



2023-2024 Mentor Credential Waiver Application Guide

Mentor Waiver

At the April 2023 BESE meeting the Board approved an extension of the waiver of policy, contained in Bulletin 746, *Louisiana Standards for State Certification of School Personnel*, and Bulletin 996, *Standards for Approval of Teacher and/or Educational Leader Preparation Programs*, regarding the requirement that all undergraduate residents and post-baccalaureate candidates be placed with mentor teachers holding the ancillary mentor teacher certificate, the ancillary provisional mentor teacher certificate, or the Supervisor of Student Teaching certificate, for the 2023-2024 school year, with the contingencies on the following slide.

Mentor Waiver Eligibility

Mentor teacher waivers will be granted on a case-by-case basis through the application process established by the LDOE and at no fee to the applicant, school system, or teacher preparation provider. The waiver will be issued by the LDOE for educators highly recommended by the mentor's principal and who possess one or more of the following qualifications:

1. Two years of Highly Effective Compass ratings;
2. National Board Certification;
3. Statewide or national distinction for excellence in teaching;
4. Experience as a TAP mentor, master teacher, executive master teacher, or certified TAP evaluator;
5. Content leader experience, as evidenced by participation in Content Leader training or redelivery of professional development; or
6. Master's or doctorate in education and exemplary experience hosting student teachers.

Mentor Policy Updates

At the April 2021 BESE meeting, the board approved changes to Bulletin 746 regarding mentor credential requirements. These updates include:

1. Honoring Previous Training and Experience
 - a. EDL or previous administrative certifications
 - b. NIET trained evaluators
 - c. CLASS trained evaluators
 - d. Supervision of Student Teachers
2. Removing the Content-Specific Assessments
3. Creating an Add-On Mentor Endorsement

If an educator meets one of these requirements they can follow these [steps to apply](#) for their Mentor certification.

2023-2024 Mentor Credential Waiver Application

Application Link:

https://louisianabelieves.smapply.io/prog/mcw_2023-2024_mentor_credential_waiver_requests



2023-2024 Mentor Credential Waiver Application

- The 2023-2024 application process is similar to the waiver application used in the 2022-2023 school year:
 - System Lead creates application
 - Mentor Attestation
 - Principal Attestation
- The application stages in the portal have been updated to improve application tracking. Stages will now reflect attestation completion.
- School system leads are responsible for initiating the waiver application. Mentors/Principals will receive an email notification requesting that they complete attestation forms.
- Waivers granted in previous school years have expired.
- We encourage any Mentor that is interested in Mentoring beyond the 2023-2024 school year to enroll with an [approved training provider](#) and apply for the [Provisional Mentor certificate](#).

Mentor Waiver Application Steps


School System Lead

- Log into the [application portal](#)
- Create an application
 - Applicant (Mentor) name
 - Applicant school system
- **Add teacher preparation partner contact as a collaborator**
- Request recommendations
 - Mentor Attestation
 - Principal Attestation
- Monitor recommendation completion
 - Review application stages in portal
 - Email reminders to Mentors/Principals

School/School System Lead

- “Apply”
- Name application: Name of Mentor requesting credential waiver
- “Create Application”
- Use “Add Collaborator” to add your Teacher Preparation Provider lead contact
- “Mentor Waiver Applicant Information”

Louisiana Department of Education

DEPARTMENT of
EDUCATION
Louisiana Believes

MCW: 2022-2023 Mentor Credential Waiver Requests

In April 2022, the Board of Elementary and Secondary Education (BESE) approved a waiver of policy*, on a case-by-case basis, regarding the requirement that all undergraduate residents and post-baccalaureate candidates are mentored by a Mentor who holds the Mentor credential.

Each Mentor who does not hold a Mentor credential must be granted an individual waiver, based upon meeting state criteria.

*Please refer Bulletin 746, Louisiana Standards for State Certification of School Personnel, and Bulletin 996, Standards for Approval of Teacher and/or Educational Leader Preparation Programs for the Mentor credential requirements.

APPLY

Opens
Jun 9 2022 12:00 AM (CDT)

Deadline
Jun 30 2023 11:59 PM (CDT)

3 Mentor Credential Waiver Requests

Name your application

Name of Mentor Needing Request

75 characters maximum

CANCEL

CREATE APPLICATION

0 of 3 tasks complete

Last edited: Jun 15 2022 08:49 AM (CDT)

REVIEW

SUBMIT

Deadline: Jun 30 2023 11:59 PM (CDT)

TH

Torey Hayward (Owner)
Toriano.Hayward@la.gov

Add collaborator

MCW: 2022-2023 Mentor Creden...

