

Mentor Checklist

To become an active ACE mentor, he/she will need to complete the following steps:

_____ Complete the online application.

- Go to www.acementor.org and click on the “Mentors/Volunteers” link at the top of the page.
- On the mentor page, click “Registration” on the left-hand side.
- Sign in to your account or register as a new Mentor/Volunteer.
- Fill out and submit the application.
- Complete the mentor training.

_____ Pass a mandatory background check

(for new mentors or returning mentors every 3 years).

- After your application has been received and reviewed, you will receive an email inviting you to complete a background check process.
- Follow the instructions to complete the background check. There is no charge to you. However, if you would like to financially assist your affiliate, you will be given the option to pay some or all of your background check fee. Payment for the background check is your choice.
- You and your affiliate will receive confirmation from the National Office when your background check has been approved.

_____ Confirm team assignment and meeting schedule with your team leader.

_____ Follow the instructions below to review the *Best Practices Manual*.

- Go to <http://www.acementor.org> and at the top click “ACE Behind the Scenes.”
- Log in using - Username: mentorace Password: aacementor
- On the left side of the page, click “Mentor Resources.”
- Click on a specific program for more information.

Enjoy your experience as an ACE mentor. Your enjoyment will contribute to students’ excitement about becoming an architect, engineer, or construction professional.

