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**New Mentor and Content Leader  
Training Provider Onboarding  
October 2021**

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# Agenda

- Background and Connection to Academic Strategy
- Role and Responsibilities of Training Providers
- Assessment Passage Data Collection & Verification
- Best Practices for Assessment Integration
- Policy Requirements
- Certification
- Closing





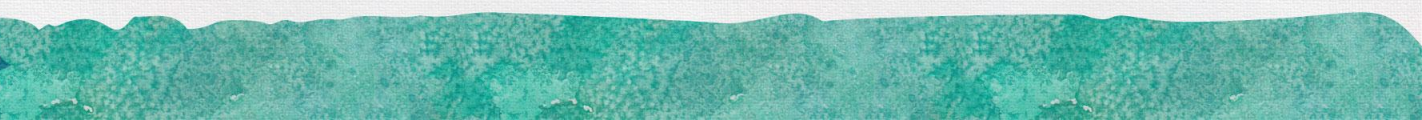
## LDOE Team Introductions

Who		Contact
Christy Bellue	Certification	<a href="mailto:christy.bellue@la.gov">christy.bellue@la.gov</a>
Nicole Bono	New Teacher Induction, Teacher Preparation Support, Mentor Teachers, Content Leaders	<a href="mailto:nicole.bono@la.gov">nicole.bono@la.gov</a>
Toriano Hayward	Mentor Teachers, Content Leaders, Aspiring Educators	<a href="mailto:toriano.hayward@la.gov">toriano.hayward@la.gov</a>





## **Background and Academic Strategy**



# Louisiana's Goals and Priorities

## SIX CRITICAL GOALS

Students enter kindergarten ready.

Students will achieve mastery on third-grade assessments and enter fourth grade prepared for grade-level content.

Students will achieve mastery on eighth-grade assessments and enter ninth grade prepared for grade-level content.

Students will graduate on time.

Students will graduate with a college and/or career credential.

Students will graduate eligible for a TOPS award.

## EDUCATIONAL PRIORITIES

Ensure every student is on track to a professional career, college degree, or service.

Remove barriers and create equitable, inclusive learning experiences for all children.

Provide the highest quality teaching and learning environment.

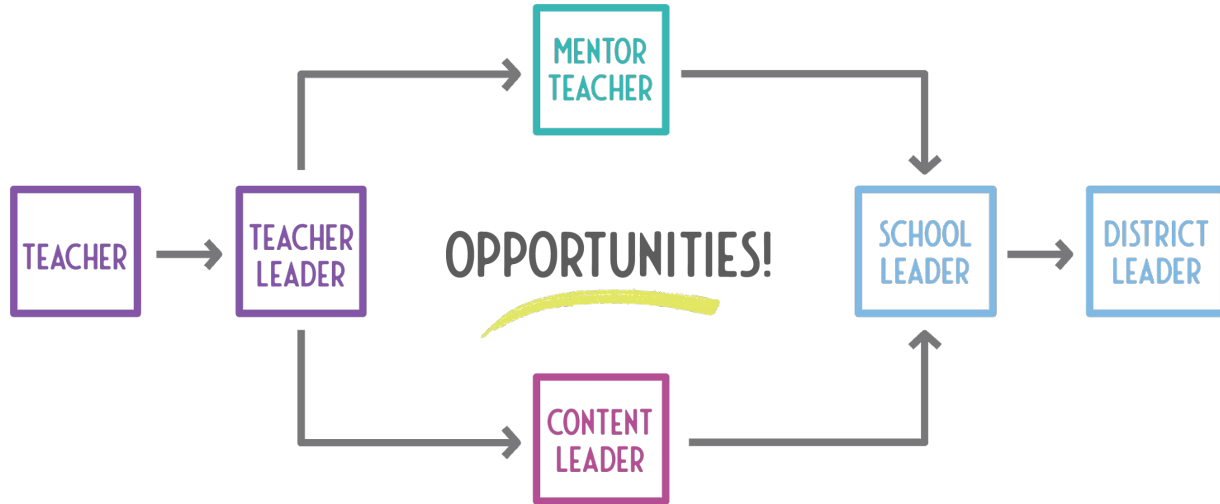
Develop and retain a diverse, highly effective educator workforce.