Toriano A Hayward

ID: 728550C291 Status: Application Not Submitted

APPLICATION

ACTIVITY

Your tasks

Instructions

Mentor Waiver Applicant Information

Mentor Attestation

Principal Attestation

School/School System Lead

- Provide the following information
 - Applicant (Mentor) name
 - Applicant (Mentor) school system
- “Mark as Complete”
- “Mentor Attestation”
 - Request recommendation

Back to application

MCW: 2022-2023 Mentor Credential - Toriano A Hayward ID: 7288500291 | Status: Application Not Submitted

Mentor Waiver Applicant Information

Mentor Attestation

Principal Attestation

0 of 3 tasks complete

Last edited: Jun 15 2022 08:49 AM (CDT)

REVIEW

SUBMIT

Deadline: Jun 30 2023 11:59 PM (CDT)

Mentor Waiver Applicant Information

Task instructions Hide

This section is to be completed by district personnel.

Mentor Waiver Applicant Information

Applicant (Mentor) Name

Applicant (Mentor) School System

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Back to application

MCW: 2022-2023 Mentor Credential - Toriano A Hayward ID: 7288500291 | Status: Application Not Submitted

Mentor Waiver Applicant Information

Mentor Attestation

Principal Attestation

1 of 3 tasks complete

Last edited: Jun 15 2022 08:52 AM (CDT)

REVIEW

SUBMIT

Deadline: Jun 30 2023 11:59 PM (CDT)

Mentor Attestation

Task instructions Hide

Provide an email address for the applicant (Mentor) requesting the waiver.

REQUEST A RECOMMENDATION

Recommendations

MARK AS COMPLETE

School/School System Lead

- Provide the following information
 - Mentor first name
 - Mentor last name
 - E-mail address
 - Message: Mr./Ms. **(Mentor/Applicant's Last Name)**, Use the link in this message to access the Mentor Attestation form for your 2022-2023 Mentor Credential Waiver Application. If you have any questions email me at **(school system leader email address)**.
- “Send Request”
- “Principal Attestation”

Send recommendation

Task instructions [Hide](#)

Provide an email address for the applicant (mentor) requesting the waiver.

First name

Last name

Email

Message

CANCEL SEND REQUEST

< Back to application

MCWU 2022-2023 Mentor Credential Waiver Application
Toriano A Hayward
ID: 7288500291 | Status: Application Not Submitted

Mentor Waiver Applicant Information

Mentor Attestation

Principal Attestation

1 of 3 tasks complete

Last edited: Jun 15 2022 08:56 AM (CDT)

REVIEW SUBMIT

Deadline: Jun 30 2023 11:59 PM (CDT)

Principal Attestation

Task instructions [Hide](#)

Enter the email address of the Mentor/Applicant's principal.

