

TEACHER MENTOR ENDORSEMENT

Application for the Utah State Board of Education

APPLICANT INFORMATION

Name: _____ CACTUS ID#: _____

E-mail: _____

PURPOSE

The endorsement recognizes experienced educators who support the retention and professional growth of early career educators by exhibiting an understanding of and personal competency within each of the [six identified roles of a teacher mentor](https://schools.utah.gov/file/b444e475-679e-497a-9716-ccc62c674fa9) (<https://schools.utah.gov/file/b444e475-679e-497a-9716-ccc62c674fa9>).

ENDORSEMENT REQUIREMENTS

PREREQUISITES

You must meet ALL of the following:

- ☐ I have a current Utah Professional Educator License
- ☐ I have at least three years of classroom teaching experience
- ☐ I have at least three years of effective or higher rating on school/district educator evaluation, or equivalent
- ☐ I have at least one year of full-time employment as an educator in Utah

ADDITIONAL INFORMATION

Applicants must meet competency requirements in *each of the six areas* listed on the following pages. There are multiple ways to meet the criteria in each area. For each of the six areas please select the relevant way you are satisfying the requirement and complete relevant details. For a current list of pre-approved school and district professional learning that satisfies areas of this endorsement please go to bit.ly/3qptVaW.

Important Notes:

- Applicants must meet TWO competency requirements in Area 5 within three academic years of applying for this endorsement.

- When using university coursework to meet requirements, it is recommended that the applicant seek clarification on whether a course will satisfy requirements in a particular Endorsement Area. To do so, the applicant should provide a detailed course description or syllabi for review.
- 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 Endorsement Area.

MENTORING ENDORSEMENT AREAS

1. Foundations of Mentoring

- ☐ *USBE Teacher Mentor Professional Learning Modules*
Module 01: Understanding and Preparing for Your Role as Mentor
Module 02: Understanding the Beginning Teacher
Required Documentation: Learning Journal for each module
- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

2. Understanding and Building the Mentoring Relationship

- ☐ *USBE Teacher Mentor Professional Learning Modules*
Module 03: Getting the Mentoring Relationship off to the Right Start
Required Documentation: Learning Journal for Module 3
- ☐ *The Mentoring Relationship Microcredential*
Date completed and posted in MIDAS: _____
Required Documentation: Copy of MIDAS transcript
- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

3. Effective Communication

- ☐ *Foundations of Instructional Coaching Course*
Completed as part of the Instructional Coaching Endorsement
Required Documentation: College or MIDAS transcript
- ☐ *USBE Teacher Mentor Professional Learning Modules*
Module 05: Effective Mentoring Conversations
Module 07: Mastering Crucial Conversations
Required Documentation: Learning Journal for each module
- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

4. Facilitating Beginning Teachers' Professional Growth

- ☐ *Adult Learning Theory Course*
Completed as part of the Instructional Coaching Endorsement
Required Documentation: College or MIDAS transcript
- ☐ *USBE Teacher Mentor Professional Learning Modules*
Module 04: Facilitating Learning When Working with Adult Learners
Module 06: Using Coaching Cycles to Improve Instruction
Required Documentation: Learning Journal for each module
- ☐ *Microcredentials*
Two or more of the following:
USBE Instructional Coaching Cycle
Date completed and posted in MIDAS: _____
Building Capacity for Data-Driven Coaching
Date completed and posted in MIDAS: _____
Fundamental Coaching Dispositions
Date completed and posted in MIDAS: _____
AND
Two or more of the following:
Theories of Change
Date completed and posted in MIDAS: _____
Building Capacity for Self-Efficacy
Date completed and posted in MIDAS: _____

Educator Stages of Development

Date completed and posted in MIDAS: _____

Required Documentation: Copy of MIDAS transcript

- ☐ School/District [Pre-Approved](https://bit.ly/3qptVaW) (<https://bit.ly/3qptVaW>) Professional Learning
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

5. Ongoing Growth as a Professional (Requires TWO activities in 3-years)

- ☐ College/University or USBE Credit Course
College/University/USBE: _____
Course Name: _____
Course Code: _____ Semester/Year: _____ Grade: _____
Required Documentation: College or MIDAS transcript
- ☐ College/University or USBE Credit Course
College/University/USBE: _____
Course Name: _____
Course Code: _____ Semester/Year: _____ Grade: _____
Required Documentation: College or MIDAS transcript
- ☐ USBE Teacher Mentor Professional Learning Modules
Module _____: _____
Required Documentation: Module Learning Journal
- ☐ USBE Teacher Mentor Professional Learning Modules
Module _____: _____
Required Documentation: Module Learning Journal
- ☐ Earn a Content Area Endorsement
Endorsement: _____
Year Awarded: _____
- ☐ Earn/Renew National Board Certification*
*If earned within the last three years, this counts as both requirements for this area.
Year Originally Earned: _____ Renewal Year: _____
Required Documentation: Evidence of earning or renewal

- ☐ *Utah's Hope Street Group Teacher Fellowship Program*
Initial Cohort Year: _____
Required Documentation: Evidence of participation
- ☐ *State or National Conference or Professional Learning Experience*
Title: _____
Date Completed: _____
Required Documentation: Evidence of participation and one-page reflection of impact on practice and/or planned implementation of learning.
- ☐ *State or National Conference or Professional Learning Experience*
Title: _____
Date Completed: _____
Required Documentation: Evidence of participation and one-page reflection of impact on practice and/or planned implementation of learning.
- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation
- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

6. Ongoing Growth as a Mentor

- ☐ *College/University or USBE Credit Course*
College/University/USBE: _____
Course Code (if applicable): _____
Course Name: _____
Semester/Year: _____ Grade: _____
Required Documentation: College or MIDAS transcript

- ☐ *USBE Teacher Mentor Professional Learning Modules*
Module _____: _____
Required Documentation: Module Learning Journal

- ☐ *State or National Conference or Professional Learning Experience*
Title: _____
Date Completed: _____
Required Documentation: Evidence of participation and one-page reflection on impact on practice and/or planned implementation of learning.

- ☐ *School/District [Pre-Approved](https://bit.ly/3qptVaW) (https://bit.ly/3qptVaW) Professional Learning*
Title: _____
School/District: _____
Date Completed: _____
Required Documentation: Evidence of participation

APPLICANT'S SIGNATURE

I certify that the information contained in this application is true and that

- ☐ I have submitted evidence of receiving an "effective" or higher rating on evaluation for the last three academic years.
- ☐ I have submitted all other required documentation (i.e., transcripts, learning journals, evidence of participation, and one-page reflections) associated with my demonstration of competency in each endorsement area.

Please note: Electronic transcripts must be sent directly from the College/University clearinghouse to the USBE Licensing Department at transcripts@schools.utah.gov.

Educator Signature: _____ *Date:* _____

APPLICATION SUBMISSION

Please submit this endorsement application online in the Utah Educator Licensing Application system, [Survey Monkey Apply](https://usbelicensing.smapply.us) (https://usbelicensing.smapply.us).