

## **EAGALA Certification Program Mentoring Policies and Procedures**

### **I. Start**

- A. Mentoring may begin after EAGALA Certification.
- B. Certified professional will contact EAGALA and request mentoring.
- C. EAGALA will send applicant:
  1. The Mentor Mission and Objectives (read)
  2. The Mentor Procedures (read)
  3. The Mentee Information form (applicant fill out and return to EAGALA)
- D. EAGALA assigns Mentor (mentees may make specific requests, but final assignments are decided by EAGALA).
  1. Mentoring is done on an individual basis
  2. ES mentors are assigned to ES mentees, and MH mentors assigned to MH mentees.
- E. EAGALA sends mentee the assigned mentor contact information. The mentee is responsible to contact the mentor and set up an initial phone appointment.
  1. This initial phone appointment is at no charge to the mentee and purely introductory and informational in nature.
  2. Mentor and mentee decide on acceptance of this relationship.
  3. Schedules and goals arranged.
- F. Mentee signs agreements and send to Mentor.
  1. Mentoring Contract (read, sign and send to mentor)
  2. Mentoring Informed Consent Agreement (read, sign and send to mentor)
- G. Mentor receives the paperwork from mentee, signs them, and sends to EAGALA office.
- H. EAGALA will send confirmation to mentee and mentor that the agreement is approved. **This confirmation must be received by the mentee/mentor prior to beginning formal mentoring sessions and counting 150 client hours.**
- I. EAGALA will send Mentor the Mentee Information form and Professional Development Portfolio.

### **II. Process**

- A. After introductory consult, mentee will send 8 written session journals to the mentor. The format for these session journals will be emailed from EAGALA.
- B. A phone consult (Mentor session #1) is scheduled where the mentor will discuss with mentee any SPUD'S and themes that surfaced reading the session journals. Conversations will focus on mentoring objectives.
- C. Mentor sessions #2-5 will require various assignments involving session journals and other assignments focused on mentoring objectives to be completed prior to scheduled mentoring sessions. A minimum of 10 client hours must be completed between each mentoring session.
- D. 150 EAGALA Model client hours with mentoring and requisite paperwork must be completed for completion of Advanced Certification requirement. These 150 client hours can only begin after signed Mentor contract has been approved and confirmed. Client hours done prior to an official mentor agreement do not count towards 150 client hours.

- E. Client hours are hours with actual clients (not role plays) and may include various types of sessions, i.e. groups or individuals, corporate groups, psycho-educational sessions, etc., that are conducted per EAGALA Model standards. Demonstrations to the public designed to promote and educate about EAGALA and equine-assisted work do not apply to the 150 client hours.
- F. The five mentor sessions may be completed at any time during the 150 hours process, but must involve a progression of sessions. A minimum of 10 client hours must be completed between each mentoring session.
- G. Upon completion of 150 EAGALA Model client hours and the mentor process, mentee will contact the mentor and final paperwork is completed.

### **III. Inactivity**

- A. Once the mentoring process has been initiated, the mentee is responsible for checking in with the mentor at least every 4 months if there is no other contact. This check-in is to let the mentor know the mentee is still active and interested in the process, but that there may be inactivity with clients for various reasons.
- B. If this check-in does not occur, the mentor will assume the process is discontinued and the contract will be terminated. The mentee will need to re-start with a new mentoring process after this occurs.
- C. The Mentor will send a letter or email to Mentee and EAGALA to notify of changes in contract status.

### **IV. Paperwork**

- A. Requisite paperwork must be completed and submitted to EAGALA office and confirmation received by the mentor/mentee from EAGALA.
- B. Mentor will document notes of each phone consult to be included in mentee file.
- C. After 150 client hours has been completed along with mentoring, mentee and mentor will complete final paperwork. Mentor will submit final paperwork to EAGALA.

### **V. Additional Trainings requirement**

- A. Attendance at an additional Fundamentals Part 1 or Part 2 training may also be required as part of the completion of the Mentoring program. This additional requirement is based on the time elapsed since the mentee took one of those trainings. This is in addition to the two Part 1 trainings and two Part 2 trainings required for Advanced Certification. If this is required, it will be discussed during the introductory call or mentoring process.

### **VI. Fees**

- A. Fees are to be paid per the mentoring contract.
- B. Fees will not be billed for the introductory or completion sessions.
- C. Complete payment of fees is required for successful completion of mentoring process.
- D. Any additional, voluntary mentoring outside the mentoring requirement for Advanced Certification must be arranged with the mentor on a private basis, using a private contractual agreement. These fees are between the mentor and mentee and done completely voluntarily on the mentee's part. Any private mentoring

arranged between parties is not required by EAGALA, and therefore not under EAGALA's contractual agreements, responsibilities, or oversight.

## **VII. Legal, Ethical, and Standard of Care Issues**

- A. Mentor and mentee will sign the Informed Consent and Contract agreements prior to starting formal mentoring relationship.
- B. If legal, ethical, or standard of care concerns surface during the mentoring relationship, or concerns arise regarding satisfactory completion of the minimum requirements of mentoring, the mentor will address these concerns with the mentee. The mentor may also seek consultation from the EAGALA mentoring committee in addressing the matter.
- C. If the mentee does not take steps in addressing the issues presented, the mentor may consult with the EAGALA mentoring committee on the matter. Upon consultation, the issue may be addressed by the EAGALA mentoring committee or submitted to the EAGALA Ethics Committee to be addressed through the ethics protocol. Steps addressing any concerns may include termination of the mentoring contract.

## **VIII. Mentee Rights**

- A. In the event the mentee has conflicts, concerns, or disputes with the mentor, after first addressing these with the mentor and unable to resolve them, the mentee may contact EAGALA to address these concerns with the mentoring committee.
- B. In certain circumstances, the mentee may change mentors with approval from the EAGALA mentoring committee.
- C. Mentees will be asked to submit final evaluations of the mentor and mentoring process so the program may be continually evaluated and improved.
- D. Any issues brought before EAGALA or the EAGALA Ethics committee will be given due process so the matter is addressed fairly, objectively, and ethically.
- E. Confidentiality/Privacy – Confidentiality will be respected in regards to the mentee and any notes or other information submitted. Written case notes, videos, or other documentation sharing private client information (although client names are not to be used in any documentation sent to EAGALA), will be kept confidential and private and are only used as pertaining to the mentoring process. Any client focused documentation will be returned to the mentee, or shredded by request, within one year of the mentoring process completion. Limits on confidentiality are delineated in the Informed Consent agreement.

## **IX. Program and Procedures Updates**

- A. The EAGALA Mentor Program may continue to evolve as we develop and learn from mentors and mentees what is most helpful in the process. Mentees will be notified of any updates in the program and procedures which may be applied to their current program.