



The Creative Mentoring® Program Application Processing Procedure

If a person is interested in becoming a mentor:

Give the applicant:

1. An application packet, which contains:
 - a. The Creative Mentoring application
 - b. Criminal History Record Screening Authorization Form
 - c. Delaware Child Protection Registry Form
 - d. Mentor Agreement
 - e. Health Questionnaire for Volunteers
 - f. Training registration form
2. Training Registration Form (*see the website for the most current schedule*)

Return the forms to Connecting Generations by fax or mail.

Or direct them to our website, www.connecting-generations.org to complete the application online.

Creative Mentoring will process the application:

1. CM will enter the application into the online database and assign the applicant online to your school. The mentor's name will appear on your pending list.
2. CM will call the applicant's personal references
3. CM will send the Criminal History Record Screening Authorization to the DE State Police for processing, and the DE Child Protection Registry Form will be sent to DSCYF for Processing.
4. CM will review the health questionnaire and request a note from the applicant's doctor if they have tested positive for or been exposed to TB
5. CM will arrange training for the applicant.
6. CM will check the United States Department of Justice Sex Offender Registry.

When Creative Mentoring completes application processing:

1. CM will change the applicant's status to ACTIVE on your online mentor database.
2. CM will fax the mentor's Criminal History Record, Health Questionnaire for Volunteers, DE Child Protection Registry and Mentor Agreement forms to you.
3. CM will email the mentor of their approval status.
4. CM will email you that the person is ready to start.
5. Mentor coordinator will contact mentor within 7 days to arrange a meeting.

**DO NOT START A MENTOR UNTIL HE/SHE HAS BEEN MARKED ACTIVE
AND YOU HAVE RECEIVED THE MENTOR'S BACKGROUND CHECK FORMS!**