After successfully completing training and assessment requirements, participants should use the steps below to apply for their Mentor Certification.

Steps to Apply for Mentor Certification
- All application materials need to be submitted to the online certification portal.
- Complete the following pages in this application:
  - Application page
  - Professional Conduct page
  - Complete and include the self-evaluation form to ensure all application requirements are included.
- Those applying for the provisional certification will need to submit proof of enrollment in an approved program (usually a welcome letter or email).
- Those applying for the full ancillary certificate or the add-on endorsement will need to submit the training program completion document (official transcripts or certificate of completion) **and** the Bloomboard assessment completion certificate.
  - For support accessing your training provider attendance verification, contact your training provider directly.
    - If participants completed the LDOE pilot training, contact mentorteachers@austin.utexas.edu.
    - For all other training providers, use the approved training provider list for contact information.
    - Participants who were enrolled in LDOE-led training pilot during the 2017-2018 and 2018-2019 academic year and attended at least seven days of training only need to submit your training attendance verification.
  - For support accessing your Bloomboard assessment completion certificate, contact support@bloomboard.com.

Steps to Apply for Content Leader Certification
- All application materials need to be submitted to the online certification portal.
- Complete the following pages in this application:
  - Application page
  - Professional Conduct page
  - Complete and include the self-evaluation form to ensure all application requirements are included.
- Those applying for the full ancillary certificate will need to submit the training program completion document (official transcripts or certificate of completion) **and** the Bloomboard assessment completion certificate.