Tutoring/ETR Questions

Applicants for designation as a private Tutoring Center or Educational Testing and Remedial Center as outlined in Chapter 61 and 63 are requested to provide written responses to the following questions:

1. Describe the goals of your tutoring and/or ETR Center.

2. State what educational services you will provide and in what content areas you plan to tutor students. Identify any other licenses or accreditation that you currently hold.

3. Describe the supervisory and curriculum development experiences of your educational director and the educational experiences of your tutors.

4. Describe how your school will align the PA standards with your curriculum.

5. Describe your admissions process and the different options for enrollment. What is the initial duration of the tutoring program?
   a. How many hours per week will a student be scheduled? Do you publish your fees?
   b. Are there additional costs for enrollment and testing?
   c. Do all students pay for a screening or diagnostic testing procedure prior to enrollment?

6. Will instruction be private or take place in a small group setting?
   a. If a small group setting is provided, what will the student/teacher ratios be?

7. Describe how students will be assessed and prescribed a personalized learning plan. What assessments will be used for diagnosis, and how will benchmarks be established?

8. What curriculum and methods will be used to provide corrective instruction or enrichment?

9. How will you provide accommodations for children with special needs? Is your facility handicapped accessible?

10. How will your school establish communication between the tutor and the parent? Describe the formal and informal ways you will report goals, progress, and outcomes to parents.

    a. Will efforts will be made to communicate with the classroom teacher?
    b. Will you provide a release form? If so, please include this form with your application.

11. If computers will be used, describe how they will be implemented into the learning program and what software and internet sites will be used? What type of internet security and acceptable use policies will be provided?

12. Does your school have more than one site? If so, how many?

13. Does the director serve more than one school? If so what is the distance between them?

14. How do you plan to market your school? Include any brochures, pamphlets, and your website address which advertises your tutoring center.

15. Describe the specific responsibilities of your instructional staff. How do you evaluate their performance? In what ways do you provide or monitor their professional development?