

Sample Mentoring Agreement

Date: _____

Name of professional seeking certification: _____

Contact information: _____

Mentor name and designation: _____

Contact information: _____

Goals of Professional Seeking Certification	Mentoring needed and discussion of how the relationship benefits the mentor, the professional seeking certification and the organization
Expectations of mentor	
Expectations of professional seeking certification	
Roles and responsibilities of mentor	
Roles and responsibilities of professional seeking certification	
How will we deal with conflicts if they occur?	
Ending the relationship	
How will we meet and manage the relationship?	
When and how will we wrap-up our relationship?	

Student outcomes (this reflects the impact the professional seeking certification has/had)	
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Confidentiality and release: In signing below, we agree not to divulge any confidential information we may share with each other during the course of our mentoring relationship or any time thereafter.

Release: We acknowledge that _____'s role is simply to facilitate and support the mentoring relationship and we release _____ from any liability that might be claimed from the use of these materials or from the mentoring relationship.

Professional seeking certification signature	
Mentor signature	

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