

Year 2 – Mentor/Mentee Timeline

September-November

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

By December Break (Submit together)

- Submit formal observation and updated PCAP 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 PCAP 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
- PCAP
- Final summary statement and recommendation for Professional Teaching Certificate*
- Mentor sign off sheet

May- June

- Get paperwork from the Maine Department of Education (DOE) signed by CSC co-chairs.
- Submit paperwork & money to the MDOE.
- Develop a MSAD#54 Teacher Renewal plan and submit to CSC.

Please note:

Mentees wishing to appeal the final CSC decision should refer to the MSAD#54 Certification Handbook.

In some cases, it may be suggested that a Mentee file for an extension.

