



NMRLD

**NEW MEXICO
REGULATION &
LICENSING DEPARTMENT**

MENTORING LOG

INSTRUCTIONS

1. Copy the blank log on the following page. You may make as many copies as you need.
2. Fill in identified information. Complete one log for each mentee/mentor.
3. Record mentorship. Under the appropriate blank columns, describe activity that occurred during mentoring. The mentor must initial the last column.
4. Sign the log. The mentor and mentee must sign the log prior to sending it to the New Mexico Board for CEU authorization.
5. Keep the log and copies. A copy of the mentoring log(s) should be kept with both mentor/mentee. ***A copy of the log must be submitted to the Board when requesting CEUs.***

For complete rules and regulations related to continuing education, refer to: *Occupational Therapy Rules and Regulations, 16.15.4.9 C14.*

**Board of Examiners for Occupational Therapy
MENTORING LOG**

Circle one: OT OTA

Print Name of Mentee: _____ License No. _____

Print Name of Mentor: _____ License No. _____

Employer/Worksite: _____ Phone: _____

Address: _____

Goals of Mentee:

1. _____

2. _____

Mentor's plan of instruction:

1. _____

2. _____

<i>Date</i>	<i>Clinical Observation</i>	<i>Documentation Review</i>	<i>Case Review</i>	<i>Direct Training</i>	<i>Non-Direct Contact</i>	<i>Initials</i>

Mentee Signature: _____ Date: _____

Mentor Signature: _____ Date: _____