

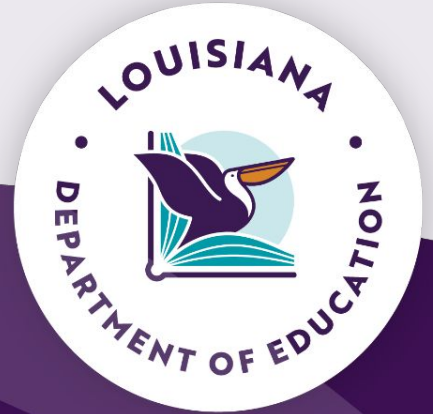
# Spring Resident Teacher and Mentor Teacher Compensation Process



April 30, 2026

# Agenda

- Background
- Process Overview
- Preparation Provider Process
- School System Process

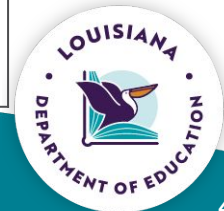


# Background



# Policy Timeline Overview

Timeline	Information
2017-2018	<ul style="list-style-type: none"><li data-bbox="363 248 1624 372">● The Louisiana Department of Education (LDOE) launched a statewide training initiative to develop a cadre of Mentor Teachers and Content Leaders.</li><li data-bbox="363 383 1547 506">● Board of Elementary and Secondary Education (BESE) approved regulations to establish mentor teacher and content leader credentials in the form of an ancillary certificate.</li></ul>
2019	<ul style="list-style-type: none"><li data-bbox="363 561 1649 776">● The LDOE issued <b>Content Leader and Mentor Teacher ancillary certificates</b> to individuals who 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.</li></ul>
2020	<ul style="list-style-type: none"><li data-bbox="363 806 1586 930">● <b>Mentor Teacher ancillary certificate required</b> for individuals who serve as a mentor of undergraduate or post-baccalaureate teacher residents.</li></ul>



# Policy Timeline Overview

Timeline	Information
2020 -2024	<ul style="list-style-type: none"><li>● BESE allowed a waiver for the Mentor credential.</li></ul>
2021	<ul style="list-style-type: none"><li>● Revisions to <a href="#">Bulletin 746</a> allow for Mentor Teacher Ancillary certificate as well as a Mentor Teacher Add-on certificate.</li></ul>
April 2024	<ul style="list-style-type: none"><li>● BESE approved policy to allow for Mentor waiver approval on a case-by-case basis.</li><li>● BESE also granted an Alternate Approval for those who did not meet the original waiver requirements.</li></ul>



# Reporting and Funding Spring Data Collection



# Funding Overview

The 2025-2026 End of Year collection will take place using the same process that was used in previous funding collections.

- Mentors who support **year-long undergraduate residents** and/or post-baccalaureate candidates (first year PLs) will receive **\$2,000**.
- The LDOE will allocate funds for LEAs to pay **\$3,300** to year long residents who hold a resident certificate and are completing their residency in the Minimum Foundation Program (MFP) funded school.
- This funding is allocated to school systems who host residents. School systems should pay Mentors and residents directly.



# Residents and Mentors Reporting and Funding

Resident/Mentor	Funding
<p>Kindergarten - Twelfth Grade</p> <ul style="list-style-type: none"><li>● Undergraduate Resident</li><li>● Post Baccalaureate Resident</li><li>● Mentor</li></ul>	<p>Resident funding comes from MFP formula via the certificated pay raise calculation. Will be paid \$3,300 in late <b>January or early February 2027.</b></p> <p>Mentor stipend of \$2,000 will be paid in <b>January or early February 2027.</b></p>
<p>Early Childhood (1530/1531)</p> <ul style="list-style-type: none"><li>● Undergraduate Resident</li><li>● Post Baccalaureate Resident</li><li>● Mentor</li></ul>	<p>Resident funding comes from the 8g Fund. Residents will be paid \$3,300 following BESE approval in <b>January 2027.</b></p> <p>Mentor stipend of \$2,000 will be paid following BESE approval in <b>January 2027.</b></p>



# Eligibility for Residents, Practitioners, and Mentors



# Undergraduate Resident Eligibility

## Who is eligible for the resident teacher pay raise compensation?

- The undergraduate resident must hold a **Resident** certificate (R) with a valid from date **after October 1, 2025**.
- 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.
- The resident must serve with a mentor teacher holding one of the following on or after **October 2, 2025**:
  - Ancillary-Mentor Teacher certificate or Add-on endorsement
  - Ancillary-Provisional Mentor Teacher certificate
  - 2025-2026 Mentor Waiver
  - 2025-2026 Alternate Mentor Waiver



# Undergraduate Resident Eligibility

## Who is eligible for the resident teacher pay raise compensation?

- The resident 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 End of Year” collection.