Cultivate high-impact systems, structures, and partnerships



# Mentors and Content Leaders: Building a Pipeline

Mentors and Content Leaders are a vital part of the leadership continuum pipeline. These roles include rigorous training that help prepare teacher leaders to support other teachers while remaining in the classroom.



# Policy Background

Over the past five years, the Louisiana Legislature, the Board of Elementary and Secondary Education (BESE), and the Louisiana Department of Education (LDE) have revised expectations and supports for students and teachers.

- In October 2016, BESE, with support from the Board of Regents (BoR), adopted regulations to expand yearlong residencies and competency-based curricula statewide by July 2018.
- In 2016, Louisiana adopted new standards and aligned assessments for students, prompting school systems statewide to transition to using a high-quality curriculum aligned to the state standards.
- In October 2018, BESE adopted regulations that established Mentor Teacher and Content Leader credentials and provided for Mentor and Content Leader training, experience, and credentialing to contribute to school leader licensure.

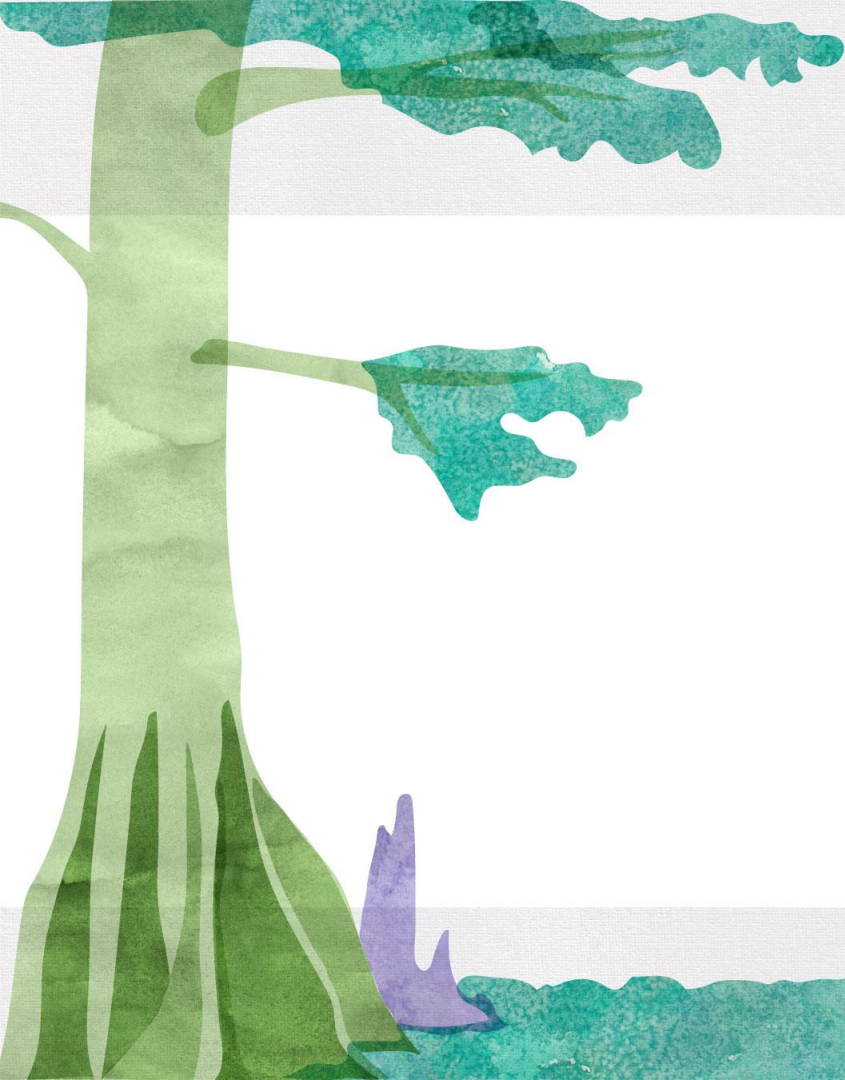
# Policy Background

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.

