Cue College™ Cue Tutor™ Application

Cue College™ is seeking NCSA-Certified Instructors of Cued Speech and TECUnit-certified Cued Language Translitters to provide one-on-one interactive training and support for customers of our online tutoring program, CueTutor™. At a future date, instructors that we engage at this time may be invited to teach additional Cue College™ courses.

**CueTutor Instructors or, “Tutors”, will:**
- Be engaged as independent contractors, paid at an agreed-upon hourly rate for hours provided to Cue College™ customers;
- Assist Cue College administrators in building and maintaining a personalized Cue Tutor profile that will be displayed on our website and used by our customers in selecting a Tutor that best fits the customers’ specific needs;
- Participate in training sessions with a Cue College trainer, to be held on Zoom, to familiarize Tutor with all necessary components of the Cue Tutor system, including learning materials and other resources available to assist them in providing quality service to customers;
- Use the Cue Tutor™ scheduling and booking system to maintain tutoring availability schedules and manage customer bookings;
- Meet online with customers using Cue College’s Zoom account and:
  - Provide initial screening to determine customers’ skill levels and needs;
  - Guide customers in developing cueing skills and improving fluency using Cue College™ custom “Skills Inventory Monitoring System” and freeform Tutor feedback to track and report customer progress;
  - Record and upload sessions for customers’ future use;
- Invoice Cue College on a periodic basis for actual tutoring sessions booked by and provided to our Cue Tutor customers.

**System Requirements for Providing Tutoring on Cue College™:**
The following are the minimum requirements for technology needed to provide online Cue Tutoring services via the Cue College™ online learning platform:
1. Computer;
2. Web Cam (we are happy to recommend one);
3. High-speed internet connection (for live tutoring, a wired internet connection works best);
4. Microphone and speakers (should be a headset with built-in microphone);
5. We will provide you with the required subscriptions to any software applications you will need to use to be a Cue Tutor™.
PLEASE COMPLETE THE FOLLOWING APPLICATION, TO THE BEST OF YOUR ABILITY:
Submit completed application online or download, fill out, and email to Info@CueCollege.org.

Section 1: Your Details
Name: _________________________________________ DOB: _______________________
Street Address: __________________________________________
APT # _____________ City: ___________________________ State: __________
Zip: ___________ Email Address: _____________________________
Phone Number (1): ________________ Phone Number (2): _____________________
Last 4 Digits of SSN: ______

Section 2: Education History
School Name: ________________________________________________________________
School Location: __________________________________________
Years Attended: ________________ Degree/Certificate Received:_______________________
Date Awarded: _________________

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School Location: __________________________________________
Years Attended: ________________ Degree/Certificate Received:_______________________
Date Awarded: _________________

Section 3: Certifications and Qualifications:
List your certifications/qualifications and dates received as well as any additional qualifications related to Cued Speech instruction and tutoring.

__ Certified Instructor of Cued Speech - NCSA Date: ____________
__ Cued Language Transliterator National Certification Examination Date: ____________
Please list any Teaching credentials and endorsements (e.g.; Deaf, ASL, Elementary, Secondary, Post-secondary, English as Second Language, etc.), including effective dates:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Section 4: InsCert and Fluency Assessments:
List any InsCert workshops and fluency assessments you have taken.

Dates and Locations of InsCert/CLT Workshops Taken:
Workshop: ______________________ Date: ______________ Location: _________________
Workshop: ______________________ Date: ______________ Location: _________________
Workshop: ______________________ Date: ______________ Location: _________________

Dates and Results of Fluency Assessments Taken:
Assessment: ______________________ Date: ______________
Results: ________________________________________________

Assessment: ______________________ Date: ______________
Results: ________________________________________________

Assessment: ______________________ Date: ______________
Results: ________________________________________________

Additional Comments:
____________________________________________________________________________
____________________________________________________________________________

Section 5: Preferred areas of skill development
Please indicate in which areas you would like to support our customers in their cueing skill development needs (x or circle all that apply):

● My skills are most suited to working with (check all that apply):
  ○ Beginner and/or Intermediate Cuers
  ○ Advanced Cuers and/or CLT’s
  ○ Children
  ○ Adults
- I have training and/or experience in mentoring parents with using cueing in the home
  - Yes
  - No
- I am qualified to assist in developing the following types of skills (check all that apply):
  - Expressive skills
  - Receptive skills
  - Fluency

**Section 6: Cued Speech Instruction & Related Experience**

Please provide at least three events or instances where you taught Cued Speech in a specific role. These events can include courses, workshops, tutoring, or any other instructional event.

**Event 1 (name):** ________________________________________________________________

Event Date(s): _________________________ Event Location: _________________________

Event Level: _____________________________ Event Organizer: ______________________

Organizer Email: _________________________ Organizer Phone: ______________________

Describe Your Role in the Event: _________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Event 2 (name):** ______________________________________________________________

Event Date(s): _________________________ Event Location: _________________________

Event Level: _____________________________ Event Organizer: ______________________

Organizer Email: _________________________ Organizer Phone: ______________________

Describe Your Role in the Event: _________________________________________________

____________________________________________________________________________

____________________________________________________________________________

**Event 3 (name):** ______________________________________________________________

Event Date(s): _________________________ Event Location: _________________________

Event Level: _____________________________ Event Organizer: ______________________

Organizer Email: _________________________ Organizer Phone: ______________________

Describe Your Role in the Event: _________________________________________________

____________________________________________________________________________
Additional Experience Related to this Position: ______________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Section 7: Languages in which you have experience cueing and/or teaching others to cue (other than English):
List all that apply, including American Sign Language and Spanish.
Language 1: ____________________________ Level of Fluency: _______________________
Language 2: ____________________________ Level of Fluency: _______________________
Language 3: ____________________________ Level of Fluency: _______________________

Section 8: General Weekly Availability
Indicate the times that you are generally available each day of the week (you will build out and maintain your actual schedule later in our Booking/Scheduling system). Check all that apply:

M-F availability: Mornings, Afternoons, Evenings
Weekend availability: Mornings, Afternoons, Evenings
Hours available per week (approximately): ______

Section 9: References
Please provide references and contact information.

Reference 1: ________________________________ Email: ___________________________
Years Known: _______________________________ Phone: ___________________________
Relationship: _______________________________________________________________________

Reference 2: ________________________________ Email: ___________________________
Years Known: _______________________________ Phone: ___________________________
Relationship: _______________________________________________________________________

Reference 3: ________________________________ Email: ___________________________
Years Known: _______________________________ Phone: ___________________________
Relationship: _______________________________________________________________________
Final Instructions:

Use PDF editing tools to fill out and email back -- or you may download the application, fill it out manually, and scan and email it back to info@cuecollege.org.

By submitting this application, you agree to allow us to verify instructional experiences, certifications, and qualifications by contacting references and contacts provided in this form. Applications are considered for all positions without regard to race, religion, sex, national origin, age, marital status, or veteran status, or the presence of a non-related medical condition or disability.