

Overview

The Resident and Mentor Teacher Compensation Preliminary Eligibility Report contains preliminary compensation eligibility for resident and mentor teachers participating in yearlong residencies taking place between August 2020 through May 2021 or January 2020 through December 2020.

Please use the instructions below for how to review this file. If any updates are needed, please submit an updated [data collection template](#) to the FTP, and email BelieveandPrepare@la.gov of the updated file and fields changed by December 11, 2020. **All updates must be submitted by the school system.** Updated preliminary compensation files will be transferred during the week of November 30 and December 7.

Resident and Mentor Teacher Eligibility Requirements

Resident Teachers must meet the following criteria to be eligible for the pay raise compensation:

- The resident must hold a resident certificate with a valid from date on or before October 1, 2020.
- The resident must serve in a MFP funded entity.
- The resident must serve with a mentor teacher in the same MFP funded entity as the resident teacher.
- The resident must serve with a mentor teacher that is reported in PEP with an object code of 112 (teacher) and a function code within the 1000s excluding 1530 (Pre-K) and 1531 (Head Start).
- The resident must serve with a mentor teacher that is not a contract employee.
- The resident must serve with a mentor teacher holding one of the following on October 1, 2020:
 - Mentor Teacher Ancillary Certificate
 - Provisional Mentor Teacher Ancillary Certificate
 - Supervisor of Student Teaching Certificate
 - 2020-2021 Mentor Credential Waiver

Mentor Teachers must meet the following criteria to be eligible for the compensation:

- The mentor teacher must be mentoring a yearlong public school undergraduate Resident Teacher.
- The mentor teacher must hold one of the following on October 1, 2020:
 - Mentor Teacher Ancillary Certificate
 - Provisional Mentor Teacher Ancillary Certificate
 - Supervisor of Student Teaching Certificate
 - 2020-2021 Mentor Credential Waiver

Report Columns Added

The following columns have been added to the validation file to help with reviewing residents and mentors that meet eligibility requirements.

| Column Added | Description |
|----------------------------------|--|
| Teacher Preparation Program Name | This column indicates the teacher preparation program the resident teacher is enrolled in. |
| Resident Pathway | This column indicates the pathway (Undergraduate or Post-Baccalaureate) the resident teacher is enrolled in. |
| Resident Eligibility Notes | This column lists the reasons a resident teacher did not pass eligibility requirements |

| | |
|-----------------------------------|--|
| Resident Compensation Eligibility | This column lists the percent compensation that the resident is eligible to receive. This column is calculated based on the data submitted in the “Resident Percent Time Spent in Role/Location”. |
| Mentor Eligibility Notes | This column lists the reasons a mentor teacher did not pass eligibility requirements to be assigned to a resident teacher. Please note, the eligibility requirements in this column correspond to the requirements needed for the resident teacher portion of the compensation. It is possible for a mentor teacher to be eligible for compensation (as indicated in the Mentor Compensation Eligibility column) and not qualify to meet eligibility requirements for the resident teacher. This is due to the requirements for each funding source used in the compensation. |
| Mentor Compensation Eligibility | This column lists the percent compensation that the mentor is eligible to receive. This column is calculated based on the number of residents assigned to each mentor and the percent time the resident spends with the mentor. |

Report Review Instructions

The following steps provide guidance for how a school system or teacher preparation program can review the preliminary eligibility report.

Step 1: Use the column called “Resident Eligibility Notes” to determine if any residents did not meet eligibility requirements and the reason why. Update your original [data collection template](#) to resolve the eligibility note indicated. The following table lists the reasons and guidance for how to resolve the reason indicated.

| Eligibility Note | Guidance for Resolution |
|--|---|
| Resident does not hold a valid resident certificate on 10/1/2020 | The resident teacher is not eligible for compensation as they do not hold a resident certificate that was valid on 10/1/2020. |
| Assigned mentor teacher is not eligible to mentor resident (see Mentor Eligibility Notes column) | The mentor teacher assigned did not pass eligibility requirements to mentor the resident teacher. Refer to the Mentor Eligibility Notes column for the reasons. |
| Resident was not reported by the school system | The resident was not reported by the school system indicated by the teacher preparation provider. If the resident is completing their yearlong residency in the school system indicated, the school system should submit an updated data collection template to the FTP and notify BelieveandPrepare@la.gov . |

Step 2: Use the column called “Mentor Eligibility Notes” to determine if any mentors did not meet eligibility requirements to be assigned with a resident teacher and the reason why. Update your original [data collection template](#) to resolve the eligibility note indicated. The following table lists the reasons and guidance for how to resolve the reason indicated.

| Eligibility Note | Guidance for Resolution |
|---|---|
| Resident does not hold a valid resident certificate | The resident teacher and mentor teacher is not eligible for compensation as the resident teacher does not hold a resident certificate that was valid on 10/1/2020. |
| Mentor teacher information incomplete or not reported | The mentor teacher information reported is missing required data. The school system should submit an updated data collection template to the FTP and notify BelieveandPrepare@la.gov . |
| Mentor is not reported in Oct. 1 Profile of Educational Personnel data submission | The mentor teacher is currently not reported in the school systems October 1 Profile of Educational Personnel (PEP) data submission. Please reach out to the school systems data manager to ensure the mentor teacher is reported in PEP. |
| Mentor does not hold the appropriate mentor certification or mentor credential waiver request | The mentor teacher does not hold a valid Mentor Teacher Ancillary Certificate, Provisional Mentor Teacher Ancillary Certificate, Supervisor of Student Teaching Certificate, or 2020-2021 Mentor Credential Waiver. School systems can apply for waivers for individual educators serving as mentors by using this attestation form and submitting the completed attestation form to the request system . All waiver requests must be submitted in the system by December 2 to ensure they are processed in time for the final eligibility report. |
| Mentor teacher does not have a valid object and function code | The mentor teacher assigned does not have a valid object and function code. The school system should submit an updated data collection template with the corrected object and function code to the FTP and notify BelieveandPrepare@la.gov . |

Step 3: Use the column called “Resident Compensation Eligibility” to determine what percent of the compensation the resident will receive. If any updates are needed to the percent update the Resident Percent Time Spent in Role/Location on your original [data collection template](#).

Step 4: Use the column called “Mentor Compensation Eligibility” to determine what percent of the compensation the mentor will receive. If any updates are needed ensure that the mentor is correctly reported with each resident they are serving with and update the Resident Percent Time Spent in Role/Location on your original [data collection template](#).

Step 5: Upload any updates needed to the FTP and notify BelieveandPrepare@la.gov of the updated file and fields changed.