Sample Introductory Email

(Candidate’s Name),

I would like to welcome you my mentoring cohort group. The WCTP sent me your information. I want to start by introducing myself. (Introduce yourself include email and phone number).

We will meet a total of 12 hours in the fall and 16 in the spring. I’m attaching our fall mentoring schedule. (Choice 1) Due to Covid, we will begin online, but we will still be Face to Face using Zoom. (Choice 2) We are going to attempt to meet face to face; however, as part of the School of Education, we will be expected to follow the university mask mandate. (Include any information specific to your mentoring)

You need to make sure you have the following documents saved to your computer and printed out and placed in notebooks.

* Notebook 1: Your Standards and Scoring Guide
* Notebook 2: Your Components and the General Portfolio Instructions

Also, make you’ve created your free candidate ATLAS account. ATLAS contains a few sample videos and written commentary exemplars! You can register for your account here: <https://www.nbpts.org/atlas/>

Finally, please make sure you can login to WCTP 601. If you are a continuing candidate and need password help, visit the WCTP website <http://wctp.olemiss.edu> and hover over the WCTP 601 tab for password help. Once you’re in WCTP 601, make sure to watch the overview of the components you plan to complete this year.

I’m looking forward to being part of your certification journey!!