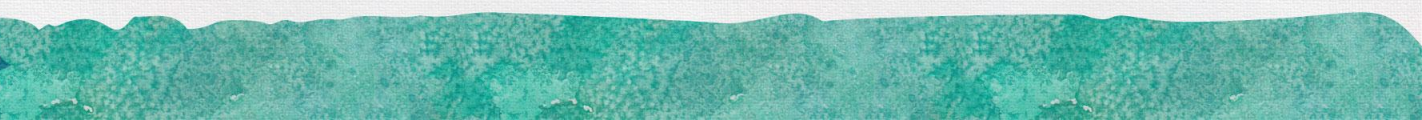
**Mentor Teacher ancillary certificates are issued** to individuals who have successfully completed a state-approved Mentor Teacher training program, including state-led training, and have a passing score on the Louisiana Mentor Teacher Assessment Series.

A one-year **provisional certificate** may be issued to any individual who has completed training or is currently enrolled in Mentor training. The provisional certificate is good for one year and is non-renewable.





# Roles and Responsibilities



# Preparation Provider Role

Mentors and Content Leaders are foundational to the success of our students and our educator workforce. Providers of Mentor and Content Leader training are critical partners ensuring that our teacher leaders:

- Receive high quality training
- Earn certification
- Are prepared to serve effectively in their respective roles

All current programs were approved because their application demonstrated the ability to effectively deliver training.



# Preparation Provider Responsibilities

Throughout the course of your program you will be expected to:

1. Collect and verify accurate enrollment and completion data
2. Create a letter of enrollment on official program letterhead
3. Ensure participants have access to the assessment series
4. Maintain integrity of original application (training design, alignment, facilitation, etc.)
5. Support participants through successfully earning certification
6. Provide certificates of completion to participant

# Provide Certificates of Completion to Participants

Upon application for certification, participants will be asked to provide a certificate of completion from their training provider.

Providers will be responsible for issuing a certificate of completion to all participants who successfully complete their program.

## PROFESSIONAL LEARNING CERTIFICATE

This certificate indicates that the individual listed below has completed all program requirements, as required for Mentor Teacher ancillary certification in Louisiana

**Brittany Bayou**

Elementary Mentor Teacher Training

provided by The Charles A. Dana Center, The University of Texas at Austin and Learning Forward

2020-2021



Katy Arrington, Ph.D.



Denise Glyn Borders



The University of Texas at Austin  
Charles A. Dana Center



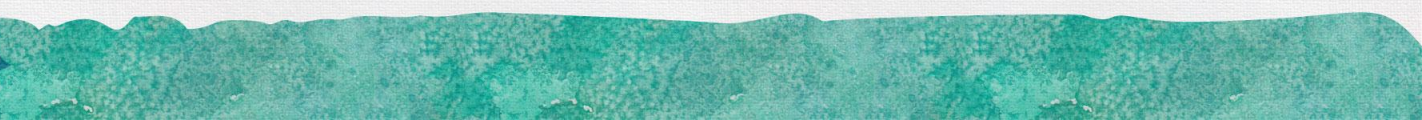


# Collecting Enrollment and Completion Data

1. Complete this participant [enrollment form](#).
2. Email to [teacherleadertraining@la.gov](mailto:teacherleadertraining@la.gov) and [support@bloomboard.com](mailto:support@bloomboard.com).
3. Create a letter of enrollment on official program letterhead that includes program and enrollment dates to be distributed to participants at the time of enrollment.
  - Submit a copy of enrollment document to [Christy.Bellue@la.gov](mailto:Christy.Bellue@la.gov) to be used to verify authenticity of documents.



# Data Collection and Verification





# Data Collection & Verification

Biannually, BESE will receive effectiveness data of each approved provider offering Mentor or Content Leader training.

Effectiveness data will include Louisiana Mentor assessment series or Louisiana Content Leader assessment series passage rates and earned facilitator micro-credentials.

The [process for data collection and verification](#) can be found in the Training Provider section of the Mentor teacher and Content Leader Library.

