

CHPA Prep Mentoring Program

The IAHS CHPA Prep Mentoring Program offers a semi-structured setting in which to develop beneficial one-on-one relationships between mentees and mentors. Acting as a friend, a teacher, and a guide, mentors have the opportunity to encourage and advise mentees by sharing their own experiences, resources and knowledge. The expectation for this program is that the mentee will be more prepared for taking the CHPA exam.

MENTOR ROLES AND RESPONSIBILITIES

Mentors can take various roles during the mentoring relationship depending on the nature of the mentees needs and experiences. Mentors participating in the IAHS CHPA Prep Mentoring Program are expected to:

- Take the initiative for contacting their mentees and staying in touch with them.
- Devote time to the relationship and be available when requested.
- Assist CHPA candidate with their various questions, needs, or concerns.
- Share their knowledge and experience to benefit their new mentee.
- Coordinate the framework for covering all aspects of the core curriculum with the mentee.
- Follow up on their progress.
- Maintain confidentiality of the information shared by their mentee.
- Complete the IAHS CHPA Curriculum document during a face-to-face or virtual meeting.
- Complete the quarterly assessments of program goals.
- Schedule at least one face-to-face meeting (virtual) at set intervals (bi-weekly, monthly, quarterly etc.)
- Be available on an as-needed basis, based on the specific goals and needs defined in the Curriculum document.
- Participate in the evaluation of the IAHS CHPA Prep Mentoring Program by completing the end of annual evaluation survey.

Mentors are responsible for gaining their mentees' trust and confidence by interacting morally, ethically and professionally to value their mentees' time, professional and personal commitments, while engaging in activities that support IAHS's mission.

Mentors are eligible for recertification credits if the following requirements are met:

- IAHS would award Mentoring credit for renewing CHPAs under the Activities & Accomplishments/Volunteer IAHS Leadership as highlighted on our CHPA recertification application.
- 2 credits per one full year of service or 1 credit for at least 6 months of service as a volunteer leader with IAHS.
- This would be predicated on the mentoring program sessions covering material related to at least one of the 8 content areas (domains) of the CHPA exam in order to qualify for credit.
- It would require documentation* in the form of a certificate of completion provided by IAHS for each mentorship period for which credit is being requested.

MENTEE ROLES AND RESPONSIBILITIES

Mentee's roles will depend on their need, academic experience and the nature of the mentoring relationship. Mentees participating in this program should be pursuing towards achieving their CHPA designation and are required to:

- Complete the IAHS CHPA Curriculum document during a face-to-face or virtual meeting with the mentor(s)
- Devote time to the mentoring relationship and interacting often with the mentor(s)
- Take full advantage of opportunities provided by the mentor(s)
- Keep the mentor(s) informed of CHPA preparedness progress, successes, challenges and other concerns.
- Exchange ideas and experiences with the mentor(s)
- Seek assistance and support as defined on the IAHS CHPA Curriculum document.
- Participate in the evaluation of the IAHS CHPA Mentoring Program by completing the annual evaluation survey.

Mentees are responsible for gaining their mentors' trust and confidence by interacting morally, ethically and professionally to value the mentor's time, professional and personal commitments, while engaging in activities that support IAHS's mission.