



Teacher Mentor Endorsement

Application for the Utah State Board of Education

Applicant Information

Name: _____ CACTUS ID# _____

E-mail: _____

Purpose

The intent of this endorsement is to recognize the efforts and competencies of experienced educators to support the retention and professional growth of beginning educators. Those earning this endorsement recognize the importance of providing multiple levels of support to early career educators and exhibit an understanding of and personal competency within each of [six identified roles of a teacher mentor](#).

Select Endorsement Type

This application is for a Professional Teacher Mentor Endorsement for working in

- Career and Technical Education (CTE)
- Early Childhood Education
- Elementary Education
- Preschool Special Education (Birth-Age 5)
- School Counseling
- Secondary Education
- Special Education (K-12+)
- Speech-Language Pathology

Instructions for Completing the Application

1. Complete pages 4-7 of this application.
2. Read the certifications and sign page 8 of this application
3. Email your completed application **and required documentation** (see page 9) to licensing@schools.utah.gov, **OR** mail your completed application to

Utah State Board of Education – Endorsements

250 East 500 South

P.O. Box 144200

Salt Lake City, Utah 84114-4200

Prerequisite Requirements

To be eligible for this endorsement, candidates must

- Have a current Utah Professional Educator License.
- Have at least three years of classroom teaching experience.
- Have at least three years of effective or higher rating on school/district educator evaluation, or equivalent (evidence required).
- Have at least one year of full-time employment as an educator in Utah.

Endorsement Requirements

The Teacher Mentor Endorsement requires demonstration of competency in six areas:

1. Foundations of Mentoring
2. Understanding and Building the Mentoring Relationship
3. Effective Communication
4. Facilitating Beginning Teachers' Professional Growth
5. Ongoing Growth as a Professional
6. Ongoing Growth as a Mentor

As indicated in the columns of the table on pages 4-7 of this application, educators wishing to earn this endorsement may demonstrate competency within a requirement area in multiple ways. Applicants need only meet the criteria in **one column** of the table for each requirement area but may use different columns for different requirement areas.

Special Notes

- When using university coursework to meet requirements, it is recommended that the applicant secure approval from a USBE representative to count the course for endorsement purposes **before** registering and completing the course. In all cases, the **applicant** must:
 - provide detailed course syllabi to allow a USBE representative to evaluate and approve alignment with essential content and/or competency demonstration requirements, and
 - earn a satisfactory grade when applicable (e.g., C or higher in credit bearing courses).
- Schools or districts wishing to have local professional learning provided to mentors satisfy requirements must complete the [School/District Teacher Mentor Endorsement Professional Learning Authorization Application](#) and receive approval **prior** to beginning the professional learning. As part of the application, the **school or district** must provide:
 - a detailed summary of what the professional experience learning will include,
 - evidence that the professional learning experience is aligned to the Professional Learning Standards, and
 - evidence that participants will engage in purposeful reflection and complete at least one capstone assignment as evidence of their learning.
- A single university course, teacher mentor professional learning module, microcredential, or school/district offered professional learning may be used to meet the requirements in only one requirement area.

If you have questions about the Teacher Mentor Endorsement, please contact

Dr. Kami Dupree
Educator Development Specialist
kami.dupree@schools.utah.gov

Endorsement Requirement Areas Checklist

Pre-approved school/district approved professional learning that meet the requirements in column five can be found [here](#).

Requirement Area	College/University or USBE Credit Course	USBE Teacher Mentor Professional Learning Modules	USBE Approved Microcredentials	School or District PRE-APPROVED Mentor Professional Learning
<p>Area 1: Foundations of Mentoring</p>		<p>Module 01: Understanding and Preparing for Your Role as Mentor</p> <p>AND</p> <p>Module 02: Understanding the Beginning Teacher</p> <p>Evidence Required: <i>Completed Learning Journal for each module.</i></p>		<p>Title: _____</p> <p>Date Completed: _____</p> <p>School/District: _____</p> <p>Evidence Required: <i>Experience must be on the pre-approved list and applicant must provide evidence of participation.</i></p>
<p>Area 2: Understanding and Building the Mentoring Relationship</p>		<p>Module 03: Getting the Mentoring Relationship Off to the Right Start</p> <p>Evidence Required: <i>Completed Learning Journal for each module.</i></p>	<p>The Mentoring Relationship</p> <p>Evidence Required: <i>PDF copy of MIDAS transcript.</i></p>	<p>Title: _____</p> <p>Date Completed: _____</p> <p>School/District: _____</p> <p>Evidence Required: <i>Experience must be on the pre-approved list and applicant must provide evidence of participation.</i></p>