# Data Collection

<b>Initial Enrollment Submission</b>	<p>Training providers complete and submit the <a href="#">Enrollment Form</a> prior to the start of training to Bloomboard and the LDE.</p> <p>Providers using a cohort model will submit during an outlined Fall, Spring, and Summer window.</p> <p>Providers that offer asynchronous programming should individually discuss the best means for tracking enrollment with Bloomboard.</p>
<b>Data Review</b>	<p>Assessment completion data and facilitator micro-credential are verified through ongoing monthly data reports between training providers and Bloomboard.</p>

# Data Verification

<b>Enrollment Verification</b>	<p>Annually, training providers will review enrollment with pre-filled data in the following columns for each active participant and provide rationale, when needed, inside the portal.</p> <ul style="list-style-type: none"><li>● Participant training start date</li><li>● Participant training completion status</li><li>● Participant assessment series completion status</li><li>● Earned facilitator micro-credential</li></ul>
<b>BESE Reporting</b>	<p>Biannually, BESE receives a report that includes:</p> <ul style="list-style-type: none"><li>● Participant assessment series completion rates by provider<ul style="list-style-type: none"><li>○ Completion rates will include the count and percent of participants who completed their assessment series within 12 months of their training start date by provider and pathway</li></ul></li><li>● Active provider facilitators holding facilitator micro-credential by provider<ul style="list-style-type: none"><li>○ Facilitator micro-credential count will include the count of facilitators employed by the provider who hold the facilitator micro-credential</li></ul></li></ul>

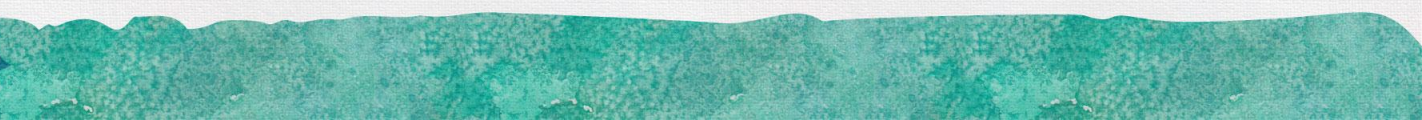


# 2023 BESE Reporting Timeline

<b>Initial Enrollment Submission</b>	Enrollment should be submitted to <a href="mailto:teacherleadertraining@la.gov">teacherleadertraining@la.gov</a> and <a href="mailto:support@bloomboard.com">support@bloomboard.com</a> prior to the start of training or following the first training session
<b>Data Review</b>	Monthly
<b>Enrollment Verification</b>	Provider enrollment verification window: August 2023
<b>BESE Reporting</b>	October 2023 BESE Report will include: <ul style="list-style-type: none"><li>● Participant assessment series completion rates from participants who began training between 8/1/2020 through 7/31/2022.</li><li>● Active provider facilitators holding facilitator micro-credential between 8/1/2021 through 7/31/2023.</li><li>● <i>The appendix may include historical data from previous BESE reports.</i></li></ul>



# Best Practices for Assessment Integration



# Introduction to Assessments

All training providers strive to ensure their candidates earn certification. BloomBoard and LDOE work together to:

- Support your understanding of the assessment series.
- Integrate the assessments into your training program.

Review [Bloomboard Guide for Approved Training Providers](#).

Prior to the start of training or following the first training session providers should send [enrollment form](#) to Bloomboard and the LDOE. Bloomboard will set up accounts for all participants within two weeks of enrollment submission.



# Considerations for Providers & District

Training providers should distinguish clear roles and responsibilities with school system partners.

## Training Providers - Items to build into your program

- Embed the assessment requirements in your training, establishing suggested pacing.
- Make explicit connections between the content of the assessments and the content of your training.
- Use reports to monitor participant progress on the assessments; provide interventions as needed.
- Send districts a monthly update on progress.
- Ensure facilitators complete micro-credential (or equivalent).

# Considerations for Providers & District

Training providers should distinguish clear roles and responsibilities with district partners.

