



wctp.olemiss.edu

Mentor Handbook

2022

At the Start of the Fall Semester	
	Read and Sign Contract, Complete W9 only if you are a new mentor, have a name change, or have moved to a new address
	Mentor Training: Attend or Watch Mentor Training Videos and submit assignment (REQUIRED) Login to WCTP 601, watch the introductory videos.
	Contact ALL candidates the week you receive their information. Request that they have printed copies of the following: Their Standards, Component(s), Guide to National Board Certification, General Portfolio Instructions and the Academy Writing Presentation, available in WCTP 601, Writing for NB module. There is a sample email provided on the WCTP mentor's page.
	Communication: Provide an email to all candidates. The WCTP uses Remind. If you have not received a text, contact the WCTP.
	Send a copy of your meeting schedule to the WCTP as soon as possible.
	First Meeting: Go over National Board Certification Guide, <u>Academy Writing</u>, and help all candidates sign up for their ATLAS account, tour WCTP 601.
Need to Know: Throughout the Semester	
	All mentors will/may service Face-to-Face and online candidates if the need exists
	Complete the WCTP Attendance Sheets (This is required by procurement in order to receive payment).
	Face-to-Face mentors must hold 6 meetings in the fall and 8 in the spring.
	Use WCTP 601
	Make other teachers aware of the certification process by directing them to the WCTP website and the interactive graphic
At the End of the Semester	
	Email attendance sheets to the WCTP as soon as possible once the fall and spring mentoring sessions conclude. (Required for payment to be issued)
	Remind continuing candidates to complete a new application for the WCTP. Application is available on WCTP website
	Candidates and Mentors should complete Exit Survey at the end of the year in May. Link is on WCTP website

My Passwords and Login Information (Record your information here)

Site	Username	Password
www.wctp.olemiss.edu/Mentoring/Mentors	No Username	wctp1848
ATLAS		
WCTP 601		Changes every 90 days

Communication:

The WCTP uses Remind as its primary source of communication with mentors. Please, make sure you have been enrolled.

Required Meetings/Meeting Time

Each mentor should complete the required number of fall and spring semester hours.

Fall/Six Meetings (2 hours) or 12 (1 hour) meetings

September (2)

October (2)

November (2)

Mentoring will start the second Tuesday/Second week in September.

* Attendance sheets should be submitted to the WCTP by December 1

to ensure payment is received before Christmas. Mentors who submitted attendance documentation after December 1 are **not** guaranteed payment prior to Christmas.

Spring/Eight Meetings (2 hours) or 16 (1-hour meetings)

January (1)

February (2)

March (2)

April (2)

May (1) This meeting should address electronic submission.

Mentoring will start back the third Tuesday/third week in January.

In order to receive full mentor pay, you must hold the set amount of meetings

- If a conflict arises, please reschedule.
- If you physically go to meet and no one comes, you may document that and count that meeting. Unattended meetings are not expected to be rescheduled. You may only do this once.
- In the case of severe weather threats, please reschedule. There will be no scheduled meetings in December. Hold meetings each month.
- **Email correspondence does not count as a meeting.**

Documenting Attendance

- Mentors must submit the attendance forms provided by the WCTP.
- **The forms can be found on the WCTP website under Mentors.** The password is wctp1848.
- All attendance forms must be emailed. Do not send a screen shot.
- Email the provided form. Do NOT send a link to a Google Doc.

SAMPLE

WCTP Mentoring Mentor Tammy Kirkland

Z = Zoom F2F = Face to Face

Fall

6 (2 hour) meetings = 12 hours or 12 (1 hour) meetings = 12 hours

[illegible]

Spring

8 (2 hour) meetings = 16 hours or 16 (1 hour) meetings = 16 hours

[illegible]

A contract will be supplied to all mentors each fall. Retired mentors will be asked to complete an additional form for PERS.

Starting in fall 2022, the contract will be electronic!!!

