

2024-2025 Mentor Credential Waiver Application Guide



Mentor Waiver

Beginning in September 2020, every teacher who serves as the Mentor of an undergraduate or post-baccalaureate candidate must hold the Mentor Ancillary Certificate or the Provisional Mentor Ancillary Certificate.

BESE has allowed a waiver of the Mentor credential for the 2020-2021, 2021-2022, 2022-2023, and 2023-2024 school years.

In April 2024 BESE approved policy to allow for Mentor waiver approval on a case by case basis.



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:

- Two years of Highly Effective Compass ratings;
- National Board Certification;
- Statewide or national distinction for excellence in teaching;
- Experience as a TAP mentor, master teacher, executive master teacher, or certified TAP evaluator;
- Content leader experience, as evidenced by participation in Content Leader training or redelivery of professional development; or
- 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:

- Honoring Previous Training and Experience
 - EDL or previous administrative certifications
 - NIET trained evaluators
 - CLASS trained evaluators
 - Supervision of Student Teachers
- Removing the Content-Specific Assessments
- 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.



2024-2025 Mentor Credential Waiver Application

[Application Link](#)



2024-2025 Mentor Credential Waiver Application

The 2024-2025 application process is similar to the waiver application used in the 2023-2024 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.



2024-2025 Mentor Credential Waiver Application

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 2024-2025 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”

The screenshot displays the Louisiana Department of Education's online portal. At the top, the user is logged in as Torrey Hayward. The main content area features a card for "MCW: 2022-2023 Mentor Credential Waiver Requests". An orange arrow points from this card to a green "APPLY" button. Below the button, the "Opens" date is Jun 9 2022 12:00 AM (CDT) and the "Deadline" is Jun 30 2023 11:59 PM (CDT). A second orange arrow points from the "APPLY" button to a modal window titled "Name your application". This modal contains a text input field for the "Name of Mentor Heading Request" (with a 75-character limit) and "CANCEL" and "CREATE APPLICATION" buttons.

Below the modal, another orange arrow points to a task list for the application. The task list shows "0 of 3 tasks complete" and includes "Mentor Waiver Applicant Information", "Mentor Attestation", and "Principal Attestation". A third orange arrow points from the "Mentor Waiver Applicant Information" task to a detailed view of the application. This view shows the applicant's name, "Toriano A Hayward", ID "7288600291", and status "Application Not Submitted". It also includes a "REVIEW" button, a "SUBMIT" button, and an "Add collaborator" button. The "Your tasks" section is visible on the right side of the application details view.

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 Haywood 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 ✓ Draft saved

Applicant (Mentor) Name

Applicant (Mentor) School System

SAVE & CONTINUE EDITING MARK AS COMPLETE

Back to application

MCW: 2022-2023 Mentor Credential - Toriano A Haywood 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

