

## **Designing a Mentoring Agreement Letter**

BCIA recommends that the mentor and candidate develop and sign an agreement letter in order to avoid misunderstandings. Below, we've outlined several components that might be used in such a letter.

### **Schedule and Type of Mentoring Meeting**

Example: We will be meeting by phone every Tuesday morning at 8 am. The candidate is to initiate the call.

### **Consultation Fees: Amount and Method of Payment**

Example: My charge for each one-hour of mentoring consultation is \$\_\_dollars. The candidate should mail this payment so that it is received prior to the scheduled session. (Alternatively, a mentor may be able to accept credit card charges or may decide to require some lump sum in advance from which to draw.) You may also want to include a policy about cancellations.

### **Timeline for the Mentoring**

Some candidates may have trouble completing their training and the mentoring could go on for longer than the mentor would like. You may want to specify a reasonable timeframe for the completion of this work.

Example: This mentoring relationship is for three months commencing \_\_\_\_\_, 20XX and will end \_\_\_\_\_, 20XX. If the mentoring requirements are not completed, I will sign off on the work completed. We may discuss options for a continuance of this mentoring relationship or you may seek another mentor to complete your requirements. If we agree that you seek another mentor, BCIA must be notified of this change.

### **Type of Relationship**

BCIA mentoring is based on a consultation model rather than a strict supervision model. If the mentor is also providing licensing supervision, this should be clearly outlined here. Remember, typically a licensing supervisor can not accept payment (gifts) from the trainee. Make sure to check your professional state laws.

Example: This is an "at will" arrangement and either party may end the mentoring experience. As your mentor, I am not legally liable for the patient care provided by you. Our relationship is one of a "consultant" or "mentor". Please provide me with a copy of your intended informed consent information.

Both parties should date and sign the agreement and keep a copy for their files.

### **Conflict Resolution**

Even with the best contractual letter, conflicts may arise. BCIA strongly supports and recommends conflict resolution through mediation. A respected mediator or mediation plan may be stated in advance.

Example: Should a conflict arise between us, we will seek mediation from Mr. /Ms. Mediator. We shall pay Mr. /Ms. Mediator \$\_\_\_ dollars for their review of our disagreement and shall abide by his/her decision in this matter.

### **Record Keeping Method**

BCIA has provided a pdf of a practical biofeedback training log on its web site. You may use this log or design some other record keeping method.

Example: We will each document the contact hours and specific work accomplished. Once a month we will review the progress to ensure that we both are in agreement as to the completion of the requirements.

### **Other Important Matters**

#### Checklist

*The mentor* should submit the Mentor's Information Form to BCIA for approval. Send a copy of that approval letter to the candidate. BCIA will keep a copy of the form in the candidate's file.

*The candidate* should submit his/her certification application to BCIA for approval. It's a good idea for the mentor to have a copy of the acceptance letter.

*Both mentor and candidate* are to read and become familiar with the specific requirements for BCIA certification, specifically the mentoring requirements as detailed in the guidelines.

*Both mentor and candidate* should review and agree to abide by the ethical principles of BCIA and of their professions. Also, the mentor should review with the candidate the limitations, if any, on the practice of biofeedback by the candidate.

Example: I have mentored you in biofeedback with only a minimal amount of training in EEG biofeedback. My mentoring consultation does not adequately prepare you for work in the field of EEG biofeedback.