I. SCOPE OF WORK

CONSULTANT shall:

- a) Meet regularly with and provide support to assigned candidate or group of candidates from September until all candidates have submitted their portfolios (component) in May. (See Mentor's Responsibilities in Mentor Handbook)
- b) Provide a meeting schedule, which includes meeting dates, times and locations to my candidates and to the Project PI, Tammy Kirkland, within two weeks of the first meeting.
- c) Document all meetings by providing an attendance sheet by December 1 after the last meeting in May. The provided attendance sheet will be emailed to the WCTP at the end of each semester.
- d) Provide mentoring for all **four** components, utilize WCTP 601, and provide mentoring for all candidates on list including online candidates.
- e) **All** meetings are either in person Face-to-Face or Online Face-to-Face using Zoom, Google Meet, or Teams. *(Correspondence only by email does **not** constitute providing candidate support. Mentors will not receive pay for supporting a candidate for only swapping emails.)*
- f) Mentors may cancel one meeting due to weather or lack of participation. All other missed meetings must be made up.
- g) Complete the mentor training.
- h) Abide by the rules set forth by the National Board concerning ATLAS use.

Please, Note

- All Face-to-Face mentors could have a combination of Face-to-Face and online candidates. It was this way prior to Covid.
- Because of the nature of mentoring, if you are unable to mentor, please, let the WCTP know in the spring. If you sign a contract and are assigned candidates, you will be expected to fulfill your obligations.

WCTP Website: <http://wctp.olemiss.edu>
Mentor tab (lower right side of the screen)
Password (never has changed) **wctp1848**

CHECK List

Important Things Mentors Should Know

- Candidates and mentors can earn CEUs. CEU link is available on WCTP website.
- After the event (fall/spring mentoring), there is a six-month window to purchase CEUs from the Consortium. CEUs are no longer mailed. They are downloaded on the Consortium's website.
- Components and other National Board documents are updated throughout the year. Make sure you and your candidates have the most recent copy before you begin work!
- Candidates must reapply every year they are working to complete the National Board process with the National Board and the WCTP.
- Candidates are placed in mentoring groups as they register with the WCTP. We do not save places in mentoring groups.
- Candidates are placed with mentors by certificate areas.
- Everyone is responsible for resetting their own Blackboard password. It expires every 90 days. Instructions can be found on the WCTP website under "WCTP 601"
- There are things mentors are expected to cover on the first meeting. See the "Mentor" page on the WCTP website.
- All mentor contracts include that ALL mentors will utilize WCTP 601.
- All mentors should have electronic AND hard copies of the following:** Your Standards, Scoring Guide, The Guide to National Board Certification, The General Portfolio Instructions, and all Components.
- Candidates are added to mentoring groups until the registration window closes, February 28.
- Any mentor that has a new address or changes your name should complete a new W9.** The W9 and instructions on how to submit are available on the "Mentor" page on the WCTP website. Your W9 determines where your check is sent.
- The WCTP requires candidates to attend some form of mentoring, face-to-face or online. They do not have to attend all meetings, but in order to be served by the WCTP **and** for the mentor to receive credit for mentoring them, they at least must attend a few. We absolutely do not just swap emails. (WCTP policy adopted August 2020).
- All mentors are required to complete mentor training every year before mentoring.
- All mentors should be on the WCTP Remind. You have to accept the invitation in order to receive my texts.
- All mentors should have and use an ATLAS account.

Mentoring at the University of Mississippi

Providing Feedback to Candidates

- All mentors are expected to respond to candidates within 7 to 10 days
- Should mentors have an emergency and are unable to do so, please, contact the WCTP, and we will notify your candidates for you.

How to Provide Candidate Support

- Provide meaningful and constructive feedback (Critical Friend)
- Bring something to every mentor meeting. Mentor meetings are not just Q & A sessions
- Visit the Mentor page on the WCTP website for an example Mentoring Schedule provided by Susan Martin.
- Use WCTP 601. It was created for mentors! Work your way through a component with your candidates.

Average Mentor Class Size

- 5 to 8 candidates differs for Madison

Super Saturday

New Fall 2022 - Super Saturday takes place in October at Insight Park. Setting will be limited to 50 so multiple sessions may be necessary. It will take place again in early February followed by the Pinning Ceremony.

