

Year 2 – Mentor/Mentee Timeline

September-November

- Mentors meet with Mentees
- Attend required meeting with the Certification Committee (CSC)
- Review / modify Initial Professional Certification Action Plan (PCAP)
- On-going weekly meetings
- One formal observation (pre/post)

By December Break (Submit together)

- Submit formal observation and updated IPCAP for review by the CSC- Please sign first!
(Returned as a working document)
- Mentor submits a summary statement of Mentee's progress.

January - March

- Ongoing meetings
- Work on IPCAP goals
- Regular meetings, conference & observations
- Complete two formal observations (pre and post conference- 30 min.)

Before April Break (Submit together)

- All formal observation notes
- Meeting log & notes
- IPCAP
- Final summary statement and recommendation for Professional Teaching Certificate*

May- June

- Develop a MSAD#54 Teacher Renewal plan and submit to CSC.
- If conditional, provisional or transitional be sure to complete DOE Portal application.
Requirements may vary.

