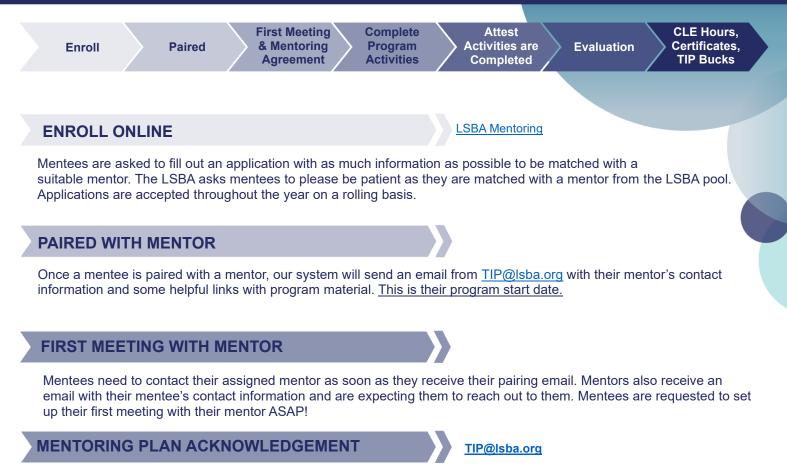


TIP MENTORING **PROGRAM**

MENTEE TIMELINE

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



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

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.



Personal Mentoring Plan

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

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

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

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

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

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.

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

TIP MENTORING

TIP Program Mentee Evaluation

Mentee Review for Mentors

Personal Mentoring Plan

LSBA MCLE Requirements

SBA CLE I SBA Events Calander

LOUISIANA STATE BAR ASSOCIATION