Pinning Ceremony

The annual Pinning Ceremony will immediately follow the February Super Saturday at Insight Park. The WCTP pins new NBCTs that certify in December and MOC!! Families are invited and pictures are made. It is a special time to honor our new NBCTs! Registration is FREE and online at the WCTP website/Workshops. OSD and Madison have their own Pinning Ceremonies.

Summer Standard Workshops

- **Face to Face** - Workshops are held each summer in Grenada, Oxford, Tupelo, Southaven, and Madison. Workshops range from a one-day overview (.5 CEUs), 2 days (1.0 CEUs) The description, location, and registration is on the WCTP website/Workshops. There are registration fees involved for the materials: One Day-\$25, 2 Day-\$50.
- **Google Classroom** – This is self-paced and an in-depth look at the National Board process. It is available for FREE and available on our WCTP website under the “Workshop” tab.
- **Summer Online Bootcamp** – This will be an annual event and is also FREE. It is a two-day Zoom conference. You can access the previous bootcamp recordings on the WCTP website under the “Workshops” tab. CEUs are available.
- Mentors are welcome to attend for free and can purchase CEUs.

Fall and Spring Interest Workshops

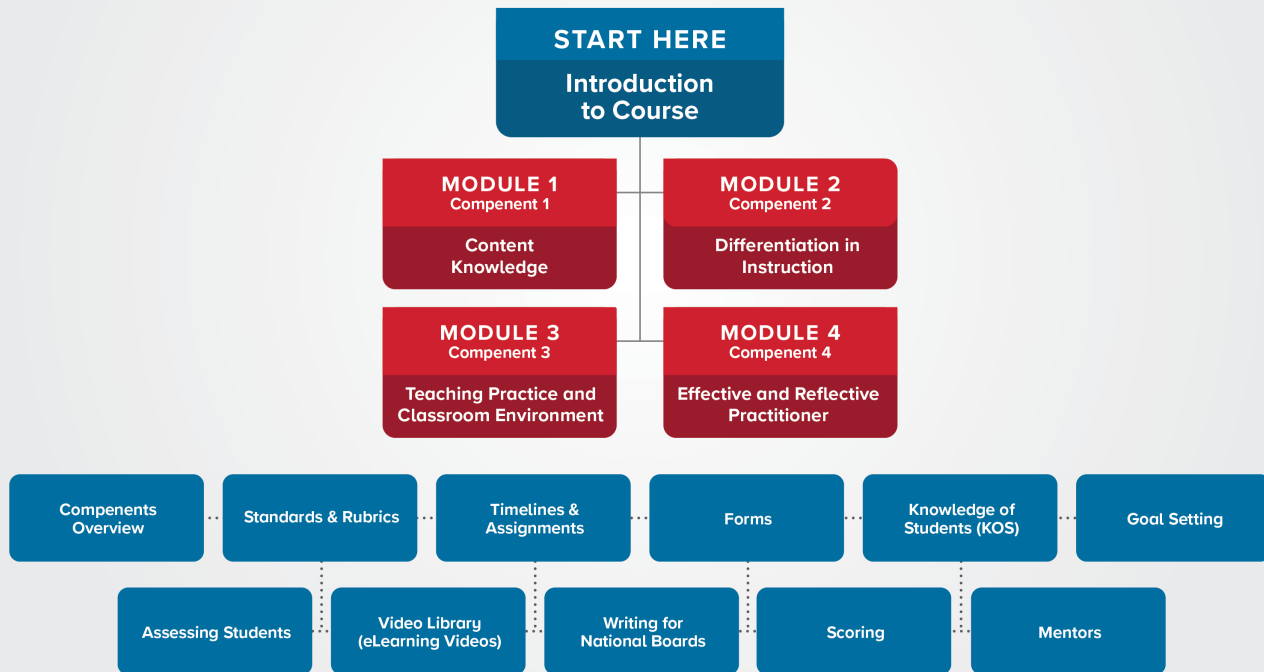
These workshops are for teachers that missed attending the summer workshop or are starting the process in January. Meetings are held at Insight Park on the Ole Miss Campus on Saturdays. There is no fee for these workshops.