## School Systems - Items to discuss with LEA partners

- District nomination process
- Commitment between Participant & District outlining expectations
- Creates time and space for participants to complete training and assessments (i.e. - exempting participants from school-level PLCs, school/district PD, provide coverage, etc.)
- Incentives and recognition for completion (stipends, leadership opportunities, career pathways, etc.)
- Establish payment for assessment series

# Optional: BloomBoard Training Provider Program

Earn the credential: *Drawing Connections between the Training and the Assessments*

Program Objectives (*Facilitators will be able to*):

- Gain the hands-on experience of completing an assessment in the BloomBoard platform with all the same required steps that a participant takes to earn an assessment.
- Learn best practices for earning assessments and develop a plan for how to incorporate and teach those practices.
- Support improved educator outcomes and higher completion rates to fulfill the need for mentors and content leaders.

To learn more and the register for the program please visit:

<https://bloomboard.com/program/ldoe-training-providers>



# Ensure Participants Have Access to Assessments

## Data Sharing MOU

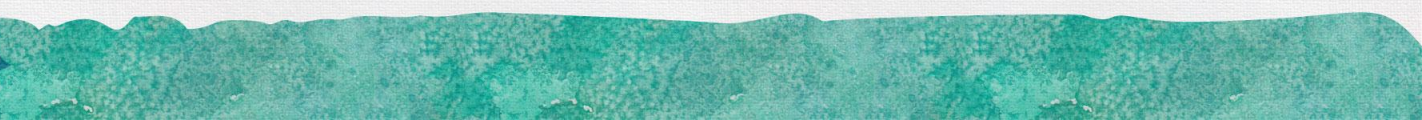
- A data sharing MOU with Bloomboard is not required. The LDOE will be able to provide information on overall passage rates for your candidates.
- However, providers who are interested in obtaining more detailed data on their candidates' assessment performance can do so by signing an MOU with Bloomboard. This is optional.
- For more information, setup an initial call with Bloomboard by emailing [support@bloomboard.com](mailto:support@bloomboard.com).

## Assessment Payment

- Although it is not required, most training providers choose to build in the cost of assessments into their overall program fees. Programs whose fees structures are inclusive of the assessment will be responsible for covering the assessment fees of their participants.



# Content Leader Policy Requirements



# Making Adaptations to Content Leader Training

LDOE reviews applications twice annually from organizations that wish to provide Content Leader training to Louisiana educators. Once approved, providers may submit [adaptations](#) to offer training on curricula deemed [high-quality](#).

Approved providers interested in offering training on curriculum other than the original, open-source materials should submit the following items to LDOE for review:

- Review timeline
- Overview of changes
- Revised slide decks
- Letter of approval from curriculum vendor



# Content Leader Assessment Series

ELA Content Leader	Math Content Leader	Science Content Leader	K-2 Literacy Content Leader
Reading Complex Grade-level Texts	Demonstrating Math Content Knowledge	Teaching for Three-Dimensional Learning	Providing Explicit K-2 Foundational Reading Skills
Expressing Understanding of Text through Speaking and Listening	Facilitating Mathematically Productive Discussions	Building Understanding through Phenomenon-Based Instruction	Building Our Knowledge to Teach Language and Reading Comprehension
Expressing Understanding of Text through Writing	Coherence and Alignment of the LSSM	Supporting Student Sensemaking through Productive Discussion	Implementing HQ Instructional Materials
Facilitating Adult Group Learning      or      Leading Common Planning Time			



# Mentor Policy Requirements



# Mentor Credential

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.

Due to a shortage of credentialed Mentor teachers, BESE allowed a waiver of the Mentor credential through an application process for the 2020-2021 and 2021-2022 school years.

Since January 2021, the LDOE has worked closely with training providers and other stakeholders to identify ways to increase the cadre of certified mentors across the state. This collaboration has resulted in updates to the Mentor Credential requirements in order to ensure a robust pool of effective mentor teachers in all content areas and grade bands.



# Policy Updates

## Excerpts from Bulletin 746

An authorization to serve as a mentor of undergraduate or post-baccalaureate teacher residents may be **added to** a standard teaching certificate for teachers meeting the following requirements:

1. Certification. Individuals who have completed a BESE-approved mentor teacher training program and have a passing score on the Louisiana mentor teacher assessment series will be issued a mentor teacher endorsement.
  - a. Eligibility requirements for the mentor teacher ancillary certificate are as follows. A teacher must:
    - i. hold, or be eligible to hold, a valid type C, level 1 or higher Louisiana teaching certificate;
    - ii. successfully complete a BESE-approved mentor teacher training program; and
    - iii. have a passing score on the Louisiana mentor teacher assessment series.



