



## ZERO BALANCING CERTIFICATION PROGRAM

### *Mentor Guidelines*

Mentors receive a copy of the candidate's records with notations of what the candidate is expected to do for completion of the program and how much is already completed. Mentors may track a candidate's progress on the second sheet of the Candidate/Mentor Tracking Form. Most candidates will be newly entering the program; others may already be enrolled and are changing mentors.

Please review the requirements carefully. It's important to note that all experiential work (case studies, ZB exchanges especially) needs to begin after acceptance into the program; classes may be taken before or during the program.

What to do as a mentor:

1. Acknowledge being the candidate's mentor with a note, letter, call or some communication to welcome them. In conjunction with the candidate, decide how often and in what format the candidate's write-ups will be submitted to you.
2. Review the ZB write-ups and offer feedback. This can be in the form of personal meetings, phone calls, written notes on their cases, or tape recording feedback. Please read all of the cases submitted and make some physical notation on each case showing that you've read it -- a check mark, your initials or the like, and offer feedback on some or all. Give the candidate the attention and respect that you would like to receive if you were that person. Offer feedback on the level of their training and understanding as indicated in the reports. Be optimistic, supportive, and honest. If you have difficult or noteworthy cases, please consult with your faculty advisor.
3. Review the essays. Often these are excellent and almost always have involved a good deal of work on the candidate's part. Give feedback so the candidate feels that there is attention on the other end of their efforts. Send the ZBHA copies of essays that are particularly noteworthy for potential inclusion in future newsletters or publications, and/or for the archives.
4. Monitor the candidate's progress on the tracking form. When the candidate has successfully met all program requirements, send the entire file to the ZBHA with your notation of their completion. The ZBHA will send the candidate a letter of acknowledgment, a certificate, and will arrange graduation recognition if they desire.

This is often done at a class the person is attending; occasionally there is a more formal ceremony such as during a ZB conference.

5. Review your cases periodically and stay in contact with people who may be falling behind. The average program takes 18 months -- some shorter, some longer. This is one instance in which your supervision is very important. Students need to know they are being heard and that there is interest in their work and progress. Their flush of enthusiasm diminishes and they may drift away from the program.

6. Being a mentor does not mean that you have to be the person to give a final check out ZB. In many situations, this will be the case as a close relationship may have developed during (or before) the program. There will be times when the candidate lives across the country and will need to get their hands-on exposure wherever they can, and not necessarily through you.

7. Your main responsibility is supporting the candidate through written work feedback, monitoring their progress, and letting the ZBHA know when they have completed all requirements. On another level, the responsibility includes sending to the ZBHA particularly well-done case reports and essays for the archives.

8. You will receive a \$100 mentor fee from the ZBHA upon the candidate's completion of the certification program.

9. Please let the ZBHA know if any of this is not clear or if you have suggestions to upgrade the supervision. Mentors have a key role in the certification program, and your interest and help in doing this supervision is very much appreciated.