

TIP

LOUISIANA STATE
BAR ASSOCIATION

MENTORING



TIP MENTORING PROGRAM

MENTEE TIMELINE

DEADLINE At least one year to complete the TIP Program and must be completed by MCLE Deadline

Enroll

Paired

First Meeting
& Mentoring
Agreement

Complete
Program
Activities

Attest
Activities are
Completed

Evaluation

CLE Hours,
Certificates,
TIP Bucks

ENROLL ONLINE

[LSBA Mentoring](#)

Mentees are asked to fill out an application with as much information as possible to be matched with a suitable mentor. The LSBA asks mentees to please be patient as they are matched with a mentor from the LSBA pool. Applications are accepted throughout the year on a rolling basis.

PAIRED WITH MENTOR

Once a mentee is paired with a mentor, our system will send an email from TIP@lsba.org with their mentor's contact information and some helpful links with program material. This is their program start date.

FIRST MEETING WITH MENTOR

Mentees need to contact their assigned mentor as soon as they receive their pairing email. Mentors also receive an email with their mentee's contact information and are expecting them to reach out to them. Mentees are requested to set up their first meeting with their mentor ASAP!

MENTORING PLAN ACKNOWLEDGEMENT

TIP@lsba.org

Mentees have 45 days from their program start date to turn in the Mentoring Plan Acknowledgment (link). The [Model Mentoring Plan](#) is on pages 17-24 of the [TIP Handbook](#). Once the mentee and mentor have gone over the TIP Handbook, filled out a plan, and signed it, that is a mentee's [Personal Mentoring Plan](#). The last page of the Personal Mentoring Plan (page 24) is what is turned in. Please send it to TIP@lsba.org

WORK YOUR PROGRAM

[Personal Mentoring Plan](#)

A mentee must complete 11 Annual Activities and at least 20 Discussion Activities in total. They have at least one year to complete the TIP Program. They must be finished by their MCLE deadline. 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. Mentees must record their activities on their [Personal Mentoring Plan](#) online as they complete activities to keep the LSBA abreast of their progress. Mentors are not required to record activities.

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COMPLETE THE PROGRAM

Mentees will have at least a year for the TIP Mentoring Program to be completed and need to have everything completed by their specific MCLE deadline date. This is their only deadline other than turning in their Mentoring Acknowledgment. After completing program activities, wrapping up the program takes only a few final steps to ensure that the Mentee

MENTEE ATTESTS TO FINISHING ACTIVITIES

[Personal Mentoring Plan](#)

As soon as a mentee completes their last required activity online, a prompt will appear on the screen letting them know the TIP Program Attestation is available at the top of the screen. Mentees are requested to review all their activities and dates to make sure they are correct. Once they sign and submit their attestation, an email will be sent to their mentor to review the activities. Mentees will be able to see the attestation time and date on their homepage.

MENTEE FILLS OUT EVALUATION

[TIP Program Mentee Evaluation](#)

A link for the [TIP Program Mentee Evaluation](#) will be available on the mentee's homepage. Mentees are asked to fill it out to submit program feedback, to aid the LSBA in improving the program for future mentees, and to help measure goals and grow the program.

MENTOR REVIEWS ACTIVITIES AND ATTESTS

[Mentee Review for Mentors](#)

Mentors will receive a link to review the final activity worksheet. They will have to sign off and attest that their mentee satisfied everything in a timely and complete fashion as the mentee attested. Mentees will be able to see on their homepage that their mentor has signed off on their activities.

COMPLETE THE PROGRAM

Mentees will receive an email confirmation that they have completed their program once their mentor has attested to all their activities being completed. This confirmation will also be available on your [Personal Mentoring Plan](#).

CLE HOURS

[LSBA MCLE Requirements](#)

Mentees will receive 12.5 hours of MCLE credit for completing the TIP Program satisfying the CLE requirements under Rule 3(b) for newly admitted active Members and 12.5 MCLE hours satisfying the CLE requirements for the second full calendar year following their admission.

CERTIFICATES

[LSBA CLE](#) [LSBA Events Calander](#)

The LSBA will send mentees a certificate and a letter in the mail to the member's address of record. Mentees will also receive a \$200 TIP Bucks Voucher. This LSBA currency can be applied to any programming offered by the LSBA, i.e., CLE seminars, annual meeting/summer school, etc., but not mandatory fees like dues, assessment, etc. Go [here](#) for information on upcoming CLE sessions and other programming. Programming can also be found on the [LSBA Event Calendar](#).

TIP MENTORING

Transition Into Practice "TIP" Mentoring Program
for Newly Admitted Attorneys

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