\*FTE is calculated based on annual minutes worked (AMW).

-AMW/(contract days x workday minutes)



# Resident Eligibility for Post Baccalaureate Candidates

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

- The candidate must hold a **Resident** certificate with a valid from date on or after **October 2, 2025**.
- The candidate must serve in a **MFP funded entity**.
- The candidate must serve with a mentor teacher in the **same MFP funded entity** as the candidate .
- The candidate must serve with a mentor teacher holding one of the following on **October 2, 2025**:
  - Ancillary-Mentor Teacher certificate or Add-on endorsement
  - Ancillary-Provisional Mentor Teacher certificate
  - 2025-2026 Mentor Waiver
  - 2025-2026 Alternate Mentor Waiver



# Resident Eligibility for Post Baccalaureate Candidates

## Who is eligible for the resident teacher pay raise compensation?

- The resident must be reported in Edlink 360 Staffing with:
  - an **object code** of 112 (teacher), Reach resident 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 End of Year” collection.

\*FTE is calculated based on annual minutes worked (AMW).

-AMW/(contract days x workday minutes)



# Practitioner Eligibility for Post Baccalaureate Candidates

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

- The candidate must hold a **Practitioner License** (PL1, 2 or 3) with a valid from date on or after **October 2, 2025**.
- The candidate must serve in a **MFP funded entity**.
- The candidate must serve with a mentor teacher in a **MFP funded entity within the same system** as the candidate.



# Practitioner 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 holding one of the following on **October 2, 2025**:
  - Ancillary-Mentor Teacher certificate or Add-on endorsement.
  - Ancillary-Provisional Mentor Teacher certificate.
  - 2025-2026 Mentor Waiver.
  - 2025-2026 Alternate Mentor Waiver.



# Post Baccalaureate Eligibility

In order for the mentor to be eligible for compensation, the PL must meet the following reporting criteria:

- The PL must be reported in Edlink Staffing with:
  - an **object code** of 112 (teacher).
  - a **function code** within the 1000s.
  - an **FTE\*** greater than 0.
  - placement percentage must be 100% (full school year) as they will be serving as **the teacher of record**.
  -

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



# Mentor Eligibility

## Who is eligible for the mentor teacher funding?

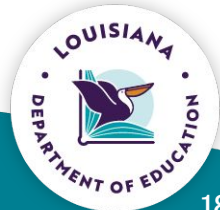
- Mentors of certificated **undergraduate** residents in year-long residencies and Mentors of **post-baccalaureate** candidates who are on their first year of a PL are eligible for \$2,000. The resident they support must have a **PL** or **R** certificate.
- The mentor teacher must hold one of the following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



# Mentor Eligibility

## What needs to be reported for the mentor teacher funding?

- The PL must be reported in Edlink 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.



# Resident and Mentor Teacher Data Collection - Spring 2026



# Spring 2026 Data Collection Timeline

- The snapshot for Mentor Resident End of Year collection will be taken on **Thursday, August 6, 2026**; therefore, the last day to submit data to EdLink to be included in this snapshot is **Wednesday, August 5, 2026 at 5:00 PM**.
- Staff included in this spring collection who meet eligibility requirements will be funded in late **January or early February 2027**.



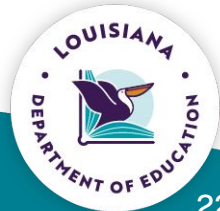
# Spring 2026 Data Collection Timeline

Timeline	Information
April 30, 2026	Funding data collection process communicated to School Systems and Preparation Providers. Webinar held (April 30).
April - August 5, 2026	School Systems report Resident teacher and Mentor teacher data in EdLink360 Staffing. Note for post bacs this should be anyone who started after <b>October 1, 2025</b> who were not reported in the 2025-2026 Oct. 1 funding collection reporting. For undergraduates this should be all of your <b>January 2026</b> starts.



