

Mentoring/Certification FAQ Sheet

Below you will find some frequently asked questions that we have received over the years from our mentors and provisional teachers in the district. In an effort to make this as simple and smooth of a process, we have listed these questions along with their answers.

Thank you for your service!

1. *Who needs to be mentored?*

All novice teachers who have not yet obtained a Standard certificate and have never been mentored before; or have not completed their 30 weeks of mentoring elsewhere.

2. *How many weeks are you required to meet with a novice teacher for mentoring?*

The state requires mentors and novice teachers to meet a minimum of thirty (30) weeks throughout the school year.

3. *How much will I be getting paid for becoming a mentor for a novice teacher?*

Mentors will be getting compensated for their mentoring service the summer after the mentorship takes place. Mentors receive a \$550.00 stipend (CEAS candidate) or a \$1,000.00 stipend (CE Candidate) for their mentoring services, depending on whether your mentee holds a CE (Certificate of Eligibility) or a CEAS (Certificate of Eligibility with Advanced Standing). (This stipend is taxed when paid out to you.)

4. *What if I mentor a teacher for less than thirty (30) weeks, can I still get compensated for this?*

We always ask mentors/mentees to hold on to their mentor logs and wait until all thirty weeks have been completed before submitting them for payment processing. However, if you did not complete thirty weeks with your mentee and you will NOT be paired up with them again to complete the thirty weeks, you can submit for processing at the end of the school year.

5. *When will I get paid for mentoring services?*

We ask all mentors/mentees to submit their completed mentor logs at the end of the school year. Then, they get processed for payment and mentors can expect payment by the end of July or beginning of August.

6. *Should I keep a copy of our mentor logs?*

Absolutely! Please do not forget to keep a copy of your mentor logs for your own records.

7. *Where can I find a mentor log?*

You can print out three copies of the mentor log from the NPS Provisional teacher process webpage at the link below:

<http://www.nps.k12.nj.us/departments/human-resources/provisional-teacher-process/>

8. *Where should I send my mentor logs at the end of the school year for processing?*

You can submit your mentor logs through the Provisional Teacher Process web page on the NBOE website. The link to submit your mentor log is:

https://docs.google.com/forms/d/e/1FAIpQLSc-QKGkVPehQ7Qnhx5NO63v7odLUrx_1KqfmsPUS78mXpuBBg/viewform

9. *Who should I contact if I have any additional questions/concerns?*

You should reach out to Mentoring@nps.k12.nj.us if you have any additional questions/concerns.

10. *What is the difference between a CE and a CEAS?*

Both certificates represent the initial step toward New Jersey certification. The Certificate of Eligibility (CE) is issued to alternate route teachers while the Certificate of Eligibility with Advanced Standing (CEAS) is issued to teachers who have pursued a traditional route into teaching and have already completed a formal education training program. Both CE and CEAS holders must obtain a provisional certificate and successfully complete the Provisional Teacher Program in order to receive a standard certificate.

11. *Why hasn't my provisional certificate been issued yet?*

You must hold a CE/CEAS and be formally registered into the Provisional Teacher Program by the Office of Human Resources before the NJDOE will issue your provisional certificate. If you are an alternate route teacher, you must advise the HR Department of the institution where you have enrolled to complete the additional coursework required for your program. Without that information we cannot enroll you into the PTP. It is important that alternate route teachers enroll in their additional coursework as quickly as possible after signing their contract and advise the Talent Office of that location.

12. *What are the requirements to complete the Provisional Teacher Program?*

ALL new teachers The PTP requires that all new teachers are evaluated, mentored (30 weeks), and complete additional coursework as required. In addition, submission of the online application for a standard certificate is required upon successful completion of the PTP.

13. *How do I apply for my standard certificate?*

Applications for standard certificates are submitted online. Make sure that you have completed all requirements before applying. https://www20.state.nj.us/DOE_TCIS_ONLINEED//login.jsp

14. *My provisional certificate has expired. What do I do?*

Provisional certificates are issued for two years and expire in July of the second year. It is your responsibility to track your progress through the Provisional Teacher Process. If you have not completed the requirements to obtain your standard certificate prior to the expiration date, you will need to apply for a renewal of your provisional and pay the fee in effect at that time (\$70.00). You must advise the Office of Human Resources of your intent to renew your certificate so we can work with the State to complete the appropriate paperwork on your behalf.