

TIP FAQ

Mentor Information:

What are the requirements for mentors? Where are they located? Are there other additional rules or requirements that must be met?

The mentor qualifications are listed on the [TIP Mentoring Homepage](#). To qualify, a mentor:

- must have been admitted into the practice of law for a period of at least ten years;
- must have no record of suspension or disbarment from practice;
- must have a professional liability insurance policy with minimum limits of \$100,000 per occurrence and \$300,000 in the aggregate; and
- must be of good moral character, willing to voluntarily participate in the program, and commit throughout its term to the obligations and duties of being a mentor.

The professional liability insurance policy requirement is not applicable to mentors who are employed as in-house attorneys, or employed by a governmental unit, or “not for profit” entity. These are the only rules or requirements.

Are mentees responsible for finding their own mentor?

No. We have a pool of volunteer mentors available to assign to mentees. However, mentees can sign up with a specific mentor from their place of employment or legal community, just be sure to let us know on your application.

How are mentees matched with mentors?

Mentees are matched first by geographic location. Then, to the best of our ability, we use mentee and mentor profiles to match them based on practices areas of interests, and then other areas of interest that may have been provided on their applications.

Is it possible to request a specific mentor?

Yes, a mentee can request to be matched with someone. First, be sure your mentor is qualified (see above). Next, your mentor must enroll in the program. Please have them fill out an [application online](#). The form includes a spot to include the specifically requested mentee.

Can a current (or future) employer be a mentor?

Yes, an employer can be a mentor. Even if a mentee’s firm has a mentoring program and a mentee is assigned one, you could formalize your mentorship by both signing up for the TIP Program. Mentees will get exposure to a wide array of legal topics and activities, 2 years of CLE hours, and other exclusive

content, and mentors can get up to 6 hours of free CLE credit. Please follow the steps above for a specific mentor pairing.

Does the 10 year license requirement for mentors require 10 years of Louisiana licensure, or can some of it be in another state if they are now licensed in Louisiana?

Based on the criteria, anyone with ten years of practice now licensed in Louisiana will qualify.

Does a mentor have to be a Louisiana lawyer?

Yes, a mentor must be currently licensed in Louisiana.

Is it possible for a mentee to be assigned two mentors if they will both be providing the mentee with significant mentorship?

No, that is not possible. It is fine if the mentee completes activities and is mentored with more than one person. However, only one attorney can be assigned their official mentor, and therefore, get the CLE hours upon completion of the program. Whichever attorney is going to be the primary mentor and spend the most hours mentoring, is the one that should be designated as the mentor.

If a mentee changes jobs, or a mentor develops a health condition, or any other extraordinary circumstance occurs, can the mentor be replaced at any moment?

The mentor can be replaced, but only in the most exigent circumstances. We really want to do everything we can to keep the initial pairings in place.

How many CLE hours does a mentor receive for being a mentor?

A mentor will get 6 hours total of CLE. They will get 2 hours from the free online CLE Mentor Training they will take. They will receive another 4 hours when the mentee completes the program.

Activity Information:

When does the TIP program officially start?

The TIP Program will officially begin when a mentee and a mentor receive an email from the TIP Program that they are paired. Therefore, each mentee has a different official start date.

Can I get credit for activities for work I did before I was officially paired?

No, you cannot get credit for the TIP Program for that.

The TIP Handbook states that a mentee has at least one year to complete the program and has the program broken into sections. However, you do not have to follow a specific timeline for completing the activities. How does this work?

Mentees have at least one year to complete the TIP Program and must be finished by their MCLE deadline. The sections are more of a guideline so that you can more easily break down the activities over time periods. Although mentors and mentees must meet at least 4 times, there is otherwise no set schedule for completing program activities. Mentees and mentors are free to work out a timeline or activity schedule that best suits their individual needs.

Once you complete the First Section, mentors and mentees do not have to wait a full 3 months to do the Second Section, but we do not anticipate or expect you to complete it within the next week either. It is fine to set your own schedule and go at your own pace, just don't rush through the whole process. Mentees can also call mentors or set up chats with them outside of the official discussion meetings just to keep in touch if they need anything or have questions. The ideal goal is for the mentee to develop a relationship with their mentor over the course of a year that they will carry with them throughout their career.

How many Activities need to be completed?

Mentees must complete 11 Annual Activities (including Bridging the Gap CLE Seminar) and at least 5 Discussion Activities from each Section (for a total 20 Discussion Activities).

Are there deadlines for returning the Mentoring Plan Acknowledgement or any dates associated with the activities listed in the TIP Handbook?

Mentees must turn in the Mentoring Plan Acknowledgement (page 24 in the handbook) within 45 days of the start of their program (being paired with their mentor). Mentees have at least one year to complete the TIP Program. The program must be completed by their MCLE compliance date. Otherwise, there are no dates or deadlines regarding when a mentee must complete certain activities.

Where is the Model Mentoring Plan?

The Model Mentoring plan is page 17-24 of the TIP Handbook. Once the mentee and mentor have gone over the TIP Handbook, and discussed how they will handle the program, chosen their activities, discussed their meeting dates and proposed schedule, filled out their plan, and signed it, that is their Personal Mentoring Plan. The last page of the Personal Mentoring Plan (page 24) is what is turned in to TIP@lsba.org.

How are completed activities reported?

Mentees must record their activities on their [Personal Mentoring Plan](#) online to keep the LSBA abreast of their progress. When a Mentee opens the [Mentoring Homepage](#) there is a link that says *For Mentees*. After clicking on that link, it takes them to the Mentee Homepage where they will see *Existing Mentee Login*. Mentees will need to log into their LSBA account and it will take them to their Personal TIP Homepage. On that page will be their [Personal Mentoring Plan](#), a place to update a mentee's profile, and access TIP Program Resources. Once a mentee enters their Personal Mentoring Plan and scrolls down, there will be activity tabs: Annual Activities, Section 1, Section 2, etc. They will click the tab for the activity they have completed, choose the court (if necessary), enter the date the activity was completed, and click submit as completed. Mentees may record activities in any order on their online Personal Mentoring Plan, just as they may complete them in any order.

While the program is a self-reporting system, mentees do, however, need to be completing and reporting activities in a timely fashion. The LSBA will be in contact by email and by phone to remind you of your requirements and help you to complete your obligations. It is your responsibility to complete the program, but we are here to help out in any way we can.

Can activities be performed virtually?

Yes, activities can be done virtually whether that is because you can feel more comfortable performing the activities that way, or that is how the activity is currently available to you.

Do mentors have to do any reporting?

Mentors are not responsible for any of the reporting. Mentors can check their [mentees progress](#) on their Mentor Homepage. However, the LSBA will also be in touch with mentors periodically to check in to see how mentees are progressing, and if there is anything we can help with. Mentors will review and sign off on all activities at the completion of the program.

Can a mentor delegate some activities?

Yes, once a mentee and mentor are officially paired, there can be delegation within a firm or with another attorney colleague to complete activities the mentor may not perform in their practice. For example, a mentor who does not practice criminal law, can reach out to a colleague who does practice criminal law to help the mentee with the visit to jail or criminal hearings.

If a mentor delegates someone else to help with an activity, does that attorney need to sign up as a mentor?

No, someone else who helps a mentee complete an activity, does not need to also sign up to be a mentor.

Do I need to be in Louisiana to complete the TIP Mentoring program?

As of now, there are no exceptions under the new Supreme Court order. While there are activities you may be able to complete virtually, all the activities must be based in Louisiana. The court hearings, depositions, etc. must be Louisiana settings.