



The Creative Mentoring® Program Application Processing Procedure School year 2011-2012

If a person is interested in becoming a mentor:

Give the person:

1. An application packet, which contains:
 - a. The Creative Mentoring application
 - b. A Criminal History Record Screening Authorization Form
 - c. A State of Delaware Child Registry Form
 - d. A Mentor Agreement
 - e. A Health Questionnaire for Volunteers
2. A Training Schedule (*see the website for the most current schedule*)

Have them return the forms to Creative Mentoring.

Or direct them to the website, www.creativementoring.org.

Creative Mentoring will process the application:

1. CM will enter the application into the online database and assign the person online to your school. The mentor's name will appear on your online list with the word INACTIVE preceding the name.
2. CM will call the applicant's personal references
3. CM will send the Criminal History Record Screening Authorization to the DE state police for processing.
4. CM will send the Child Registry Form to DSCYF for processing.
5. CM will review the health questionnaire and request a note from the person's doctor if they have tested positive for or been exposed to TB
6. CM will arrange training for the applicant.

When Creative Mentoring Completes Application Processing:

1. CM will change the person's status to ACTIVE on your online mentor database.
2. CM will fax the mentor's Criminal History Record, Delaware Child Registry Form, Health Questionnaire for Volunteers, and Mentor Agreement forms to you.
3. CM will email you that the person is ready to start.

**DO NOT START A MENTOR UNTIL HE/SHE HAS BEEN MARKED ACTIVE
AND YOU HAVE RECEIVED THE CRIMINAL HISTORY RECORD!**