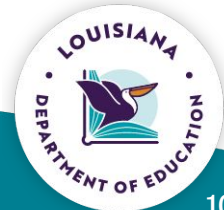
Task instructions Hide

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

REQUEST A RECOMMENDATION

Recommendations

MARK AS COMPLETE



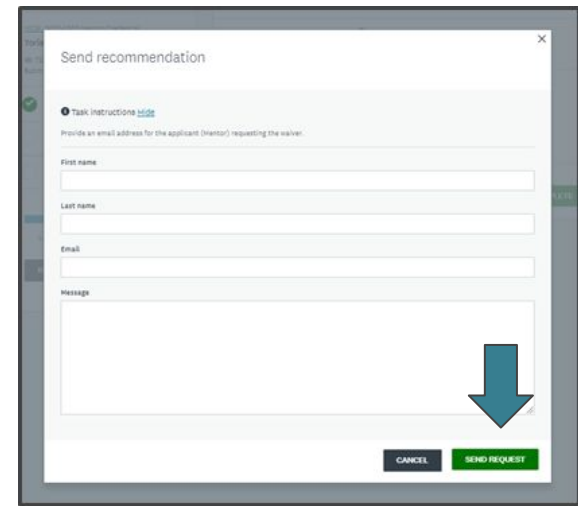
School/School System Lead

Provide the following information

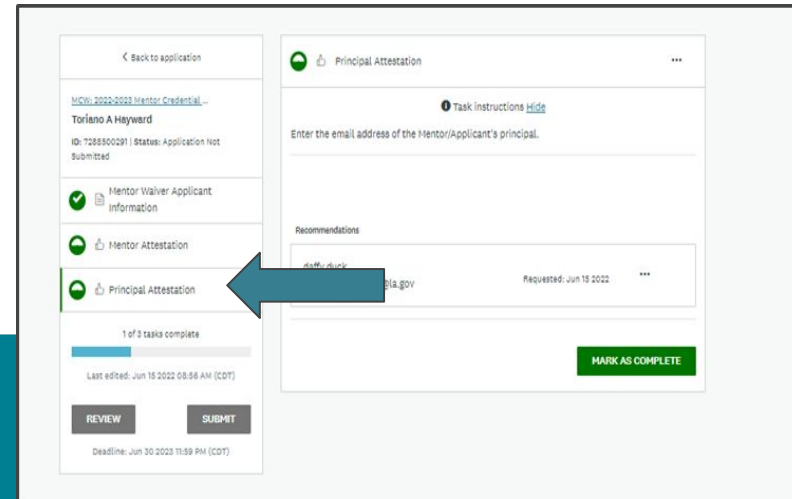
- Mentor first name
- Mentor last name
- E-mail address
- Message: Mr./Ms. (**Mentor/Applicant's Last Name**), Use the link in this message to access the Mentor Attestation form for your 2024-2025 Mentor Credential Waiver Application. If you have any questions email me at (**school system leader email address**).

“Send Request”

“Principal Attestation”



A screenshot of a web form titled "Send recommendation". The form includes a "Task instructions" section with a "Hide" link and a sub-instruction: "Provide an email address for the applicant (mentor) requesting the waiver." Below this are input fields for "First name", "Last name", and "Email". There is also a larger text area for "Message". At the bottom right, there are two buttons: "CANCEL" and "SEND REQUEST". A large blue arrow points down towards the "SEND REQUEST" button.



A screenshot of an application dashboard. On the left, a sidebar shows a list of tasks: "Mentor Waiver Applicant information", "Mentor Attestation", and "Principal Attestation". The "Principal Attestation" task is highlighted with a green checkmark and a blue arrow pointing to the right. The main content area shows the "Principal Attestation" form, which includes a "Task instructions" section with a "Hide" link and a sub-instruction: "Enter the email address of the Mentor/Applicant's principal." Below this is an input field. There is also a "Recommendations" section with a table showing a recommendation from "delforduck@sta.gov" requested on "Jun 15 2022". At the bottom right, there is a green "MARK AS COMPLETE" button. At the bottom left, there are "REVIEW" and "SUBMIT" buttons. A "Deadline" of "Jun 30 2023 11:59 PM (CDT)" is also visible.

School/School System Lead

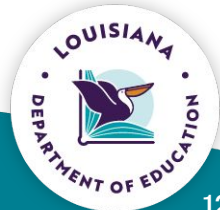
Provide the following information

- 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 2024-2025 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. Below the title is a "Task instructions" section with a "hide" link. The instructions read: "Provide an email address for the applicant (mentor) requesting the waiver:". The form contains four input fields: "First name", "Last name", "Email", and "Message". At the bottom right of the form are two buttons: a grey "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

Louisiana Department of Education

Dear Torey Hayward,

You have received a recommendation for your application, **Toriano A Hayward**, for the following program, **MCW: 2022-2023 Mentor Credential Waiver Requests**.

MCW: 2022-2023 Mentor Credential Waiver Requests
Toriano A Hayward
ID: 7286500291 | Status: Mentor Attestation Not Complete

- ✓ Mentor Waiver Applicant Information
- ➡ Mentor Attestation
- ➡ Principal Attestation

1 of 3 tasks complete

Last edited: Jun 15 2022 09:09 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	✓ Received: Jun 15 2022	...
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MARK AS COMPLETE

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 Toriano,

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 Torey:

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 begin 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:



Torey Hayward
Torey.Hayward@la.gov

[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

Drafts 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

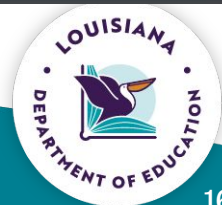
Today's Date

SAVE & CONTINUE EDITING

SUBMIT

Apply

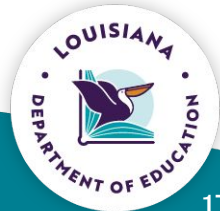
Copyright © Homebase | Privacy | Terms | Do not sell my



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](#).

Louisiana Department of Education

Dear daffy,

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 Torey:

Please complete this attestation so Mr. T Hayward can serve as a Mentor this year.

Instructions for giving this recommendation:

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.

