

**International Mentoring Association
Mentoring Program Accreditation
Application Cover Sheet and Table of Contents**

Complete the *Application Cover Sheet* and *Application Table of Contents* with all relevant information. An original copy of the Cover Sheet, with an original signature, must be submitted to the International Mentoring Association.

Actual application materials may be submitted in either electronic or printed version. All application materials must be submitted at the same time.

Electronic submission

Email all program application documents, including the cover sheet and table of contents, to **IMAaccreditation@mentoringassociation.org**. If application files are too large to email, you may send a download link. If necessary, you may send multiple emails with separate files.

To ensure that all files are received and properly organized, please number the emails (e.g., application #1, application #2). We strongly urge you to label the files according to the section of the application they address.

Number all pages of application consecutively, even when sending multiple files. (For example, the first application file may be numbered 1 – 5, and the next application file may be numbered 6 – 15.) In this way, the table of contents will accurately and efficiently describe where various materials can be found, and we will know whether we have received all your application materials.

Once you have sent the electronic files, send an original signed copy of the cover sheet to the address below.

Printed submission

You may submit a printed version of your application and application materials. Please place all application materials into no more than two 3-ring binders. Send three complete copies of the application to the address below.

We recommend that you also send us an email to let us know that the binders have been sent, along with any tracking information. We will notify you when we receive them.

Where to send your application:

Electronic applications:

IMAaccreditation@mentoringassociation.org

Printed applications materials:

IMA Accreditation Officer
International Mentoring Association
1716 Las Lomas Blvd. NE
Albuquerque, NM 87106

If you have questions, please contact Nora Dominguez, the IMA Director, at ndominguez@mentoringassociation.org or by phone 505-277-1484.

APPLICATION COVER SHEET
Application for IMA Mentoring Program Accreditation

A. PROGRAM IDENTIFIERS

Program Name:

Organization, if any:

Host Organization, if any

Submission date:

B. PROGRAM CONTACT

Name:

Title:

Phone: - -

Email:

Fax:

Street / Box:

Street / Box #2:

City / Town:

State / Province / Region:

Country:

C. AUTHORIZATION

Name of person authorized to execute agreements:

Title:

Organization:

Phone: - -

Email:

D. ACCREDITATION APPLICATION

Level of accreditation being sought:

Silver: Gold:

Year that the program first began operations:

E. CERTIFICATION

I hereby certify that the content of this application is true, that the application is being submitted in good faith with the intention of receiving and accepting IMA mentoring program accreditation, and that we will abide by the decision of the IMA board of directors regarding the status of our application and accreditation status.

Signed:

Printed name:

Title:

Date:

APPLICATION TABLE OF CONTENTS

Each item in this list is a required component of the application for mentoring program accreditation. Please note the beginning page number for each section of the application.

APPLICATION COMPONENT	PAGE
Executive Summary	
Program goal(s)	
Program objective(s)	
Defined program scope	
Brief description of accomplishments	
Personnel & Program Structure	
Evidence of a qualified leader / director	
Sufficient staff and capacity	
Evidence of sufficient fiscal resources	
Resources used to guide program development	
Induction and Establishment of Mentoring Relationships	
Evidence of screening process to identify mentors	
Evidence of process to assess mentor interests and strengths	
Process to assess mentees' developmental needs	
Process to match mentors and mentees appropriately	
Evidence of orientation for mentors and mentees	
Evidence that mentors and mentees receive training as needed to meet expectations	
Program Support and Monitoring	
Process for identifying barriers to successful mentoring relationships	
Process to resolve barriers	
Evidence of interventions to address barriers	
Mentoring Process	
Evidence of ongoing mentoring and support	
Evidence of reporting process to program leadership	
Evidence of a process to determine how well the mentoring relationship is helping mentees resolve developmental needs	
Evidence that mentoring relationships are helping mentees resolve developmental needs	
Program Evaluation	
Evidence of a <u>process</u> to determine whether program is accomplishing program goals and objectives	
Evidence that mentoring program is accomplishing program goals and objectives	