How to Use WCTP 601

WCTP 601

Getting Started with National Boards

COURSE GRAPHIC



THE UNIVERSITY OF MISSISSIPPI

This is a very thorough course and meant to supplement **every** mentor! All mentors should provide a tour for candidates on the first mentor meeting.

Please, make sure you can still login (directions on how to reset an expired or forgotten password are on our website under WCTP 601) and are familiar with the course prior to your first mentor meeting in September.

Using WCTP 601

Remember:

- There are planning forms for Components 2, 3, and 4.
- All four components chunk what candidates are expected to do into five assignments. (We have received tremendous positive feedback for this)
- There are Feedback forms provided under the Mentor tab.
- There is also a very useful Electronic Submission module.

Before any candidate begins a component module, they should:

Before You Get Started 

START HERE



Let's get you started. What do you need to do first?

- **Complete your Standard Notebook.** Navigate to the Standards & Rubrics tab on the left of your screen for instructions and pictures of what it should look like.
- **Compare Rubrics.** Navigate to the Standards & Rubrics tab on the left of your screen for instructions and pictures of what it should look like.
- **Thoroughly read your component's instructions.** You should do this with a hard copy. Make sure to make notes and highlight important information that speaks to you. If you did not attend a summer training, visit the **Component Overview** module to view a deep dive of your component before you begin.
- **Download the Academy Writing presentation. Make sure you have analyzed all the writing exemplars and examples prior to the start of your writing.** Navigate to the Writing for NB module on the left of the screen.

Once you have completed these activities, navigate back to this component.



Please Note: Skipping these activities WILL negatively affect your understanding of this component and successfully completing this component.

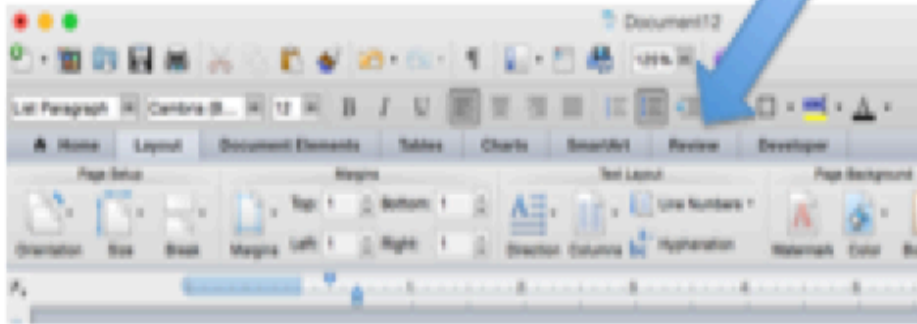
How to Provide Feedback Electronically

How to Video is available on Mentor's page on WCTP website or you can request that your candidates use Google Docs and share with you.

To Read Electronically Using Word

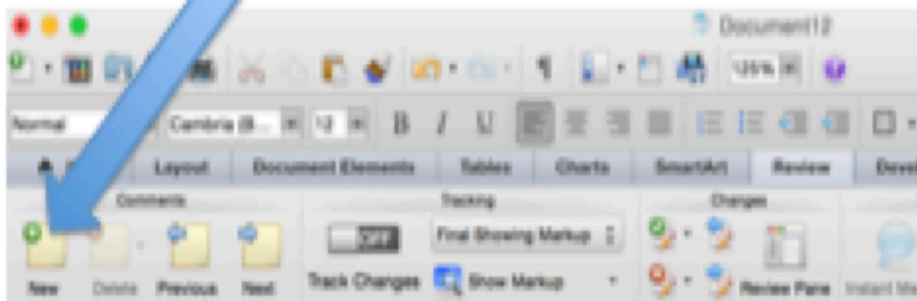
- Open the document the candidate emailed to you.
- Click **Review** from your ribbon choices.