# Policy Updates

In Spring 2021, BESE approved changes to Bulletin 746 regarding mentor credential requirements.

These updates include:

1. Honoring previous training and experience
  - a. EDL or previous administrative certifications
  - b. NIET trained evaluators
  - c. CLASS trained evaluators
  - d. Supervision of student teaching endorsement
2. Removing the content- specific assessments
3. Creating an add-on Mentor endorsement



# Policy Updates

## Excerpts from Bulletin 746

4. Individuals who currently hold or are eligible to hold a Louisiana Administrative or Supervisory Credential as listed in Chapter 7 of this Part **may apply** for the Mentor Teacher add-on endorsement, which makes the individual eligible to serve as a mentor of undergraduate or post-baccalaureate teacher residents without meeting the eligibility requirements for a mentor teacher ancillary certificate outlined in Chapter 3 of this Part.



# Policy Updates

## Excerpts from Bulletin 746

5. Individuals who currently hold or are eligible to hold National Institute for Excellence in Training (NIET) Teacher Evaluator Training Certification **may apply** for the Mentor Teacher add-on endorsement, which makes the individual eligible to serve as a mentor of undergraduate or post-baccalaureate teacher residents without meeting the eligibility requirements for a mentor teacher ancillary certificate outlined in Chapter 3 of this Part.



# Policy Updates

## Excerpts from Bulletin 746

6. Certified CLASS® observers **may apply** for the Mentor Teacher add-on endorsement, which makes the individual eligible to serve as mentors of undergraduate or post-baccalaureate teacher residents without meeting the eligibility requirements for a mentor teacher ancillary certificate outlined in this Section.



# Mentor Waiver

At the March BESE meeting the Board approved an extension of the waiver of policy, contained in Bulletin 746. Mentor teacher waivers are 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.

If granted, a waiver allows a Mentor to serve in the role **only** for the 2021-2022 school year.

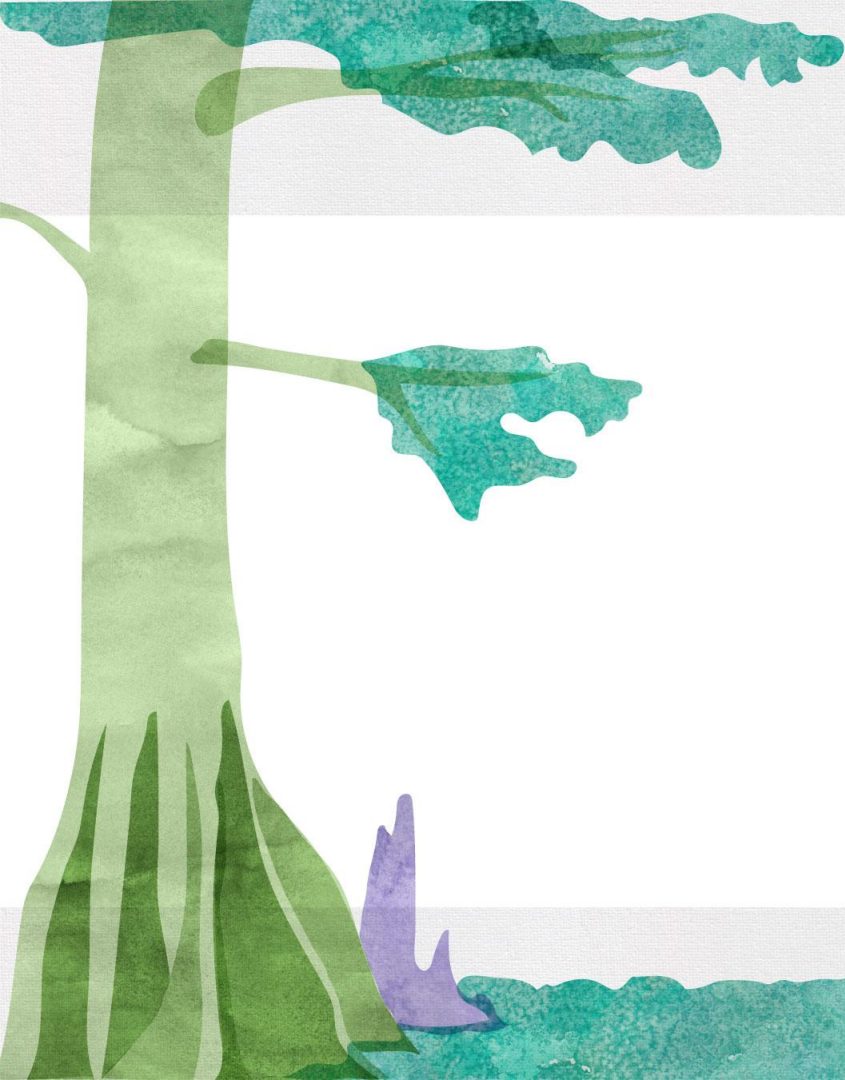
Mentor waivers are to be initiated by school system personnel with the support of teacher preparation programs.



