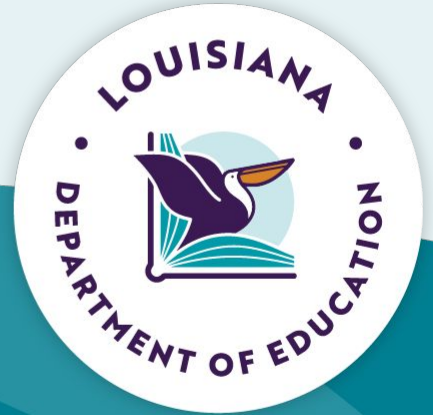


Resident Teacher and Mentor Teacher Compensation Process



August 21, 2025

Agenda

- Background
- Eligibility
- Process Overview
- Mentor Waiver

Please contact MentorandContentLeader@la.gov



Background



August 21, 2025

Policy Timeline Overview

2017-2018	LDOE launches a statewide training initiative to develop a cadre of Mentor Teachers and Content Leaders BESE approved regulations to establish mentor teacher and content leader credentials in the form of an ancillary certificate.
2019	LDOE begins to issue Content Leader and Mentor Teacher ancillary certificates to individuals who have successfully completed a state-approved Content Leader or Mentor Teacher training program, including state-led training, and have a passing score on the Louisiana Content Leader or Mentor Teacher Assessment Series
2020	Mentor Teacher ancillary certificate required for individuals who serve as a mentor of undergraduate or post-baccalaureate teacher residents

Please contact MentorandContentLeaders@la.gov



Funding Overview

In the 2025-2026 academic year, the data collection for the Mentor stipend will take place using the same process that has been used in previous years.

- Mentors who support year-long undergraduate and post-baccalaureate candidates (first year PLs) will receive \$2,000.
- Through the teacher pay increase approved by the Legislature in 2019-20 (\$1000), 2021-22 (\$800), and 2022-23 (\$1,500) the Department will allocate funds for LEAs to pay \$3,300 to yearlong undergraduate residents who hold a resident certificate and are completing their residency in a public school.
- This funding is allocated to school systems who host residents. School systems should pay Mentors and Residents directly.
- Funding will be provided through the Minimum Foundation Program (MFP) formula via the certificated pay raise calculation for K-12 residents and mentors, with 8g funding Pre-K residents and mentors.

Please contact MentorandContentLeaders@la.gov



Eligibility



August 21, 2025

Resident Eligibility

Who is eligible for the resident teacher compensation?

- The resident must hold a resident certificate with a valid from date **on or before** October 1, 2025.
 - Resident applications should be **submitted** by **September 1**.
 - The certification team at the LDOE will prioritize processing resident applications throughout September.
- The resident must serve in an MFP funded entity.
- The resident must serve with a mentor teacher in the **same** MFP funded entity as the resident teacher.

Please contact MentorandContentLeader@la.gov



Resident Eligibility

Who is eligible for the resident teacher compensation?

- The resident must serve with a mentor teacher that is reported in EDLink 360 Staffing with:
 - an object code of 112 (teacher)
 - a function code within the 1000s (except 2252 Librarian, 2231 Instructional Staff Trainer)
 - an FTE greater than 0
- The resident must serve with a mentor teacher holding one of the following on **October 1, 2025**: Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, or 2025-2026 Mentor Waiver Credential

Please contact MentorandContentLeader@la.gov



Eligibility for Post Baccalaureate Candidates

What does the post baccalaureate candidate need in order for their Mentor to be eligible?

- The Practitioner teacher must hold a practitioner license with a valid from date on or before October 1, 2025.
- The Practitioner teacher must be serving in their first year of teaching.
- The candidate must serve in an MFP funded entity.
- The candidate must serve with a mentor teacher in the **same** MFP funded entity as the candidate.

Please contact MentorandContentLeader@la.gov



Eligibility for Post Baccalaureate Candidates

What does the post baccalaureate candidate need in order for their Mentor to be eligible?

- The candidate must serve with a Mentor Teacher that is reported in EdLink360 Staffing with:
 - an object code of 112 (teacher)
 - a function code within the 1000s (except 2252 Librarian, 2231 Instructional Staff Trainer)
 - An FTE greater than 0
- The candidate must serve with a mentor teacher holding one of the following on October 1, 2025: Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, or 2025-2026 Mentor Waiver Credential.

Please contact MentorandContentLeader@la.gov



Mentor Eligibility

Who is eligible for the mentor teacher funding?

- Mentors of certificated undergraduate residents in yearlong residencies and Mentors of post-baccalaureate candidates who are on their first year of a practitioner's license are eligible for \$2,000. The resident they support **must** have a Practitioner's license or Resident license.
- The mentor teacher must hold one of the following on October 1, 2025:
 - Mentor Teacher Certificate
 - Provisional Mentor Teacher Ancillary Certificate
 - 2025-2026 Mentor Waiver Credential

Please contact MentorandContentLeader@la.gov

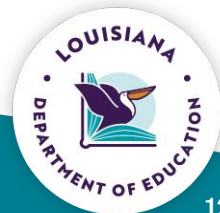


Mentor Eligibility

What does the Mentor need in order to be eligible for the stipend?