Review (Click to edit document)



Once you have clicked **Review**, place your cursor over the text that you'd like to comment on and then click **New**.

New (Click to add new comment)



When you finish your editing, click **File/Save As** and rename the file. When candidates open the file, after they've made their corrections, they can click on the **X** in the upper right hand corner of the comment to delete it.

School of Ed..., 6/8/2018 11:02 AM

Comment [1]: A box will pop to the side for you to type your comment. You can also highlight and mark through comments.

WCTP Participation Terms

(Adopted Fall 2022)

National Board Registration

1. Pay your \$75 National Board Registration Fee
2. Release to 3rd Party

WCTP Registration

3. Pay your \$50 WCTP enrollment fee
4. Agree to only participate with one WCTP

We will check that candidates have meet all terms **BEFORE** they are placed with a mentor. Once they have, you will be emailed their contact information.

The WCTP application is online only; located on the WCTP website under Applications

Candidate support at The University of Mississippi is only \$50. Scholarships are provided for:

- The 16 Critical Needs Counties: Adams, Amite, Bolivar, Claiborne, Holmes, Issaquena, Jefferson, Leflore, Quitman, Sharkey, Sunflower, Tallahatchie, Washington, Wilkinson, Yazoo.
- Advanced Candidates that did not certify
- Teachers who are simultaneously completing their specialist at Ole Miss and the National Board Certification process.

Information about the National Board Process

- The National Board updates documents all the time
- Every fall make sure you and your candidates have the most recent documents by checking in the Candidate's Toolbox on the WCTP website. These links are live links.



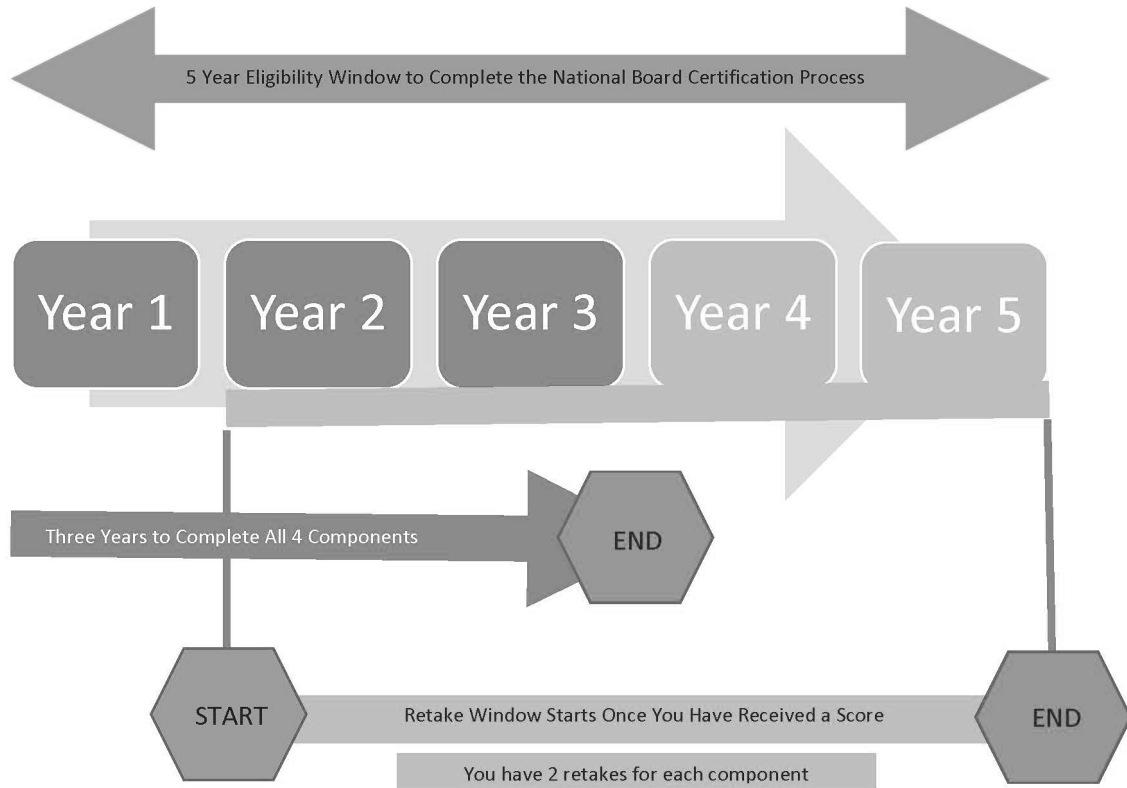
Located at wctp.olemiss.edu,
lower right-hand corner of the screen.

