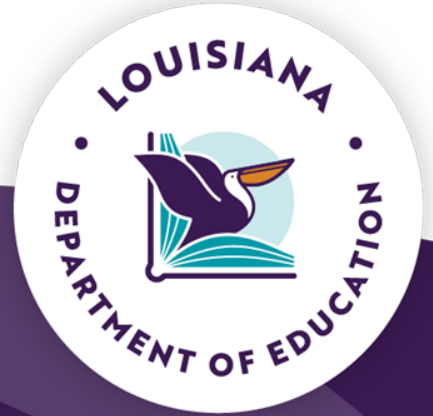


Mentor and Resident Requirements and Reporting

2026-2027 Mentor and Resident Certification Requirements and Stipends Eligibility



August 6, 2026

Agenda

Process Overview

- Certification Eligibility Requirements
- Reporting Eligibility Requirements
- Data Collection Timeline
- Mentor Teacher Qualifications
- Mentor Teacher Waivers
- Questions and Answers



Certification Eligibility Requirements



Undergraduate Resident Teacher Eligibility

In order for an undergraduate resident teacher to meet the certification requirements for the \$3,300 stipend, they must:

- Hold a **Resident** certificate (RES) with a valid from date on or before **October 1, 2026**.
- Serve in an **MFP funded entity** or a **Type III Early Learning Center**.
- Serve with a certified mentor teacher in the **same** MFP funded entity or Type III Early Learning Center.
- Serve with a mentor teacher holding one of the following with a valid date on or before **October 1, 2026**:
 - Ancillary-Mentor Teacher certificate or Add-on endorsement
 - Ancillary-Provisional Mentor Teacher certificate
 - 2026-2027 Mentor Waiver
 - 2026-2027 Alternate Mentor Waiver

Please contact



Post Baccalaureate Resident Teacher Eligibility

In order for a Post Baccalaureate resident teacher to meet the certification requirements for the \$3,300 stipend, they must:

- Hold a **Resident** certificate (RES) with a valid from date on or before **October 1, 2026**
- Serve in an **MFP funded entity** or a **Type III Early Learning Center**
- Serve with a certified mentor teacher in the **same** MFP funded entity or Type III Early Learning Center
- Serve with a mentor teacher holding one of the following with a valid date on or before **October 1, 2026**:
 - Ancillary-Mentor Teacher certificate or Add-on endorsement
 - Ancillary-Provisional Mentor Teacher certificate
 - 2026-2027 Mentor Waiver
 - 2026-2027 Alternate Mentor Waiver

Please contact



Practitioner Eligibility for Post Baccalaureate Candidates

In order for a Post Baccalaureate resident teacher to meet the certification requirements for their **mentor** to receive the \$2,000 stipend, they must:

- Hold a **Practitioner License (PL, P2, P3)** with a valid from date on or before **October 1, 2026**.
- Serve in an **MFP funded entity** or a **Type III Early Learning Center**.
- Serve with a certified mentor teacher in a MFP funded entity or Type III Early Learning Center within the same system as the candidate.
- Serve with a mentor teacher holding one of the following on or before **October 1, 2026**:
 - Ancillary-Mentor Teacher certificate or Add-on endorsement
 - Ancillary-Provisional Mentor Teacher certificate
 - 2026-2027 Mentor Waiver
 - 2026-2027 Alternate Mentor Waiver

Please contact



Reporting Eligibility Requirements

Submit Resident and Mentor Information Using
Edlink 360 Dashboard



Undergraduate Resident Reporting Eligibility

In order for an undergraduate resident teacher to meet the reporting requirements for the \$3,300 stipend, they must:

- Be reported in Edlink 360 Staffing with:
 - an **object code** of 112 (teacher), Reach residents 115
 - a **function code** within the 1000s
 - an **FTE*** greater than 0
 - resident placement percentage must be coded 50% (one semester) or 100% (full school year)
- To receive funding, staff must meet all criteria **and** be displayed in the [EdLink dashboard](#) for the “Mentor Teacher Funding” collection.

*FTE is calculated based on annual minutes worked (AMW)/(contract days x workday minutes)

Please contact



Post Baccalaureate Resident Reporting Eligibility

In order for an undergraduate resident teacher to meet the reporting requirements for the \$3,300 stipend, they must:

- Be reported in Edlink 360 Staffing with:
 - an **object code** of 112 (teacher)
 - a **function code** within the 1000s
 - an **FTE*** greater than 0
 - resident placement percentage must be coded 50% (one semester) or 100% (full school year)
- To receive funding, staff must meet all criteria **and** be displayed in the [EdLink dashboard](#) for the “Mentor Teacher Funding” collection.

