

## Mentor Packet Forms

What forms are included?

- **Components of the Specialty Recognition Plan**
- **Portfolio Checklist used by Board for review** – This is a copy of the actual portfolio checklist that each Board member uses when reviewing the applicants portfolio. Before submitting the portfolio you and your mentee should verify that every component in each section will receive a YES vote.
- **Portfolio Checklist with notes on each section** – This checklist was developed to complement the Portfolio Checklist in order that you, the mentor, would better be able to advise your mentee. This checklist is not included in the Sample Portfolio that is sent to the mentee, though you are free to share it with them. Please NOTE that this checklist was developed to serve as a guideline. Details can be found in the Standard and Procedures Manual.
- **Example of Evaluation of the Learning Experience** (section 11) and an example of the **Application of Guidelines to Practice to Learning Experience** (section 12) – It is hoped that these examples, which were taken from a successful applicant's portfolio, will demonstrate what the Board is looking for in this section. Please see the notes regarding the specific requirements of each section.
- **Flow Chart for scheduling the exam**
- **Mentor Contact Log sheet** – Your mentee should use these forms to record all mentor contact. The mentor may sign at the bottom of each page.

NOTE: The Contact Log provides a way for your to keep track of your contact with the mentee, so that you can submit them as part of the 300 hours of active clinical management required every three years to maintain your specialty recognition.

- **Observation Log sheet** – Please remind your mentee to note the clients age (P,S, or A) at the beginning of each observation note. They can feel free to use more than one section if they need more room.
- **Clinical Activity /Therapy Log sheet** – Again, the applicant can feel free to use more than one section if they need more room for notes. The mentor must sign the bottom of each page.
- **Annual Report** – While a portfolio will not be rejected because the annual reports have not been completed, the Board strongly recommends that the applicant complete an annual report yearly for your review. This might help you and your mentee to catch a procedural error, which could invalidate certain requirements, and thus result in your mentee having to redo those required activities.