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

Give recommendation



You've been invited to be a Recommender on this site

Register for your account below.

Register with

f

t

G

OR

First name

Daffy

Last name

Duck

Email

believeandprepare@la.gov

Password

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

TH Torey Hayward
Toriانو.Hayward@la.gov

[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 [Toriano A Hayward](#) at [St. Bernard 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

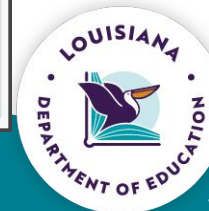
[Clear](#)

Today's Date

Jun 15 2022

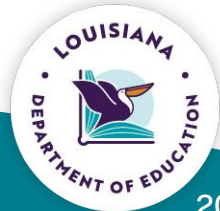
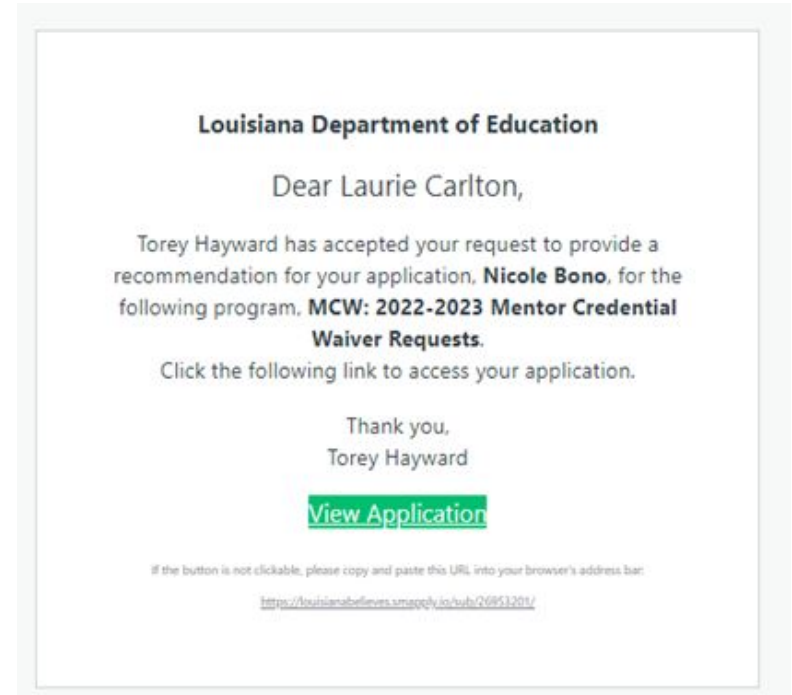
[SAVE & CONTINUE EDITING](#)

[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.



Mentor Policy Updates - ALTERNATE Waiver

In April 2024 BESE also granted an Alternate Approval for those who did not meet the original waiver requirements.

An individual mutually agreed upon by the LEA and the teacher preparation program provider who does not meet one of the waiver criteria listed in the listed subsection may be approved for the waiver for a period of not more than two years.



2024-2025 Mentor Credential ALTERNATE Waiver Application

[ALTERNATE Application](#)



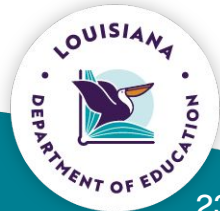
Mentor Waiver ALTERNATE Application Steps

For the 2024-2025 school year, the application process for the Mentor Alternate waiver will be completed entirely online through SurveyMonkey Apply.

School system staff began the process by submitting the Mentor's name and email address, the prep provider contact's name and email address and the principal's name and email address. The application will be forwarded to all parties via email.

This application needs to be reviewed with completed attestation from the Mentor, the LEA, and the Teacher Prep Provider.

All will electronically sign the application.



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 2024-2025 school year.

If the application is denied, school system personnel will receive notification with denial rationale.



Timeline

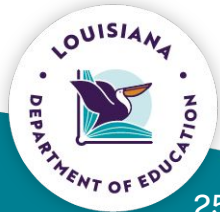
August 1: 2024-2025 Mentor Waiver Application open

August 21: 2024-2025 Mentor Waiver ALTERNATE Application open

October 1: Funding deadline to hold Mentor Credential or Mentor Credential Waiver

June 12, 2025: 2024-2025 Mentor Waiver Application closed

June 12, 2025: 2024-2025 Mentor Waiver ALTERNATE Application closed



Questions

Contact believeandprepare@la.gov for questions or additional assistance with completing the 2024-202 5Mentor Credential Waiver Application.

