**Instructions for Completing the Record of Mentored Experience Hours Form**

**1. Dates of Service:** List the starting and ending month/year related to time spent in the sport or activity.

**2. Name of Mentor:** List the name of your mentor who provided mentorship related to time spent in the sport or activity.

**3. Level/Setting of Sport or Activity:** Specify the type of sport or activity in which time was spent along with the level of participants. For example: college baseball team; recreational marathon runner; junior high school wrestler; basic training military unit; professional musician. A minimum of 200 hours (direct client contact + support activities + mentorship) of the total 400 hours must be spent with competitive sport populations. The remaining 200 hours can be spent with sport or non-sport (e.g., exercisers, performing artists, military service organizations, high-risk occupations) populations.

**4. Hours Spent in Direct Client Contact:** Record the number of hours spent in in-person contact with individuals (e.g., athlete, coach, exerciser, performing artist, soldier) or groups (e.g., sport team, coaching staff, fitness class, dance troupe, military unit) working on mental skills to optimize performance, involvement, enjoyment, and/or personal development. Activities include individual consultation, group facilitation and consultation, psychoeducational workshops, and team-building exercises. A minimum of 200 hours of the 400 total hours must be spent in direct client contact.

**5. Hours Spent in Support Activities:** Record the number of hours spent in activities that pertain to individual or group clients, but do not involve direct client contact. Activities include onsite observation of individual or group clients, record keeping and report writing, reviewing case notes or video/audio recordings, researching and preparing materials for intervention sessions, assessment scoring and interpretation, and case management (e.g., referral, consultation with other professionals). A maximum of 150 hours of the 400 total hours can be spent in support activities.

**6. Hours Spent in:**

**a. Face-to-Face Mentorship:** Record the number of hours spent meeting with your mentor either in-person or from a distance via synchronous video and audio technology (e.g., Skype, FaceTime) that approximates in-person contact (e.g., mentor and mentee are able to attend to verbal and non-verbal behavior).

**b. Electronic Mentorship:** Record the number of hours spent communicating with your mentor in a manner that does *NOT* meet the definition of face-to-face mentorship above (e.g., telephone, email, texting).

A minimum of 40 hours of the required 50 mentorship hours must be spent in face-to-face and/or electronic mentorship. A minimum of 30 of these 40 hours must be spent in face-to-face mentorship, and the remaining 10 of these 40 hours can be spent in either face-to-face or electronic mentorship.

**7. Hours of Direct Knowledge of Services:** Record the number of hours your mentor observed your skills and provision of services via samples of your work using modalities such as onsite observation, audio or video recordings, live streaming, test and questionnaire protocols, client homework, and/or other client-generated materials. For novice mentees (see definition provided in Candidate Handbook), a minimum of 10 hours of audio recording, video recording, or live observation onsite or via distance video technology must be recorded on the form. For advanced mentees (see definition provided in Candidate Handbook), a minimum of 10 hours of samples provided to the mentor using an acceptable combination of the modalities listed above based on the judgment of the mentor must be recorded on the form. While more hours of direct knowledge of services can be accumulated, only 10 hours are allowed to be counted toward the required 50 mentorship hours.

**8. Skills Employed During Interventions:** Record the types of skills or interventions used with individuals or groups. For example: goal setting, relaxation training, attentional focus, imagery, team building, relationship-building, etc.

If additional space for entries is needed, download additional copies of the Record of Mentored Experience Hours Form at [www.appliedsportpsych.org/certification/application-forms](http://www.appliedsportpsych.org/certification/application-forms).

**RECORD OF MENTORED EXPERIENCE HOURS FORM**

(See instructional page for guidelines in completing this form)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates of Service | Name of Mentor | Level / Setting of Sport or Activity | Hours Spent in Direct Client Contact | Hours Spent in Support Activities | Hours Spent in Face-to-Face Mentorship | Hours Spent in Electronic Mentorship | Total Hours Spent in this Sport / Activity | Hours of Direct Knowledge of Services | Skills Employed During Interventions with Individuals and/or Groups |
| 01/2017 to 01/2018 | Dr. Sport Psych | College baseball team | 20.00 | 15.00 | 3.00 | 1.00 | 39.00 | 1.00 | Goal setting, attentional focus, negative thought stopping, team building |
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|  | | | **0.00** | **0.00** | **0.00**b | **0.00**c | **0.00** | **0.00**d | **Total Hours**  **0.00**a |