Recommendations

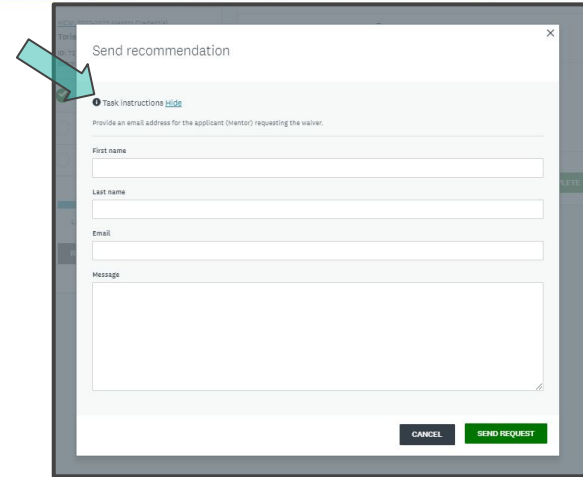
daffy duck
believeandprepare@la.gov

Requested: Jun 15 2022

MARK AS COMPLETE

School/School System Lead

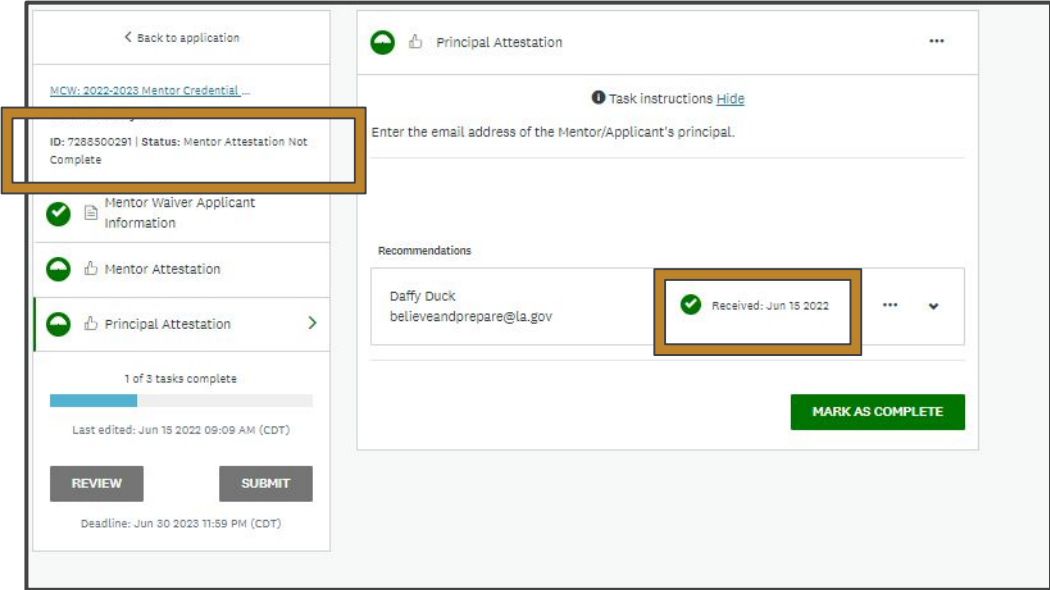
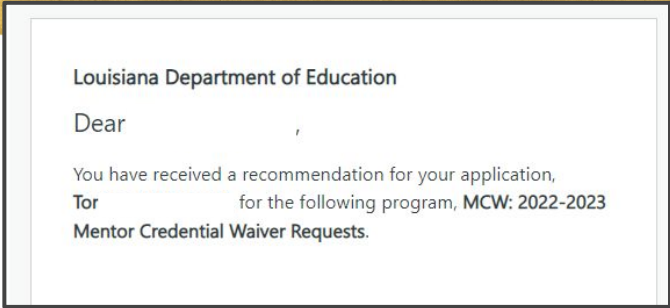
- Provide the following information
 - Principal first name
 - Principal last name
 - Principal email address
 - Message: Mr./Ms. **(Principal's last name)**, Use the link in this message to access the Principal Attestation form for Mr./Ms. **(Mentor/Applicant's last name)**'s 2022-2023 Mentor Credential Waiver Application. If you have any questions email me at **(insert school system leader email address)**.
- "Send Request"



The screenshot shows a web form titled "Send recommendation" with a close button (X) in the top right corner. A green arrow points to a link labeled "Task instructions" with a small "x" icon. Below this, a text prompt says "Provide an email address for the applicant (mentor) requesting the waiver:". The form contains four input fields: "First name", "Last name", and "Email", each with a light gray border and a small "x" icon on the right. Below these is a larger "Message" text area with a light gray border and a small "x" icon on the right. At the bottom right of the form are two buttons: a gray "CANCEL" button and a green "SEND REQUEST" button.

School/School System Lead

- Monitor Mentor & Principal attestation completion
 - Leads will receive notifications once recommendations have been completed.
 - Leads can review application status and attestation status in the portal.
 - “Mentor/Principal Attestation Not Complete” status



Mentor Waiver Application Process Roles

Mentor Teacher

- Use link in email notification from noreply@mail.smapply.net to access attestation form
- Log into the [application portal](#)
- Complete Mentor attestation
 - Mentee information
 - Mentor (applicant) information
- Monitor recommendation completion
 - Application stage
 - Remind school leader to complete attestation

Mentor Teacher (applicant)

- Use the link in the email from noreply@mail.smapply.net to access the attestation form
- Log into the portal
- Complete the Attestation Form
 - Number of Mentees
 - Section 1: Mentee/Resident information
 - Section 2: Mentor information

Louisiana Department of Education

Dear _____,

Torey Hayward has invited you to provide a recommendation on their behalf for the following program: **MCW: 2022-2023 Mentor Credential Waiver Requests.**

Message from

Please complete this attestation for your Mentor Waiver. Reach out to _____ if you have any questions about completing.

