 <p>FLORIDA ACCREDITATION COMMISSION CORRECTIONS™ ACCREDITATION</p> <p><a href="http://www.flaccreditation.org">www.flaccreditation.org</a></p>	Directive:	Number:	
	<b>MENTORING PROGRAM</b>		<b>FAO.2009</b>
	Date Issued: June 24, 2021	Effective Date: July 1, 2021	
Date Revised: April 16, 2021			

**Scope:**

This policy applies to the Mentoring Program which assigns experienced accreditation managers to mentor less experienced accreditation managers.

**Definitions:**


1. Mentor – a person who shares their experience and knowledge with a new or less experienced person
2. Mentee – a person who is advised, trained, or counseled by a mentor
3. Participating agency – an agency in the Mentoring Program

**Policy:**

It is the policy of the Commissions that agencies may request a mentor to assist a less experienced accreditation manager with the accreditation process.

**Procedures:**

1. Mentor
  - Application Process
    - i. Requests to be a mentor must be made by submitting a completed mentor application, signed by the agency CEO. Applications will be maintained on file by the Florida Accreditation Office (FAO).
    - ii. If an applicant is selected to participate in the program, they will be notified by FAO staff.
  - Minimum Mentor Qualifications
    - i. Be from an accredited agency
    - ii. Three years of experience in accreditation
    - iii. Proficiency with approved software and file building
  - Mentor Responsibilities
    - i. Flexible availability
    - ii. Responsive to the agency's needs
    - iii. Complete quarterly progress reports
    - iv. Complete evaluation at conclusion of one year Mentoring Program
  - Mentor Conduct
    - i. Mentors represent their respective Commissions and are expected to act in a professional manner at all times. Any inappropriate

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behavior reported to the FAO will be addressed by the executive director as needed.

- ii. Mentors must adhere to any agency prohibitions prior to posting any photographs or discussions to social media.
- iii. Mentors are prohibited from soliciting the participating agency for any personal or consulting business while mentoring.
- iv. Some agencies will present gifts to mentors as a thank you for their service. While not prohibited, mentors will follow their own agency policy regarding accepting gifts.
- v. Personal relationships must not affect the process. Mentors will advise the program manager of any conflicts when identified to serve as a mentor.

## 2. Participating Agency

- Application Process
  - i. Requests to participate in the Mentoring Program must be made by submitting a completed application, signed by the agency CEO.
  - ii. Responses to requests to participate in the Mentoring Program will be made by the executive director no later than 15 days after submission.
  - iii. If applying for a scholarship, applications **MUST** be submitted with the Mentoring Program application. Scholarship information can be found in Directive FAO.2002 Scholarship Program.
- Agency Responsibilities
  - i. Participating agencies must support the mentee to meet all responsibilities as outlined in FAO.2009.

## 3. Mentee

- Mentee Responsibilities
  - i. Actively engaged in Mentoring Program
  - ii. Attend a minimum of two accreditation conferences during the Mentoring Program
  - iii. Complete quarterly progress reports
  - iv. Complete evaluation at conclusion of one year Mentoring Program