about their character and conduct?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### 2. Based on your experience, how would you describe the applicant's character, integrity, and judgment?

Follow-up 1: Can you provide an example of a situation where the applicant demonstrated honesty, responsibility, or sound judgment?

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|                 |
|-----------------|
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### 3. How would you describe the applicant's reliability, dependability, and ability to honor commitments?

Follow-up 1: When the applicant agrees to a responsibility, can others generally depend on them to follow through?

Follow-up 2: How does the applicant typically respond when plans change, challenges arise, or additional effort is required?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

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Follow-up 1: Does the applicant demonstrate patience and the ability to listen before responding?

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|                 |
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| Notes/response: |
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## 5. Based on what you know about the applicant, would you recommend them to serve in a trusted ELMP role, such as a mentor or tutor, and as a positive role model for youth?

Follow-up 1: What qualities do you believe would make this individual an effective mentor or tutor?

Follow-up 2: Is there anything regarding the applicant's behavior, judgment, reliability, boundaries, or interactions with others that our program should know before approving them to work with youth?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### Closing Question

Is there anything else you believe would help us evaluate this applicant for a position of trust and responsibility with young people?

|                 |
|-----------------|
| Notes/response: |
|                 |
|                 |

### Reference Assessment

|                                  |                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Recommendation           | Strongly recommends <input type="checkbox"/> Recommends <input type="checkbox"/> Reservations <input type="checkbox"/> Does not recommend <input type="checkbox"/> |
| Safety / Boundary Concern Raised | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Leadership Review Required       | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                           |
| Reviewer Initials                |                                                                                                                                                                    |
| Date Completed                   |                                                                                                                                                                    |

## 5. Tracking, Final Review & Approval

Once all three references are complete, update the Certified Mentor Tracking Sheet. The current tracking structure records Mentor Training, NSOPW Check, and References as separate requirements. Issue final approval only after those three requirements are complete and you have resolved any concerns.

### Certified Mentor Tracking Sheet Update

| Requirement     | Status                                                                                                   | Date Updated | Source / Note | Updated By |
|-----------------|----------------------------------------------------------------------------------------------------------|--------------|---------------|------------|
| Mentor Training | Complete <input type="checkbox"/> Pending <input type="checkbox"/> Not Received <input type="checkbox"/> |              |               |            |
| NSOPW Check     | Complete <input type="checkbox"/> Pending <input type="checkbox"/> Not Received <input type="checkbox"/> |              |               |            |
| References      | Complete <input type="checkbox"/> Pending <input type="checkbox"/> Not Received <input type="checkbox"/> |              |               |            |

### Final Screening Checklist

- ☐ Training certificate verified
- ☐ NSOPW review completed and applicant cleared to continue
- ☐ Reference 1 completed
- ☐ Reference 2 completed
- ☐ Reference 3 completed
- ☐ Any concerns reviewed and resolved
- ☐ Certified Mentor Tracking Sheet updated
- ☐ Approved role(s) recorded
- ☐ Applicant notified of approved status

### Final Approval Record

|                                        |                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prospective Mentor / Tutor             |                                                                                                                                                                                                                     |
| Approved Role(s)                       | Mentor <input type="checkbox"/> Circle Facilitator <input type="checkbox"/> Reviewer <input type="checkbox"/> Tutor <input type="checkbox"/> Mentor on Duty <input type="checkbox"/> Other <input type="checkbox"/> |
| Final Decision                         | Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Hold <input type="checkbox"/> Not approved <input type="checkbox"/>                                                             |
| Program Director / Authorized Approver |                                                                                                                                                                                                                     |
| Signature / Initials                   |                                                                                                                                                                                                                     |
| Approval Date                          |                                                                                                                                                                                                                     |
| Conditions / Notes                     |                                                                                                                                                                                                                     |

Service authorization: The applicant may begin serving only in approved role(s) after final approved status has been recorded and communicated. Renew annual training, screening, and program approval according to ELMP's current program requirements.

**TUTOR ROLE NOTE:** If the Tutor role is approved, complete the Tutor Activation process in Section 7 before the individual is considered for any student request. Screening approval and tutoring match approval are separate decisions.

## 6. ELMP On-Demand Tutoring Support Network Pilot

The tutoring component uses the same ELMP annual adult-screening process described in Sections 1-5. It does not create a second screening system. During the 2026-2027 pilot, ELMP Esquires may request academic support, and approved adults may volunteer as tutors based on subject knowledge, grade-level comfort, qualifications, availability, and program fit.

**ELIGIBILITY:** A tutor does not have to be a member of Alpha Phi Alpha Fraternity, Inc. Every tutor applicant must complete ELMP Mentor Training, pass the required NSOPW review, have all three references checked, and receive final approval for the Tutor role before becoming eligible for matching.

