



## CERTIFICATION MENTOR CHECKLIST

**ONLY QEEG Diplomates (QEEG-D) and Licensed Diplomates (QEEG-DL) that have been IQCB certified for a minimum of two years are eligible to apply to become a certification mentor.**

- 1. New Mentors need to complete the online [New Mentor Application Form](#). Approved Diplomates will be given access to recommended mentoring documents and the online verification form.
- 2. IQCB recommends a written agreement for mentoring should be signed by both the mentor and candidate.
- 3. We strongly advise that the mentor verify the professional liability insurance of the candidate when the treatment of patients is involved.
- 4. Encourage each prospective candidate to file their certification application and have it approved prior to beginning clinical training. We are only able to accept verification forms for active candidates. Complete the [Mentor Candidate Application Form](#) prior to mentoring each candidate.
- 5. Mentoring should be documented by both the mentor and candidate; **DO NOT SEND THESE TO IQCB AS VERIFICATION:**
  - Time/Activity Log
  - Essential Skills List
- 6. When all hours have been completed, log onto our website, <https://qeegcertificationboard.org/>, and complete the online [Mentor Verification Form](#) (the system will automatically send a copy to your email address). **THIS IS THE ONLY VERIFICATION REQUIRED.**

**TIP:** *Mentoring IQCB candidates qualifies as QEEG-specific CEs for your recertification. Upload a copy of the online verification form in your Certemy profile under the Recertification CEs step.*