*FTE is calculated based on annual minutes worked (AMW)/(contract days x workday minutes)

Please contact



Post Baccalaureate Practitioner Reporting Eligibility

In order for the **Mentor** of a Practitioner teacher to meet the reporting requirements for the \$2,000 stipend, the practitioner must:

- Be reported in Edlink 360 Staffing with:
 - an **object code** of 112 (teacher)
 - a **function code** within the 1000s
 - an **FTE*** greater than 0
 - placement percentage must be 100%, as they will be serving as **the teacher of record**
- To receive funding, staff must meet all criteria **and** be displayed in the [EdLink dashboard](#) for the “Mentor Teacher Funding” collection.
- Practitioner teachers are not eligible to receive a stipend, only their mentors.

Please contact



Mentor Teacher Reporting Eligibility

Mentors of certificated **undergraduate** residents in year-long residencies and mentors of **post- baccalaureate** candidates who are on their first year of a PL are eligible for a \$2,000 stipend.

In order for the **Mentor** of a Practitioner teacher to meet the reporting requirements they must:

- Be reported in Edlink 360 Staffing with:
 - an **object code** of 112 (teacher)
 - a **function code** within the 1000s, 2252 (Librarian), 2230 or 2231 (Instructional Staff Trainer)
 - an **FTE*** greater than 0
 - Mentor_Teacher_Indicator = Y (submitted in the staff_ext.tsv)

Please contact



Resident and Mentor Teacher Data Collection Timeline

2026-2027 Mentor Teacher Funding



2026-2027 Data Collection Timeline

- The snapshot for Mentor Resident End of Year collection will be taken on **Thursday, October 29, 2026**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Wednesday, October 28, 2026 at 5:00 p.m.**
- Staff included in this 2026-2027 collection who meet eligibility requirements will be funded in late **January or early February 2027**. Staff who were reported and meet the eligibility criteria in the Spring 2026 data collection will also be funded during this time.

Please contact



2026-2027 Data Collection Timeline

Timeline	Information
August 6, 2026	Funding data collection process communicated to School Systems and Preparation Providers.
The Week of September 14, 2026	The LDOE sends teacher prep providers a list of resident and PLs certificates issued to date to assist with ensuring all certificates are issued by October 1, 2026 deadline. Preparation programs review data and follow up on missing licenses. Lists will be uploaded to FTP.
August 10 - October 28, 2026	School Systems report Resident teacher and Mentor teacher data in EdLink360 Staffing. Note for post bacs this should be anyone who started on or before October 1, 2026 who were not reported in the 2025-2026 Oct. 1 funding collection reporting. For undergraduates this should be all of your fall 2026 starts and those completing their second semester of residency (January 2026 starts).

Please contact



2026-2027 Data Collection Timeline Continued

Timeline	Information
October 29, 2026	Snapshot is taken on this date. No changes will be allowed after the snapshot is taken.
Winter 2026	Preparation Providers and School Systems receive final funding list with rationale. Resident and Mentor teacher information is reported for MFP allocation.

Please contact



Stipend Allocation Timeline

Resident	Funding
Kindergarten - Twelfth Grade ● Undergraduate Resident ● Post Baccalaureate Resident	Resident funding comes from MFP formula via the certificated pay raise calculation. Will be paid \$3,300 through Level 4 of the Budget Letter in the Pay Raise sections (FY2019-20, FY2021-22, FY2022-23). These counts are updated in March each year.
Early Childhood (1530/1531) ● Undergraduate Resident ● Post Baccalaureate Resident	Resident funding comes from the 8g Fund. Residents will be paid \$3,300 following the Louisiana Board of Elementary and Secondary Education (BESE) approval in January 2027 . Funds will be allocated through eGMS.

Please contact



Stipend Allocation Timeline Continued

Mentor	Funding
Mentors • Early Childhood • Kindergarten - Twelfth	• ECH mentor stipend of \$2,000 will be paid from 8g funds following BESE approval in January 2027. Funds will be allocated through eGMS. • K-12 mentor stipend of \$2,000 will be paid from MFP and will be sent to systems in late January or early February 2027.

Please contact



2026-2027 Data Collection Resources

Mentor Teacher and Resident Teacher FAQ

- Ensure that all mentor and residents are submitted to EdLink 360 in the following extracts:
 - Staff.tsv,
 - Staff_ext.tsv,
 - Staff_assignments.tsv,
 - Staff_assignments_ext.tsv,
 - Mentor_teacher_link.tsv.
- For detailed information on the extracts, please review the [Staff extract Layouts](#).