### Tutoring Form & Access

|                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>SCAN TO OPEN FORM</p> | <p>ELMP On-Demand Tutoring Support Network</p> <p>One public form has two paths: Student / Esquire Request and Tutor Application.</p> <p>Live form:<br/> <a href="https://www.cognitoforms.com/TZLCommunityAndEducationInitiative/ELMPOnDemandTutoringSupportNetwork">https://www.cognitoforms.com/TZLCommunityAndEducationInitiative/ELMPOnDemandTutoringSupportNetwork</a></p> <p>Submitting a form does not create an immediate tutoring connection. ELMP Program Staff controls tutor verification, matching, parent/guardian notification, and release of approved contact.</p> |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Tutoring Workflow at a Glance

| Stage                    | Who Acts                       | Required Action                                                                                                                                                       | Result / Status                       |
|--------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1. Tutor application     | Prospective tutor              | Submit the Tutor Application with Mentor Training certificate, qualifications, subject/class expertise, grade-level comfort, availability, and reference information. | Pending Verification                  |
| 2. Adult screening       | ELMP staff/screening committee | Verify Mentor Training, complete NSOPW review, and satisfactorily complete all three reference checks using Sections 2-4.                                             | Screening Complete or Hold            |
| 3. Tutor activation      | Authorized leadership          | Approve the Tutor role and record the tutor as Approved / Active for the tutoring network.                                                                            | Eligible for matching                 |
| 4. Student request       | Esquire + parent/guardian      | Submit subject/class, current topic or assignment, urgency, preferred format, availability, and parent/guardian information.                                          | Student Request Submitted             |
| 5. Match review          | ELMP Program Staff             | Compare academic fit and practical fit. Only Approved / Active tutors may be considered.                                                                              | Match Proposed                        |
| 6. Pre-connection notice | ELMP Program Staff             | Notify the parent/guardian and program staff, and recheck tutor eligibility before release.                                                                           | Ready for Release                     |
| 7. Approved connection   | ELMP Program Staff             | Release approved next steps to the tutor and family through approved communication channels.                                                                          | Matched / Active                      |
| 8. Completion / re-match | ELMP Program Staff             | Close a completed request or return it for a new match when needed.                                                                                                   | Completed / Closed or Re-Match Needed |

**NO AUTOMATIC MATCH RELEASE:** Even when a student request and tutor appear to fit, staff approval remains required. The form supports staff decision-making; it does not bypass youth protection, parent/guardian involvement, or the screening requirements in this guide.

## 7. Tutor Approval & Activation

Use this section only after a Tutor Application is received. The applicant follows the same annual screening sequence already documented in this guide. The tutoring-specific step is activation: after the Tutor role is approved, staff records the tutor as Approved / Active before the tutor may be considered for a student request.

### Tutor Application Review

- Confirm the applicant completed ELMP Mentor Training and uploaded the actual annual certificate.
- Verify the certificate name and completion information using the Staff Verification Checklist in Section 2.
- Complete the NSOPW review in Section 3. Do not proceed to references if the result requires a hold or recheck.
- Contact all three references using the standard questions and forms in Section 4. All three references must be checked.
- Review the tutoring information submitted: subject/class expertise, grade levels or course levels supported, qualifications or experience, preferred format, availability, and capacity.
- Record final approval for the Tutor role in Section 5. If the Tutor role is not approved, do not activate the applicant in the tutoring network.

### Tutor Screening & Activation Record

| Field                                             | Record / Check                                                                                                                                          |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prospective Tutor                                 |                                                                                                                                                         |
| Tutor Application Received                        | Date: _____                                                                                                                                             |
| ELMP Mentor Training Certificate Verified         | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| NSOPW Review Completed / Cleared to Continue      | Yes <input type="checkbox"/> No <input type="checkbox"/> Hold <input type="checkbox"/>                                                                  |
| Reference 1 Completed                             | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Reference 2 Completed                             | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Reference 3 Completed                             | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Tutor Qualifications / Subject Expertise Reviewed | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Grade-Level / Course-Level Comfort Reviewed       | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Availability / Format / Capacity Reviewed         | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                |
| Final Tutor Role Decision                         | Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Hold <input type="checkbox"/> Not approved <input type="checkbox"/> |
| Tutoring Network Status                           | Approved / Active <input type="checkbox"/> Inactive <input type="checkbox"/> Not Eligible <input type="checkbox"/>                                      |
| Activated / Recorded By                           |                                                                                                                                                         |
| Activation Date                                   |                                                                                                                                                         |
| Conditions / Notes                                |                                                                                                                                                         |

**ACTIVATION RULE:** Approved / Active means the tutor may be considered for a compatible student request. It does not authorize direct contact with a student until ELMP Program Staff completes the match review and pre-connection notification process in Section 8.

## 8. Student Request, Match Review & Release

During the pilot, the Student / Esquire Request path is used by Esquires seeking tutoring, homework help, test preparation, writing support, study skills, or ongoing academic support. The form uses the subject or class information the student enters rather than requiring selection from a fixed course catalog.