- Mentor Teacher that is reported in EdLink360 Staffing with:
 - an object code of 112 (teacher)
 - a function code within the 1000s (except 2252 Librarian, 2231 Instructional Staff Trainer)
 - An FTE greater than 0
- Mentor teacher holding one of the following on October 1, 2025: Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, or 2025-2026 Mentor Waiver Credential.

Please contact MentorandContentLeader@la.gov



Resident and Mentor Teacher Data Collection



August 21, 2025

Fall Collection Timeline

August 21, 2025	Funding data collection process communicated to School Systems and Preparation Providers webinar held.
September 15, 2025	LDOE sends teacher prep list of resident and PLs issued so far to assist with ensuring all licenses are issued by October 1, 2025 deadline. Preparation programs review data and follow up on missing licenses.
October 6, 2025	LDOE sends school systems list of resident and PLs issued to assist with reporting.
October 7 -29	School Systems report Resident teacher, Practitioner, and Mentor teacher data in EdLink360 Staffing for fall 2025 starts.



Fall Data Collection Timeline

October 29, 5:00 p.m.	Updates for Mentor and Resident data is complete.
October 30	Snapshot of data is taken on this date.
November	LDOE verifies Mentor and resident eligibility for funding.
Winter	Preparation Providers and School Systems receive final funding list with rationale. Resident and Mentor teacher information is reported for MFP allocation. BESE receives allocation counts for funding for PreK residents and Mentors.



Spring Data Collection Timeline

May 2026	Funding data collection process communicated to School Systems and Preparation Providers.
June-July 2026	School Systems report Resident teacher and Mentor teacher data in EdLink360 Staffing for spring 2025 starts. Note for post-baccs: this should be anyone who started after October 1, 2024 who was not reported in last year's reporting. For undergraduates this should be all of your January 2025 starts.
August 1, 2026	Make sure all Mentor and Resident spring data is reported.



Spring Data Collection Timeline

August 2026 Specific date TBD	Snapshot of data is taken on this date
Winter	Preparation Providers and School Systems receive final funding list with rationale Resident and Mentor teacher information is reported for MFP allocation BESE receives allocation counts for funding for PreK residents and Mentors



Mentor Teacher and Resident Teacher Resources



Staff Educator Workforce

OverviewState Comparison DashboardResident Mentor TeachersTeacher Departure/MobilityVacancyCompensationWorkforce Appendix

Filter Data ▼ 2025-2026 Mentor Teacher Funding

Funding Collection

The snapshot for Mentor Resident Funding collection will be taken on **Thursday, October 30, 2025**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Wednesday, October 29, 2025 at 5:00 PM**. 2024-2025 EOY data in the dashboard will be verified for eligibility with the 2025-2026 Funding collection.

Please ensure that you have submitted all mentors and residents in the staff, staff assignments, and mentor teacher link extracts. Any field with @err or blank indicates there is no data submitted for this field. Also, please verify that the resident's license is active. This can be verified on the Staff Qualifications dashboard located at [Staff/Staff/Staff Qualifications](#).

Note: Resident and Mentor teachers submitted during the Funding collection are displayed on this dashboard. In order to be eligible for funding, staff must meet the criteria listed below. Please verify all data points are submitted correctly; this data will be used to verify eligibility for funding. No changes will be made after the snapshot is taken.

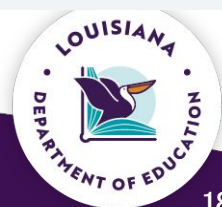
Staff may be displayed multiple times if they have more than one object/function code combination. If staff are missing, please ensure they've been submitted in staff, staff assignments, and mentor teacher link extracts. Please also ensure that the SSN submitted in the Staff extract is the same SSN submitted in Teach Louisiana (TCMS). If they are different, they cannot be linked; therefore, will not be included in the funding

Funding Eligibility Requirements:

Resident Teachers will only be eligible for funding if they hold a valid certificate (RES, PL, PL2, or PL3) on or before 10/01/2025, are reported as object code 112 (Reach residents 115), function code 1***, with an FTE greater than 0, serve in the same MFP funded site as the mentor (Post baccalaureate may serve in different site in the same school system), and serve with a mentor who holds one of the following on 10/01/2025; Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, 2025-2026 Mentor Waiver Credential, or 2025-2026 Mentor Alternate Waiver Credential (can be granted for two years maximum).

