

**University-Based Mentoring Plan for Candidates in an  
Alternative Certification Program  
16 KAR 9:080  
Principal P-12**

Candidate Name: \_\_\_\_\_ NKU Student ID: \_\_\_\_\_

Program Enrolled In: \_\_\_\_\_ Admission Date: \_\_\_\_\_

Subject (s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

School District: \_\_\_\_\_ School: \_\_\_\_\_

School Year: \_\_\_\_\_ 1<sup>st</sup> or 2<sup>nd</sup> TP: \_\_\_\_\_

Date Admitted to KYEPSB: \_\_\_\_\_ Anticipated Exit Date: \_\_\_\_\_

Per 16 KAR 9:080, a full-time teacher on Temporary-Provisional certification, not completing KTIP will receive mentoring provided by Northern Kentucky University in collaboration with the school and school district. A mentor selected and compensated by NKU will observe for a minimum of 5 hours, spread across the academic year. A mentor provided by \_\_\_\_\_ School will observe for a minimum of 5 hours, spread across the academic year. The remaining 5 hours will be \_\_\_\_\_

Digital signatures (initials and checking the box) and contact information for the parties are provided below:

_____ Signature (Candidate)	_____ E-mail Address	_____ Phone	_____ Date
_____ Signature (School Mentor)	_____ E-mail Address	_____ Phone	_____ Date
_____ Signature (Principal)	_____ E-mail Address	_____ Phone	_____ Date
_____ Signature (NKU Mentor)	_____ E-mail Address	_____ Phone	_____ Date
_____ Signature(Program Dir.)	_____ E-mail Address	_____ Phone	_____ Date

Institution will:

- Provide an institution mentor at the cost of the institution.
- Provide program director as a support to the school administrator and/or mentors.
- Establish the process to maintain regular communication with the employing school so that NKU and the employing school may assist the candidate as needed and address identified areas of improvement. Minimum process described below in expectations of candidate, mentors, and communication.
- Notify the district in writing immediately if the candidates' enrollment in the alternative certification ceases.
- Notify KYEPSB in writing immediately if the candidates' employment in the covered position or enrollment in the alternative certification ceases.

Mentors (institution and school based) will:

- Conduct observations of the candidate in an administrative role with \_\_\_\_\_ students.
- Provide the candidate with written and verbal feedback on performance observations.
- In collaboration with the school administrator communicate clear and specific expectations for procedures, policies, and job expectations in the administrative role.
- Suggest procedures, practices, strategies, resources to improve student learning.
- If applicable, explore further support activities, interventions, classroom management, student discipline issues, etc.
- For each observation, provide a written/email summary report to the candidate, to the principal, and to NKU.
- Collaborate with each other, with the candidate, and with the employing school's principal on how to best support or assist the candidate.
- Alert the Graduate Program Director for the specific program at NKU of any challenges the candidate is experiencing.

Candidates will:

- Have already passed all necessary standardized assessments required (by KYEPSB and/or the institution) for admission to the specified program and recommendation for a temporary provisional certification.
- Be enrolled in coursework at NKU in the program within 90 days from the date on the temporary provisional certification.
- Will attend and progress appropriately with the required coursework to maintain their initial temporary provisional certification and requirements for renewal if applicable.
- Alert the institution immediately if the candidates' employment in the covered position or enrollment in the alternative certification ceases.
- Communicate with their school mentor, institution mentor, and program director if any issues arise that may jeopardize the candidates' progress or continued job placement.

**Communication:**

- Initial meeting of school administrator, school mentor, university mentor, and candidate in person or via Skype, WebEx, or a similar interactive technology.
- Observation of candidates must be in person in the candidate's classroom or school.
- Follow up communications made be made by telephone, e-mail, Skype, WebEx, or in person based on all parties preference and availability as well as the specific reason for the communication.
- Although not required, mid-year meeting of all parties and/or end of year meeting of all parties may be required if deemed necessary by school administrator, either mentor, or candidate.