

The logo features the word "TIP" in large, bold, gold letters inside a red teardrop shape. To the right, the words "LOUISIANA STATE BAR ASSOCIATION" are written in a smaller, blue font, with "MENTORING" in a larger, bold, blue font below it, all contained within a dark blue banner.

LOUISIANA STATE
BAR ASSOCIATION

MENTORING



TIP MENTORING PROGRAM

MENTOR 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
and
Certificates

ENROLL ONLINE

[LSBA Mentor Application](#)

Mentors are asked to fill out an application with as much information as possible to help quickly and more efficiently be matched with a suitable mentee, as well as assist in other program elements. Applications for mentees are accepted throughout the year on a rolling basis so mentors can be matched at any time. Mentees do not always sign up at the same time and same location as mentors so matching may take some time. Thank you for your patience.

PAIRED WITH MENTEE

Once a mentor is paired with a mentee, our system will send an email from TIP@lsba.org with their mentee's contact information and some helpful links with program material. This is their program start date. Mentors will also receive an email with information on the free Mentor CLE training that they will need to take as a mentor and will receive 2 hours of MCLE for.

FIRST MEETING WITH MENTEE

Although mentees are instructed to contact their assigned mentor as soon as they receive their pairing email, mentors are free to reach out to their mentees using the contact information they have already received. Mentees are told to set up their first meeting with their mentor as soon as possible.

MENTORING PLAN ACKNOWLEDGEMENT

TIP@lsba.org

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, the Mentoring Plan Acknowledgment (page 24) is what is turned in. Mentees have 45 days from their program start date to turn in the Mentoring Plan Acknowledgment (link). Only one acknowledgment needs to be turned in. Please send it to TIP@lsba.org

WORK THE PROGRAM

[Mentee Review for Mentors](#)

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. 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. 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 but can check their mentees progress on their [Mentor Homepage](#).

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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 Mentor and Mentee receive proper credit for the program.

MENTEE ATTESTS TO FINISHING ACTIVITIES

As soon as a mentee completes their last required activity, 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.

MENTOR REVIEWS ACTIVITIES AND ATTESTS

[Mentee Review for Mentors](#)

Mentors will receive an email with a link to review their mentee's 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 has attested. Mentors will be able to see on their homepage once they have attested and signed off on the mentee's activities that everything is completed.

MENTOR FILLS OUT EVALUATION

[TIP Program Mentor Evaluation](#)

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

COMPLETE THE PROGRAM

Mentors will receive an email confirmation that their mentee has completed their program once they have attested to all their activities being completed.

CLE HOURS

[LSBA MCLE Requirements](#)

Mentors will receive 4 hours of MCLE credit, including one hour of professionalism MCLE credit, by order of the Supreme Court of Louisiana dated May 5, 2013, for serving as a mentor who completed the TIP Program.

CERTIFICATES

The LSBA will send mentors a certificate and a letter in the mail to the member's address of record.

TIP MENTORING

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

TIP

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