Mentor Teachers will only be eligible for funding if they are reported as object 112, function code 1***, 2252 (Librarian), or 2231 (Instructional Staff Trainer) with an FTE greater than 0, MENTOR_TEACHER_INDICATOR = Y (submitted in staff_ext.tsv), serve in the same MFP funded site as the assigned undergraduate resident, and hold one of the following on 10/01/2025; Mentor Teacher Certificate, Provisional Mentor Teacher Ancillary Certificate, 2025-2026 Mentor Waiver Credential, or 2025-2026 Mentor Alternate Waiver Credential (can be granted for two years maximum).

Email systemsupport@la.gov for technical assistance



Mentor Teacher and Resident Teacher Resources

Mentor Teacher and Resident Teacher FAQ

[Staff extract Layouts](#) (see staff.tsv, staff_ext.tsv, and mentor_teacher_link layout)

[staff.tsv](#) and [staff_ext.tsv SAMPLE](#) extracts

[mentor_teacher_link.tsv SAMPLE](#) extract

[Staff Reference TBL Tables](#)

[Mentor/Resident EdLink 360 FAQ](#), [Staff User Guide](#) and other documentation are posted on the [EdLink360 support page](#) under the STAFF section.

Email systemsupport@la.gov for technical assistance



2025-2026 Mentor Credential Waiver



August 21, 2025

Mentor Teacher Credential 2025-2026

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.

Please contact MentorandContentLeaders@la.gov

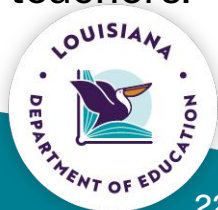


Mentor Waiver

Mentor teacher waivers will be granted on a **case-by-case basis** through the application process established by the LDE and at no fee to the applicant, school system, or teacher preparation provider. The waiver will be issued by the LDE 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.

Please contact MentorandContentLeaders@la.gov



Waiver Application Process

The 2025-26 Mentor waiver application process is fully online via Jotform. Here's a concise summary of the process:

1. **System Leader:** Initiates by submitting the Mentor's name and email, and the principal's name and email.
2. **Mentor:** Reviews the form, provides details about their certification and mentee information, then signs and submits the form to be forwarded to their Principal.
3. **Principal:** Reviews the form, completes their section, selecting the Mentor's qualifying credential from a dropdown list of waiver requirements.

Please contact MentorandContentLeaders@la.gov



Mentor Waiver

Similar to previous years the mentor waiver will be granted on a **case-by-case basis** through the application process established by the LDOE and at no cost to the applicant, school system, or teacher preparation provider.

The 2025-2026 [Mentor Credential Waiver Application](#) opened on **August 7**. Refer to the [Mentor Waiver Application Guide](#) for details on completing this year's application.

The 2025-2026 Mentor waiver application portal will remain open until **June 19**.

Please contact MentorandContentLeaders@la.gov



Mentor Waiver - ALTERNATE Application

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.

The 2025-2026 [Mentor Waiver-ALTERNATE Application](#) opened on **August 7**.

The 2025-2026 [Mentor Waiver-ALTERNATE Application](#) portal will remain open until **June 19**.

Please contact MentorandContentLeaders@la.gov



Waiver ALTERNATE Application Process

For the 2025-206 school year, the application process for the Mentor Alternative waiver will be completed entirely online through **Jotform**.

School system leads will initiate 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.

Please contact MentorandContentLeaders@la.gov



Provisional License for Mentors

A Provisional License for Mentors is available to anyone who wishes to serve in the role of a Mentor, but does not yet hold the credential. To qualify for the provisional license an educator must be enrolled in an approved Mentor training program.

The provisional license can be held for one year while an educator completes a mentor training program and assessment series. The provisional license **cannot** be renewed.

Please contact MentorandContentLeaders@la.gov



Mentor Policy Reminders

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

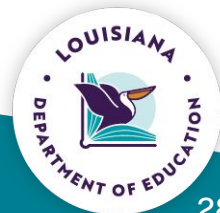
- EDL or previous administrative certifications
- NIET trained evaluators
- CLASS trained evaluators
- Supervision of Student Teachers

Removing the Content-Specific Assessments

Creating an Add-On Mentor Endorsement

This policy went into effect September 20, 2021.

Please contact MentorandContentLeaders@la.gov

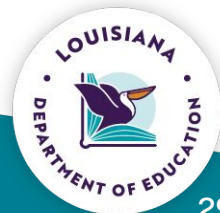


Mentor Policy Reminders

At the August 2024 BESE meeting the board approved changes to Bulletin 746 regarding mentor credential requirements. These updates include:

- Individuals who currently hold Louisiana Educator Evaluator certification may apply for the certification, which makes the individual eligible to serve as a mentor of undergraduate or post-baccalaureate teacher residents.

Please contact MentorandContentLeaders@la.gov



Closing

Questions? Need Assistance? Contact
MentorandContentLeaders@la.gov

For questions about EdLink 360 contact
systemsupport@la.gov

Please contact MentorandContentLeaders@la.gov