Instructions for giving this recommendation:

A mentor credential waiver request has been submitted for you to serve as a Mentor in the 2022-2023 school year. To complete the waiver request, please provide information about you and your Mentee(s).

Please click the button below to accept this request and working on your recommendation.



Give recommendation



Register for an applicant account

Register with



OR

First name

Last name

Email

Password

Confirm password

You have been asked to provide a recommendation on behalf of:

TH

[Preview application](#)

[Review MCW: 2022-2023 Mentor Credential Waiver Re...](#)

Deadline:
Instructions:

Jul 1 2023 04:59 AM (UTC)
A mentor credential waiver request has been submitted for you to serve as a Mentor in the 2022-2023 school year. To complete the waiver request, please provide information about you and your Mentee(s).



Accepted!

You have agreed to submit a recommendation

[Change decision](#)

Mentor Attestation

✓ Draft saved

Resident Information

Please provide this information about the Mentee you will Mentor in the 2021-2022 school year.

How many mentees are you mentoring in the 2021-2022 school year?

Mentee #1: Teaching Certificate Type

Teaching certificate type and number can be found by name or SSN on [teachlouisiana.net](#) on the [Verify Certificate](#) or [Teaching Authorization page](#).

- ☐ Practitioner's License (PL) - i.e. Teacher of Record
- ☐ Resident Certificate (R) - i.e. Not a Teacher of Record

Mentee #1 Teaching Certification Area

What provider is this candidate enrolled with?

What grades will the mentee be teaching?

- ☐ K
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ Pre-K
- ☐ Other

Mentee #2 Information

Mentee #2: First Name

Mentor Information

Complete this section with your information.

Applicant (Mentor) First Name

Applicant (Mentor) Last Name

Applicant (Mentor) Teaching Certificate Type

Teaching certificate type and number can be found by name or SSN on [teachlouisiana.net](#) on the [Verify Certificate](#) or [Teaching Authorization page](#).

- ☐ A
- ☐ B
- ☐ C
- ☐ Level 1
- ☐ Level 2
- ☐ Level 3

Applicant (Mentor) Teaching Certificate Number

Six digits that follow the Certificate Type

Applicant (Mentor) Teaching Certificate Certification Area

Select all that apply.

- ☐ AGRICULTURE (6-12)
- ☐ ART (K-12)
- ☐ BIRTH TO KINDERGARTEN
- ☐ BUSINESS (6-12)
- ☐ COMPUTER SCIENCE (6-12)
- ☐ EARLY CHILDHOOD (PK-3)
- ☐ ELEMENTARY (1-5)
- ☐ ENGLISH (6-12)
- ☐ ENGLISH/LANGUAGE ARTS (4-8)
- ☐ HEALTH AND PHYSICAL EDUCATION (K-12)

I attest that the above information is true and accurate to the best of my knowledge. I also understand and acknowledge that this document and all information in it will be a public record subject to public disclosure pursuant to Louisiana public records law, La. R.S. 44:1 et seq. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Applicant (Mentor) Name

Applicant (Mentor) Email Address

Applicant (Mentor) Phone Number

Applicant (Mentor) Signature

Clear

Today's Date

Jun 10 2022

SAVE & CONTINUE EDITING

SUBMIT

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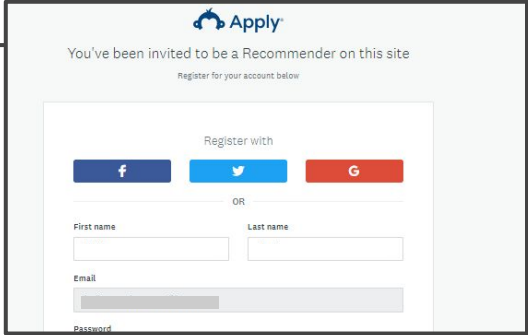
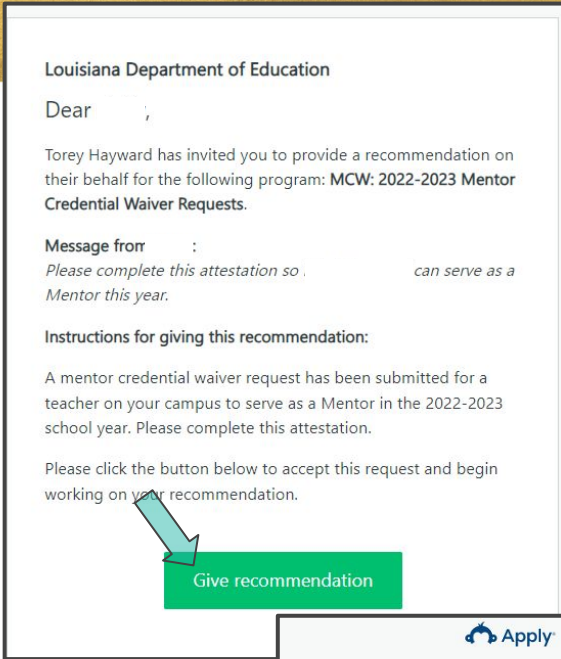
Mentor Waiver Application Process Roles