# Spring Data Collection Timeline

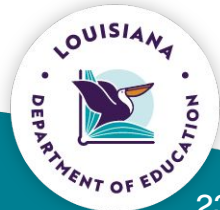
Timeline	Information
August 6, 2026	Snapshot is taken on this date. No changes will be allowed after the snapshot is taken.
Winter 2026	Preparation Providers and School Systems receive final funding list with rationale. Resident and Mentor teacher information is reported for MFP allocation. BESE receives allocation counts for funding for PreK residents and Mentors.



# Spring 2025-2026 End of Year Mentor Teacher and Resident Teacher Collection

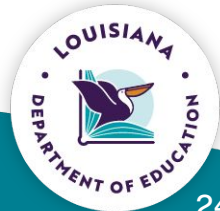
## [Mentor Teacher and Resident Teacher FAQ](#)

- 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](#).



# Spring 2025-2026 End of Year Mentor Teacher and Resident Teacher Collection

- 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.



# Fall 2026 Data Collection Timeline

Timeline	Information
August, 2026	Funding data collection process communicated to School Systems and Preparation Providers. Webinar date TBD.
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 <b>October 1, 2026</b> deadline. Preparation programs review data and follow up on missing licenses.
October 4, 2026	The LDOE sends school systems list of resident and PLs certificates issued to assist with reporting.
October 2- October 28, 2026	School Systems report Resident teacher, Practitioner (first year only), and Mentor teacher data in EdLink360 Staffing. * <b>October 29, 2026</b> is a tentative date for Mentor Resident Collection snapshot. Final date will posted on the 2026-2027 Benchmark Calendar Snapshot Overview.

# Fall 2025 Data Collection Timeline

Timeline	Information
Tentative: October 29, 2026	Final snapshot is taken on this date.
Week of November 9-13, 2026	The LDOE verifies Mentor and resident eligibility for funding and shares lists of eligible residents, PLs, and mentors with systems. Systems work with the LDOE to resolve conflicts.
Late December 2026	School systems receive final funding list with rationale.
Late January/ Early February 2027	Resident and mentor teacher information is reported for MFP allocation. BESE receives allocation counts for funding for PreK residents and Mentors.



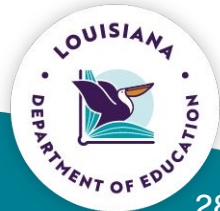
# Mentor Policy



# Mentor Policy

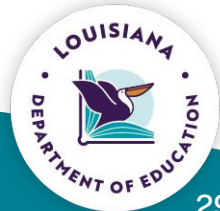
Mentor requirements include **one** of the following:

- 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.



# Mentor Policy Continued

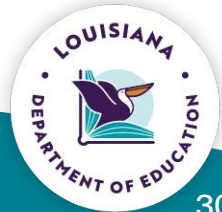
- Individuals who hold or are eligible to hold a Louisiana Administrative or Supervisory Credential
- Individuals who currently hold Louisiana Educator Evaluator certification
- Individuals who currently hold a valid National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification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



# 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.



# 2025-2026 and 2026-2027 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.



# 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 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.



# 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.

The 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, may be approved for the alternate waiver for a period of **not more than two years** (does not need to be consecutive).



# Waiver Application Process

The school system lead initiates the mentor waiver application. The mentor completes the section of the application that asks for details about their certification and information about their mentee. The principal completes the portion of the application that asks which qualification the mentor holds that qualifies them to serve in the role. This is a drop down list that contains the requirements listed above for the waiver. Both electronically sign the application.

It is estimated that it should take each person, the mentor, principal, and school system staff no more than five minutes to complete and submit the waiver application.



# Mentor Waiver

Like 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 waiver application portal will close on **June 1, 2026**.

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

Please contact [mentorandcontentleader@la.gov](mailto:mentorandcontentleader@la.gov) with any questions.



# Closing

Questions? Need Assistance? Contact [mentorandcontentleaders@la.gov](mailto:mentorandcontentleaders@la.gov) or [Britt.Colon@la.gov](mailto:Britt.Colon@la.gov).

For questions about EdLink 360, please contact [systemsupport@la.gov](mailto:systemsupport@la.gov).



**Thank You!**