### Student Request Information Reviewed by Staff

| Area                       | What Staff Reviews                                                                                                             |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Student/parent information | School, grade level, contact information, ELMP Esquire status, and required parent/guardian awareness and contact information. |
| Academic need              | Subject or class name, course level when applicable, current topic/assignment/skill, and type of support requested.            |
| Timing                     | Urgency, requested support length, preferred session length, and earliest start date.                                          |
| Practical fit              | Available days/times, online or approved in-person preference, and scheduling notes.                                           |
| Optional resource          | Homework sheet, study guide, rubric, or class resource when supplied. Sensitive records should not be requested.               |

### What Staff Considers When Matching

|                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACADEMIC FIT</b> <ul style="list-style-type: none"> <li>• Subject, class, or academic area requested</li> <li>• Student grade level and course level, when applicable</li> <li>• Current topic, assignment, or skill needing support</li> <li>• Tutor subject knowledge, qualifications, and grade-level comfort</li> </ul> | <b>PRACTICAL FIT</b> <ul style="list-style-type: none"> <li>• Shared availability</li> <li>• Online or approved in-person format</li> <li>• How quickly support is needed</li> <li>• Tutor capacity and requested frequency</li> <li>• Any parent/program scheduling constraints</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Required Pre-Connection Checks

- Selected tutor is recorded as Approved / Active.
- Tutor subject/class expertise and grade-level or course-level comfort reasonably fit the student's needs.
- Student and tutor have compatible availability and at least one acceptable session format.
- Tutor has capacity to accept the assignment.
- Parent/guardian has been notified of the proposed match.
- ELMP Program Staff notification has been completed.
- Tutor eligibility is rechecked immediately before the connection is released.

**RELEASE CONTROL:** Do not release a tutoring connection until the parent/guardian notification, program staff notification, and tutor eligibility recheck are complete. If any item is unresolved, keep the request pending.

## 9. Tutoring Match Review, Session Standards & Closure

### ELMP Tutoring Match Review Record

| Field                                | Record / Check                                                                                                                                                                                                    |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student / Esquire                    |                                                                                                                                                                                                                   |
| Parent / Guardian                    |                                                                                                                                                                                                                   |
| Requested Subject / Class            |                                                                                                                                                                                                                   |
| Grade / Course Level (if applicable) |                                                                                                                                                                                                                   |
| Current Topic / Assignment / Skill   |                                                                                                                                                                                                                   |
| Proposed Tutor                       |                                                                                                                                                                                                                   |
| Tutor Status                         | Approved / Active <input type="checkbox"/> Other: _____                                                                                                                                                           |
| Academic Fit Confirmed               | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                          |
| Availability Overlap Confirmed       | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                          |
| Format Match Confirmed               | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                          |
| Tutor Capacity Confirmed             | Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                          |
| Proposed Session Format              | Online <input type="checkbox"/> Approved in-person <input type="checkbox"/>                                                                                                                                       |
| Proposed Day / Time                  |                                                                                                                                                                                                                   |
| Parent / Guardian Notification Sent  | Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____                                                                                                                                              |
| Program Staff Notification Sent      | Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____                                                                                                                                              |
| Tutor Eligibility Rechecked          | Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____                                                                                                                                              |
| Match Status                         | Pending Review <input type="checkbox"/> Match Proposed <input type="checkbox"/> Matched / Active <input type="checkbox"/> Re-Match Needed <input type="checkbox"/><br>Completed / Closed <input type="checkbox"/> |
| Reviewed / Released By               |                                                                                                                                                                                                                   |
| Notes                                |                                                                                                                                                                                                                   |

### Session Standards

|                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SESSION OPTIONS</b> <ul style="list-style-type: none"> <li>• 30, 45, or 60 minutes</li> <li>• One-time / on-demand</li> <li>• Short-term: 2-4 sessions</li> <li>• Ongoing weekly support</li> </ul> | <b>TUTOR EXPECTATIONS</b> <ul style="list-style-type: none"> <li>• Prepare based on the stated academic need</li> <li>• Teach for understanding; do not complete graded work</li> <li>• Stay within approved subject/grade areas</li> <li>• Follow ELMP communication and youth-protection expectations</li> </ul> | <b>STUDENT / FAMILY</b> <ul style="list-style-type: none"> <li>• Student brings needed materials and participates</li> <li>• Parent/guardian remains informed</li> <li>• Use approved communication for schedule changes</li> <li>• Contact the Tutoring Coordinator when the match needs review</li> </ul> |
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### Communication & Closure Rule

For minor students, tutoring should not depend on private one-to-one student-tutor messaging. Parent/guardian and approved ELMP program channels remain involved as directed by Program Staff. At completion, staff records the request as Completed / Closed. If the schedule, fit, or support plan is not working, staff may return the request to Re-Match Needed without bypassing the same approval controls.

**STAFF DEFAULT:** When there is uncertainty about tutor eligibility, parent notification, scheduling, communication boundaries, or the appropriateness of a match, do not release or continue the connection until ELMP Program Staff resolves the issue.