

**Mentor Professional Development
2016-2017 FAQ**

Q. *What is the job description for a mentor?*

A. To read the state code concerning beginning teachers and guidelines for mentors and mentoring, follow this link. [WVC 18A-3C-3](#)

Q. *What are the recommended selection criteria for attending mentor professional development?*

A. Educators should have a minimum of five years experience with three of those years being served in the county in which they are working. The following qualities should be exemplified:

- Exemplary educator with excellent evaluations
- Current knowledge of the school, county and state policies
- Understand current research, best practices and pedagogy
- Show evidence of ability to collaborate and lead within the learning community
- Empathetic and supportive
- Confidential
- Enthusiastic, caring and available

Each county should have a policy concerning mentor requirements specific to the county.

Q. *Will I receive a salary for mentoring a new educator?*

A. Salary is determined by your county's WVSIPP "Support for Improving Professional Practice" plan. Contact your county mentor coordinator for specific information for your county.

Q. *Will I receive a stipend for attending mentor professional development?*

A. The WVCPD (West Virginia Center for Professional Development) does not provide a stipend for attending. Please check with your county to see if they provide a stipend.

Q. *Will I receive mileage reimbursement?*

A. The WVCPD does not reimburse mileage. Please check with your county to see if they reimburse mileage for their educators to attend.

Q. How do I register to attend professional development to work as a mentor?

A. Mentor Professional Development summer sessions will be offered June 2017 in Charleston. Registration is available at www.wvcpd.org.

Q. What are my options for mentor professional development?

A. WVCPCD offers two and four day mentor professional development trainings.

Day 1-2 (Foundations in Mentoring) provides an initial overview of the mentoring process.

Day 3-4 (The Framework for Teaching) provides a more in depth study of the mentoring process.

Check with your county mentor coordinator to verify your county requirements.

Q. Do I have to attend all four days consecutively?

A. Days 1-4 consecutively will only be offered in June 2017.

Q. Is there a registration fee to attend?

A. There is an \$85.00 registration fee to attend each two day mentor professional development session in June 2017.

Q. If I cannot attend the scheduled sessions, can I still be a mentor?

A. Please refer to your county mentor policy to determine requirements for working as a mentor in your county.

Q. I attended training several years ago. Can I still work as a mentor?

A. Please refer to your county mentor policy to determine requirements for working as a mentor in your county.

Q. What is the Advanced Credential Endorsement?

A. The Advanced Credential is available to educators who complete two or four-day mentor professional development and apply to WVDE to have the credential added to their teaching license. You must attend a minimum of two days of Mentor Professional Development to be eligible for an advanced credential endorsement. [Click her for information about Advanced Mentor Credential](#)

Q. What is the benefit to having an Advanced Credential for mentoring?

A. The Advanced Credential may be required for employment in certain mentor positions in WV. It validates your commitment to being a leader in your school and county.

Q. Is there a financial incentive attached to the Advanced Credential?

A. There is no financial incentive associated with the Advanced Credential at this time.

Q. What are the requirements to earn the Advanced Credential endorsement?

A. You must attend Days 1-2 to earn the Initial Mentor Teacher Advanced Credential. You must attend Days 1-4 to earn the Master Mentor Advanced Credential. After attending the professional development you will submit Form 30 (available at training) to the WVDE with a processing fee of \$35.00.

Q. Is there a fee to apply for the Advanced Credential endorsement?

A. There is currently a \$35.00 fee each time you submit Form 30 to the WVDE to apply or renew your credential.

Q. Will I receive a certificate upon completion of the Mentor Professional Development?

A. You will receive a certificate upon successful completion of the Mentor Professional Development. Keep your original certificate as verification of your attendance as we cannot issue duplicate certificates. The WVCPD recommends you submit a copy of your certificate to your county office for your personnel file.

Q. Will there be changes to the Mentor Professional Development?

A. The legislature meets each winter. In any given session, changes to the state code governing mentor requirements are subject to occur.

Q. If I still have questions about mentor professional development, who do I contact?

A. Please contact Dr. Carla Warren if you have questions at Carla.Y.Warren@wv.gov, or 304-558-0539.