LOUISIANA DEPARTMENT OF EDUCATION

Teaching and Learning/Educator Talent and Workforce Development

Mentor Waiver Process - Spring 2027

Guide to the new portal process for Mentor Waivers and Alternate Mentor Waivers

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

Prompted by a shortage of credentialed Mentor Teachers willing to host residents specifically in certain content areas, BESE has allowed a waiver of the Mentor Credential since the 2020-2021 school year

The following is guidance to support system leads, mentors, principals and in the case of the Alternate Mentor waiver, education preparation providers, with how to properly complete the online application.

Mentor Waiver Type	Qualifications	Link to Application Portal	Mentor Waiver Application Guidance
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: • Two years of Highly Effective Compass/LEADS ratings; • National Board Certification; • Statewide or national distinction for excellence in teaching; • Experience as a TAP	Traditional Mentor Credential Waiver Request Spring 2027	Steps with Additional Guidance **STEP 1: System Lead initiates the application** ****Once the System Lead completes this portion, all other steps will be automatically prompted. The mentor and Principal will be sent an email to complete the appropriate sections.** Step by Step Tutorial List of Steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial **STEP 2: Mentor completes this section of the application** Step by Step Tutorial

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	Mentor Teacher, 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.		List of Steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial **Step 3: Principal (or designee) completes this section of the application** Step by Step Tutorial List of steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial
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 traditional waiver** criteria listed in the Mentor Waiver subsection of Bulletin 746. An individual may be approved for the alternate waiver for a period of **not more than two years**.	Alternate Mentor Credential Waiver Request Spring 2027	Steps with Additional Guidance **STEP 1: System Lead Initiates the application** ****Once the System Lead completes this portion, all other steps will be automatically prompted. The mentor, Principal and TPP will be sent an email to complete the appropriate sections.** Step by Step Tutorial List of Steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial **STEP 2: Mentor completes this section of the application** Step by Step Tutorial List of Steps with Screenshots

Mentor Waiver Type	Qualifications	Link to Application Portal	Mentor Waiver Application Guidance
			PDF: Landscape/Portal Options with Screenshots and Link to Tutorial **Step 3: Principal (or designee) completes this section of the application** Step by Step Tutorial List of steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial **Step 4: TPP (or designee) completes this section of the application** Step by Step Tutorial List of steps with Screenshots PDF: Landscape/Portrait Options with Screenshots and Link to Tutorial