

Certification

The Advisor Certification Program supports the success of students as they interact with advisors who are professionally trained and engaged in continuous professional improvement. The program provides training and evidence of advisors' knowledge of academic advisement concepts and advisement practices at UVU.

Check your progress toward certification in the Advisor Certification Tracking (ACT) System here.

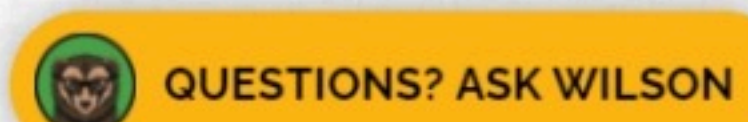
New Advisor Certification (Year 1)

New advisors must fulfill the following requirements within one (1) year of their start date.

Online Modules are housed in Canvas and are available immediately upon hire. The first five modules should be completed as soon as possible. The remaining modules need to be completed within one year of the start date.

- Module 1: Introduction to Advising and UVU
- Module 2: FERPA
- Module 3: Advisement Technologies
- Module 4: WolverineTrack and Degree Fundamentals
- Module 5: Day to Day Needs

- Module 6: Campus Resources and Services
- Module 7: Career and Graduate Resources
- Module 8: Advising Theories and Pedagogies
- Module 9: Communication Skills
- Module 10: Gaining Skills and Professional Development



In-Person Workshops are designed to discuss the application of the material learned in the online training modules.

- Workshop A: Mission of Academic Advising at UVU
- Workshop B: Graduation Requirements
- Workshop C: Career Advising
- Workshop D: Developing Your Own Advising Style
- Workshop E: Communication Skills

Observations include both observing an experienced advisor and being observed by others while advising to receive valuable feedback.

Observe a minimum of nine (9) certified advisors. No more than two (2) advisors per college/school/center.

Be observed a minimum of three (3) times by:

- Office of University Advising (choice of Director, Training Manager, or Technology Coordinator)
- Certified Academic Advisor (from any college/school/center)
- Supervisor

Complete a reflection/action plan after each of the twelve (12) observations.

Performance Assessments are completed with the supervisor at 3-, 6-, 9-, and 12-months to assess the understanding of various job duties, set goals, and evaluate any changes that need to be made.

For any questions regarding New Advisor Certification requirements, please contact Advisor Training.

New Advisor Certification (Year 2 & 3)

After completing the New Advisor Certification their first year, advisors must complete the following requirements each of the next two (2) years.

Advisor Education Units (AEU) are equivalent to an hour of professional development or service. A minimum of twenty (20) AEU's are required during the certification period.

A minimum of six (6) AEU's must be earned by participating in training and development sessions offered by the Office of University Advising, which are categorized according to the following competency groupings. A session must be completed from each grouping.

- (GREEN) Advisors model professional behavior
- (RED) Advisors thoroughly understand program requirements, and resources and services available to students at UVU
- (YELLOW) Advisors provide information to their students using a variety of communication methods and soft skills
- (BLUE) Advisors effectively operate necessary technologies, and use data and assessment to guide and inform their work
- (PURPLE) Advisors are inclusive in nature and care about the individual needs and circumstances of every student
- (ORANGE) Advisors employ a variety of advising approaches and methods to impact the success of students

In addition to participating in training and development sessions and conferences sponsored by the Office of University Advising, AEU's may be earned the following ways, as approved by the advisor's supervisor.

- Attending conferences sponsored by position-related professional organizations
- Participating in position-related webinars
- Attending graduate school courses (1 AEU per credit with maximum of 14 AEU's per certification period)
- Service to UVU Advising (up to five (5) AEU's may be earned through service to UVU advising initiatives as approved by their supervisor and the Office of University Advising.) Examples often include serving on an advising committee or task force, observing other advisors for their certification requirements, and participating as an advisor training facilitator
- Other supervisor-approved professional development opportunities

Observations include both observing another experienced advisor and being observed by their supervisor to receive valuable feedback.

Observe at least one (1) certified advisor from another college/school/center

Be observed by supervisor

Complete a reflection/action plan after each of the observations.

Note: Years 2 and 3 of the New Advisor Certification follow the calendar year of January 1- December 31

For any questions regarding the New Advisor Certification Process, please contact Advisor Training.