Requirement Area	College/University or USBE Credit Course	USBE Teacher Mentor Professional Learning Modules	USBE Approved Microcredentials	School or District PRE-APPROVED Mentor Professional Learning
<p>Area 3: Effective Communication</p>	<p>Foundations of Instructional Coaching Course (Part of instructional coaching endorsement)</p> <p>Evidence Required: <i>Official college or MIDAS transcript.</i></p>	<p>Module 05: Effective Mentoring Conversations</p> <p>AND</p> <p>Module 07: Mastering Crucial Conversations</p> <p>Evidence Required: <i>Completed Learning Journal for each module.</i></p>		<p>Title: _____</p> <p>Date Completed: _____</p> <p>School/District: _____</p> <p>Evidence Required: <i>Experience must be on the pre-approved list and applicant must provide evidence of participation.</i></p>
<p>Area 4: Facilitating Beginning Teachers' Professional Growth</p>	<p>Adult Learning Theory Course (Part of instructional coaching endorsement)</p> <p>Evidence Required: <i>Official college or MIDAS transcript.</i></p>	<p>Module 04: Facilitating Learning When Working with Adult Learners</p> <p>AND</p> <p>Module 06: Using Coaching Cycles to Improve Instruction</p> <p>Evidence Required: <i>Completed Learning Journal for each module.</i></p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • USBE Instructional Coaching Cycle • Building Capacity for Data-Driven Coaching • Fundamental Coaching Dispositions <p>AND</p> <p>At least two of the following:</p> <ul style="list-style-type: none"> • Theories of Change • Building Capacity for Self-Efficacy • Educator Stages of Development <p>Evidence Required: <i>PDF copy of MIDAS transcript.</i></p>	<p>Title: _____</p> <p>Date Completed: _____</p> <p>School/District: _____</p> <p>Evidence Required: <i>Experience must be on the pre-approved list and applicant must provide evidence of participation.</i></p>

Requirement Area	College/University or USBE Credit Course	USBE Teacher Mentor Professional Learning Modules	USBE Approved Microcredentials	School or District PRE-APPROVED Mentor Professional Learning
<p>Area 5: Ongoing Growth as a Professional</p> <p>This area requires evidence of engaging in a minimum of any two activities with a focus on developing capacity with a specific <i>grade level, content area, or general pedagogy</i>.</p> <p><i>Requirement must be met within the three academic years prior to application for endorsement.</i></p>	<p>#1 University OR LEA: _____</p> <p>Course Code (e.g., EDUC 2010) OR MIDAS Course/Section: _____</p> <p>Grade: _____</p> <p>#2 University OR LEA: _____</p> <p>Course Code (e.g., EDUC 2010) OR MIDAS Course/Section: _____</p> <p>Grade: _____</p> <p>Evidence Required: Official college or MIDAS transcript.</p>	<p>Module #: _____</p> <p>Date Completed: _____</p> <p>Module #: _____</p> <p>Date Completed: _____</p> <p>Evidence Required: Completed Learning Journal for each module.</p>	<p>Earn a Content Area Endorsement Endorsement: _____</p> <p>Awarded Year: _____</p> <p>National Board Certification *If <i>earned</i> within the last three years, this counts as both requirements for this area. If <i>renewed</i>, this counts as only one of the two requirements.</p> <p>Year Originally Earned: _____</p> <p>Renewal Year: _____</p> <p>Utah's Hope Street Group Teacher Fellowship Program Initial Cohort Year: _____</p> <p>Evidence Required: Verification of engagement or completion within the last three academic years and a one-page reflection on the impact and planned implementation of learning on growth as a professional.</p>	<p>State or National Conference or Professional Learning</p> <p>Title: _____</p> <p>Date: _____</p> <p>State or National Conference or Professional Learning</p> <p>Title: _____</p> <p>Date: _____</p> <p>Evidence Required: Evidence of attendance and one-page reflection of impact and planned implementation of learning on growth as a professional.</p>

Requirement Area	College/University or USBE Credit Course	USBE Teacher Mentor Professional Learning Modules	USBE Approved Microcredentials	School or District PRE-APPROVED Mentor Professional Learning
<p>Area 6: Ongoing Growth as a Mentor This area requires evidence of engaging in at least one activity with a <i>focus on developing knowledge, skills, or dispositions used in mentoring.</i></p> <p>Requirement must be met within the three academic years prior to application for endorsement.</p>	<p>University OR LEA: _____</p> <p>Course Code (e.g., EDUC 2010) OR MIDAS Course/Section: _____</p> <p>Grade: _____</p> <p><i>Evidence Required: Official college or MIDAS transcript.</i></p>	<p>Module #: _____</p> <p>Date Completed: _____</p> <p><i>Evidence Required: Completed Learning Journal for each module.</i></p>		<p>State or National Conference or Professional Learning</p> <p>Title: _____</p> <p>Date: _____</p> <p><i>Evidence Required: Evidence of attendance and one-page reflection of impact and planned implementation of learning on growth as a professional.</i></p>

Applicant's Signature

I, _____, certify that the information contained in this application is true and that I have engaged in the activities indicated on pages 4-7 of this application. I have also attached

- Evidence of receiving an "effective" or higher rating on evaluation for the last three academic years.
- All required documentation (i.e., transcripts, learning journals, evidence of engagement in or attendance at professional learning sessions, and one-page reflections) associated with my demonstration of competency in each area indicated in the table on pages 4-7 of this application.

Applicant Signature

Date

For USBE Office Use Only

- The application is complete and approved.
- The application is incomplete and not approved for the following reason(s):

ENDORSEMENT SPECIALIST: _____

Date Reviewed and Returned to LEA: _____