# Mentor Waiver

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 Compass ratings.
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.
6. Master's or doctorate in education and exemplary experience hosting student teachers.



# Certification





# Mentor Certification

To apply for Mentor certification, participants attending the 2020-2021 and beyond cohorts, school districts/educators should submit the following in the online [certification portal](#):

- [Mentor Application](#) (a copy of SS card and valid state ID must be included)
- Mentor teacher [Self-Evaluation Checklist](#)
- Training completion certificate **OR** official transcripts showing coursework completion **and**
- Assessment completion certificate from Bloomboard
- *If applying via one of the routes that does not require training & assessment, a copy of the document verifying qualification (i.e., CLASS, NIET, or NBC certificate) must be submitted*



# Provisional Mentor Certification

A **provisional certificate** may be issued to any individual who has completed training or is currently enrolled in Mentor training. The provisional certificate is valid for **one year** and is **non-renewable**.

Candidates who need more time to finish should apply for the Provisional Mentor Certificate. To apply, school districts/educators should submit the following to the online [certification portal](#):

- [Mentor Application](#) (a copy of SS card and valid state ID must be included)
- Ancillary Provisional Mentor Teacher [Self-Evaluation Checklist](#)
- One of the following:
  - **Confirmation email** from training center confirming enrollment in an approved program
  - Training **completion certificate**
  - **Official transcripts** showing coursework completion



# Ancillary Content Leader Certification

To apply for Content Leader certification, participants attending the 2020-2021 and beyond cohorts, school districts/educators should submit the following in the online [certification portal](#):

- [Ancillary Teaching Application](#)
- Content Leader [Self-Evaluation Checklist](#)
- Training completion certificate **OR** Official transcripts showing coursework completion **and**
- Assessment completion certificate from Bloomboard





## Next Steps & Closing



# Approved Provider List

The Department updates the list of [approved training providers](#) periodically when the following information is available:

- Updated organization information (contact, training, or price)
- Newly approved providers following the April and October BESE meetings

To be added to the list, providers should complete [this survey](#) by Monday, November 1.



# Onboarding Steps

1. Review [Bloomboard Guide for Approved Training Providers](#).
2. Complete the approved provider information [survey](#).
3. Create a letter on official program letterhead that includes program and enrollment dates to be distributed to participants at the time of enrollment. Submit copy to [certification](#).
4. Submit blank copy of Training Completion Certificate or completed [Mentor Teacher/Content Leader Coursework Checklist\(s\)](#) to [christy.bellue@la.gov](mailto:christy.bellue@la.gov) for certification team resource.
5. Reserve the last Wednesday of every month from 10:00 AM - 11:00AM for the Preparation Provider Monthly Webinar.
6. To enroll a cohort, complete this [enrollment form](#) and email to [teacherleadertraining@la.gov](mailto:teacherleadertraining@la.gov), [support@bloomboard.com](mailto:support@bloomboard.com), before the first day of training.