Continuing Advisor Certification

After completing New Advisor Certification, years 1 through 3, advisors must complete the following requirements every other year going forward.

Advisor Education Units (AEU) are equivalent to an hour of professional development or service. A minimum of twenty (20) AEU's are required during the certification period.

A minimum of six (6) AEU's must be earned by participating in training and development sessions offered by the Office of University Advising, which are categorized according to the following competency groupings. A session must be completed from each grouping.

- (GREEN) Advisors model professional behavior
- (RED) Advisors thoroughly understand program requirements, and resources and services available to students at UVU
- (YELLOW) Advisors provide information to their students using a variety of communication methods and soft skills
- (BLUE) Advisors effectively operate necessary technologies, and use data and assessment to guide and inform their work
- (PURPLE) Advisors are inclusive in nature and care about the individual needs and circumstances of every student
- (ORANGE) Advisors employ a variety of advising approaches and methods to impact the success of students

In addition to participating in training and development sessions and conferences sponsored by the Office of University Advising, AEU's may be earned the following ways, as approved by the advisor's supervisor.

- Attending conferences sponsored by position-related professional organizations
- Participating in position-related webinars
- Attending graduate school courses (1 AEU per credit with a maximum of 14 AEU's per certification period)
- Service to UVU Advising (up to five (5) AEU's may be earned through service to UVU advising initiatives as approved by their supervisor and the Office of University Advising.) Examples often include serving on an advising committee or task force, observing other advisors for their certification requirements, and participating as an advisor training facilitator
- Other supervisor-approved professional development opportunities

Observations include both observing another experienced advisor and being observed by their supervisor to receive valuable feedback.

Observe at least one (1) certified advisor from another college/school/center

Be observed by supervisor

Complete a reflection/action plan after each of the observations.

Note:

- Continuing Advisor Certification follows the calendar year of January 1 - December 31
- If an advisor does not complete continuing certification requirements by the deadline, they must certify annually for two consecutive years before returning to the "every other year" cycle

For any questions regarding the Continuing Advisor Certification process, please contact Advisor Training.

Advisor Supervisor Certification

Advising supervisors must complete the following requirements every other year.

Advisor Education Units (AEU) are equivalent to an hour of professional development or service. A minimum of twenty (20) AEU's are required during the certification period.

A minimum of six (6) AEU's must be earned by participating in training and development sessions offered by the Office of University Advising, which are categorized according to the following competency groupings. A session must be completed from each grouping.

- (GREEN) Advisors model professional behavior
- (RED) Advisors thoroughly understand program requirements, and resources and services available to students at UVU
- (YELLOW) Advisors provide information to their students using a variety of communication methods and soft skills
- (BLUE) Advisors effectively operate necessary technologies, and use data and assessment to guide and inform their work
- (PURPLE) Advisors are inclusive in nature and care about the individual needs and circumstances of every student
- (ORANGE) Advisors employ a variety of advising approaches and methods to impact the success of students

In addition to participating in training and development sessions and conferences sponsored by the Office of University Advising, AEU's may be earned the following ways, as approved by the advisor's supervisor.

- Attending conferences sponsored by position-related professional organizations
- Participating in position-related webinars
- Attending graduate school courses (1 AEU per credit with a maximum of 14 AEU's per certification period)
- Service to UVU Advising (up to five (5) AEU's may be earned through service to UVU advising initiatives as approved by their supervisor and the Office of University Advising.) Examples often include serving on an advising committee or task force, observing other advisors for their certification requirements, and participating as an advisor training facilitator
- Other supervisor-approved professional development opportunities

Observations include both observing another advising supervisor and being observed by an advising supervisor to receive valuable feedback.

Observe at least one (1) advising supervisor from another college/school/center

Be observed by another advising supervisor

Complete a reflection/action plan after each of the observations.

Note:

- Advising Supervisor Certification follows the calendar year of January 1 - December 31
- If an advising supervisor does not complete advising supervisor certification requirements by the deadline, they must certify annually for two consecutive years before returning to the "every other year" cycle

For any questions regarding the Advising Supervisor Certification process, please contact Advisor Training.

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