Principal

- Use link in email notification to access attestation form
- Complete Principal attestation
 - Mentor (applicant) information
- Monitor recommendation completion
 - Application stage
 - Remind Mentor to complete attestation

Principal

- Use the link in the email from noreply@mail.smapply.net to access the attestation form.
- Log into [the portal](#).



You have been asked to provide a recommendation on behalf of:

TH

[Preview application](#)

[Review MCW: 2022-2023 Mentor Credential Waiver Re...](#)

Deadline:

Jun 30 2023 11:59 PM (CDT)

Instructions:

A mentor credential waiver request has been submitted for a teacher on your campus to serve as a Mentor in the 2022-2023 school year. Please complete this attestation.



Accepted!

You have agreed to submit a recommendation

[Change decision](#)

Principal Attestation

A Mentor credential waiver request has been submitted for [redacted] at Parish. Please complete this attestation to verify this candidate's ability to serve as a Mentor in the 2022-2023 school year.

The teacher is highly recommended to serve as a mentor for the 2022-2023 school year based upon one or more of the following:

(Please choose all that apply. It is highly encouraged that teachers possess more than one of these qualifications.)

- ☐ At least two years of Highly Effective Compass ratings
- ☐ National Board Certification
- ☐ Statewide or national distinction for excellence in teaching (ex: Milken, etc.)
- ☐ Experience as a TAP mentor, master teacher or executive master teacher and certified as a TAP evaluator
- ☐ Content leader expertise, as evidenced by participation in Content Leader training or redelivery of professional development
- ☐ Master's or doctorate in Education and exemplary experience hosting student teachers

Principal (or Designee) Name

Principal (or Designee) Email Address

Principal (or Designee) Title

Principal (or Designee) Phone Number

I attest that the above information is true and accurate to the best of my knowledge. I also understand and acknowledge that this document and all information in it will be a public record subject to public disclosure pursuant to Louisiana public records law, La. R.S. 44:1 et seq. I agree that my electronic signature as entered on this form is the legal equivalent of my manual signature on this application.

Principal (or Designee) Signature

[Clear](#)

Today's Date

Jun 15 2022

[SAVE & CONTINUE EDITING](#)

[SUBMIT](#)

Recommendation Notifications

- School system leaders will receive a notification once a recommendation has been accepted and completed.
- System leads should send regular reminders to Mentors and Principals to complete attestations.
- Mentors and Principals will receive a recommendation request to complete the attestation form.

Louisiana Department of Education

Dear Laurie Carlton,

Torey Hayward has accepted your request to provide a recommendation for your application, **Nicole Bono**, for the following program, **MCW: 2022-2023 Mentor Credential Waiver Requests**.

Click the following link to access your application.

Thank you,
Torey Hayward

[View Application](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://louisianabelieves.com/app/vc/inquiry/20953201/>

Review Process

- Applications will be reviewed within 72 hours of completing the three tasks.
- Once the application is reviewed and accepted, district personnel will see the status of each application submitted in the portal. Approved status serves as confirmation that the applicant can serve as a Mentor in the 2023-2024 school year.
- If the application is denied, school system personnel will receive notification with denial rationale.
- **July 7, 2023:** *2023-2024 Mentor Waiver Application open*
- **October 1, 2023:** Funding deadline to hold Mentor Credential or Mentor Credential Waiver
- **June 8, 2024:** *2023-2024 Mentor Waiver Application closed*

Contact believeandprepare@la.gov for questions or additional assistance with completing the 2023-2024 Mentor Credential Waiver Application.