Please contact



2026-2027 Data Collection Resources

Continued

- Review your [Resident Mentor Teachers dashboards](#) in EdLink 360 to ensure that all staff being submitted are displaying in the Mentor Teacher End of Year collection period.
- Only staff displaying in this dashboard will be verified for funding eligibility.

Please contact



Mentor Teacher Qualifications



Mentor Teacher Qualification

Mentor requirements include **one** of the following:

- Successfully complete a BESE-approved mentor teacher training program **and** earn a passing score on the Louisiana mentor teacher assessment series.
- Successfully complete LDOE mentor teacher training **and** passing the Louisiana mentor teacher assessment series.
- Individuals who hold National Board certification are eligible for mentor teacher add-on endorsement **after** passing the coaching-related components of the Louisiana mentor teacher assessment series.

Please contact



Mentor Teacher Qualifications Continued

- Individuals who hold or are eligible to hold a Louisiana Administrative or Supervisory Credential
- Individuals who currently hold Louisiana Educator Evaluator certification
- Individuals who currently hold a valid National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification
- Certified CLASS® observer

Please contact



Provisional Mentor License

A Provisional Mentor License 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 **two years** while an educator completes a mentor training program and assessment series. The provisional license **cannot** be renewed.

Please contact



Mentor Teacher Waivers



Mentor Teacher Credential

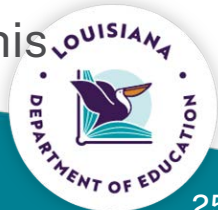
Beginning in September 2020, every teacher who serves as the Mentor of an undergraduate or post-baccalaureate candidate must hold the Mentor Teacher certification or the Ancillary-Provisional Mentor Teacher certificate.

BESE has allowed a waiver of the Mentor credential for the 2020-2021 through 2025-2026 school years. This was prompted by a shortage of credentialed mentor teachers willing to host residents specifically in certain content areas.

Mentor waivers will continue in the 2026-2027 school year, and the 2026-2027 application portal opened on June 15, 2026. Refer to the Mentor Waiver Application Guide for full submission details.

The 2026-2027 mentor waiver application portal opened on **June 15, 2026**. Refer to the [Mentor Waiver Application Guide](#) for details on completing this year's application.

Please contact



Traditional Mentor Waiver

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:

1. Two years of Highly Effective evaluations;
2. National Board Certification;
3. Statewide or national distinction for excellence in teaching;
4. Experience as a Teacher Advancement Program (TAP) mentor, master teacher, executive master teacher, or certified TAP evaluator;
5. Content leader experience, as evidenced by participation in Content Leader training or redelivery of professional development; or
6. Master's or doctorate in education and exemplary experience hosting student teachers.

Please contact

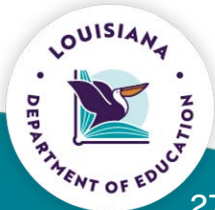


Alternate Mentor Waiver

Mentor teacher alternate 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.

This waiver will be issued by the LDOE for 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 Traditional Mentor Waiver subsection of Bulletin 746. The Alternate Mentor waiver may be approved for a period of **not more than two years** (does not need to be consecutive).

Please contact



Mentor Waiver Application Process

- The school system lead initiates the mentor [waiver application](#).
- The mentor completes the section of the application that requests information about their certification and mentee.
- The principal completes the portion of the application identifying the qualification that allows the mentor to serve in the role. This section includes a dropdown list of the waiver qualifications listed above.
- The mentor and principal electronically sign the application.
- Application should take approximately five minutes for each staff member to complete.

Please contact

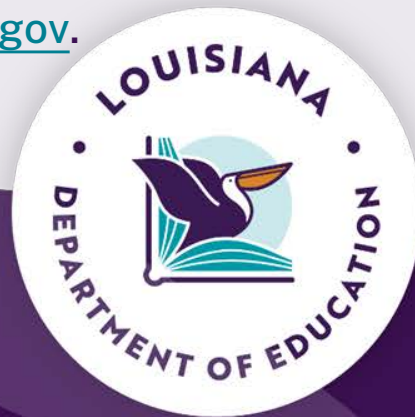


Closing

Questions? Need Assistance?

Contact mentorandcontentleaders@la.gov or Britt.Colon@la.gov.

For questions about EdLink 360, please contact systemsupport@la.gov.



Thank You!