

Renewal Credit Requirements for Mentors

Authority, [Induction and Mentoring Guidelines \(2017\)](#):

2.6 The Induction and Mentoring Coordinator must ensure that all mentors participate in continuing professional development activities within each five-year period following completion of the South Carolina Mentor Training. The Coordinator must

- a. require mentors to complete the three-day SCTS training;
- b. allow for mentor participation in district, state, or national seminars, workshops, or conferences on induction, teacher evaluation, mentoring and/or mentor forums, as well as opportunities for mentors to lead professional development around mentoring topics; and
- c. work with the district's renewal credit plan coordinator to determine the acceptable renewal credit for mentor professional development activities and allow up to 60 approved professional development credits to be applied toward the renewal of a mentor's professional certificate.

2.7 The Induction and Mentoring Coordinator should select experienced mentors to participate in advanced training opportunities conducted by CERRA and/or the SCDE's OEELD, to include South Carolina Mentor Trainer Certification Training and other trainings developed by or endorsed by the SCDE and CERRA. Mentors may be eligible to receive up to a maximum of 18 certificate renewal credits upon their successful completion of any one advanced training. The Coordinator must ensure that mentors selected for these trainings have

- a. served as a mentor for at least one academic year;
- b. received successful performance reviews as a teacher and have served successfully as a mentor for at least one academic year; and
- c. been recommended for advanced mentor training by the building principal and the district's Induction and Mentoring Coordinator.

Mentor-Specific Professional Development Requirements:

All mentors are required to complete 18 hours of mentor-aligned professional development during each 5-year mentor period.

- For mentors of classroom-based teachers, the first 18 hours must be the SCTS 4.0 training. In the 5-year cycles that follow, professional development should consist of 18 hours of training that directly supports their work with their mentees (content-specific, coaching, etc.).
- For mentors of special-area educators, the 18 hours must focus on areas that support their work with their mentees (content-specific, coaching, etc.). This includes the content-specific special area evaluator training.

Options for 3-day SCTS Training:

- Mentors participate in state or district evaluator training
- Mentors receive training during district professional development days
- Training is broken up so that mentors participate over time (over the course of a year, 3 years, etc. see sample mentor focus areas below)
 - Day 1 – Getting to know the rubric/conferencing process
 - Day 2 – Collecting strong evidence; inter-rater reliability
 - Day 3 – Environment; participate in coaching triads

*Districts can propose alternative ideas to the OEELD for discussion/approval

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Tracking Renewal Credits in SCLead.org:

District ADEPT Administrators can track mentor professional learning hours in SCLead:

- From the educator's Profile, select "Credentials"
- Next to the Mentor credential, click "Learning Cycle"
- Choose "Add Event" to add the details of the mentoring event and submit
- At the end of each five-year cycle, you can initiate the next cycle by selecting "Start next Mentor Learning Cycle". The system will automatically determine the next 5-year period.

The Mentoring feature provides a way for districts to track professional learning hours and be aware of the supports necessary for mentors. In SCLead, the 5-year period is referred to as the Mentor Learning Cycle. A notification will be sent to the district's ADEPT administrator(s) one year prior and 90 days prior to the mentoring credential renewal date (5-year period) with the names of mentors who have not completed the required number of credit hours. SCLead will not prevent mentors from being assigned to teams despite not having completed the required hours.

Mentoring Certification Cycle:

The first five-year cycle will end in 2022 (5 years from the passing of the 2017 guidelines) and will affect all mentors trained in 2017 or prior. Any mentors trained after that time will have five years from the time they were trained. If a mentor does not complete the required hours during this time, a support plan must be put in place that will allow the mentor to receive the necessary professional learning so that he/she can continue to mentor effectively. The Person Mentoring Cycles report will allow the district administrator to determine when five-year cycles begin and end as well as identify the number of hours documented for mentors in the district. This report can be accessed through the district's ADEPT reports.