2022-23 IMPORTANT DATES AND DEADLINES

REGISTRATION WINDOW	JULY 13, 2022–FEBRUARY 28, 2023
REGISTRATION (INCLUDES PAYMENT OF \$75 FEE)	FEBRUARY 28, 2023
COMPONENT SELECTION (INCLUDES PAYMENT OF COMPONENT FEES)	FEBRUARY 28, 2023
CHANGE OF CERTIFICATE AND/OR SPECIALTY AREA	FEBRUARY 28, 2023
CHANGE OF COMPONENT SELECTION	FEBRUARY 28, 2023
WITHDRAWAL DEADLINE	FEBRUARY 28, 2023
COMPONENT 1: CONTENT KNOWLEDGE TESTING WINDOW	MARCH 1–JUNE 15, 2023
ePORTFOLIO SUBMISSION WINDOW	APRIL 1–MAY 17, 2023
SCORE RELEASE	DECEMBER 9, 2023

From The Guide to National Board Certification

The Certification Process Timeline



NOTES:

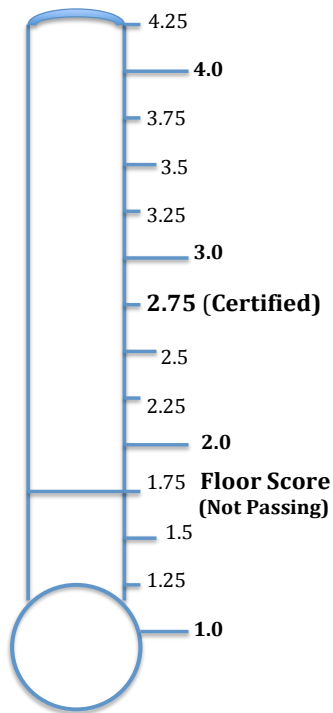
- The WCTP recommends that you do not retake any component until you have a final composite score.
- 1.75 is the Floor Score (minimum). It should not be considered passing; 2.75 is considered accomplished teaching (passing). However, remember components are weighted.
- 1.75 is required on Component 1 and an average of Component 2, 3, and 4 in order to certify.

- **Candidates often mistakenly think they all have five years to complete the process. This is not true. It depends on how quickly they complete the four initial components.**

Scoring

- Floor Score is the minimum accepted (1.75). 2.75 is certification level. Certification requires higher scores.
- The Floor Score is not passing.**
- Three Requirements for Certification
- Candidates must obtain a weighted score of at least 110.
- Candidates must score at least 1.75 on the assessment (floor score), component 1
- Candidates must score an average of at least 1.75 on the portfolio components 2, 3, & 4.

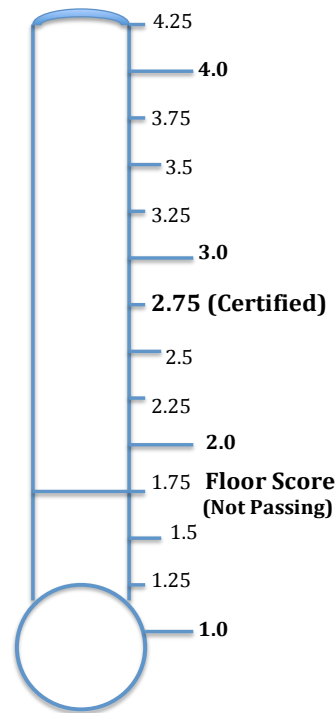
Component 1



Weighted: 40%

My Score: _____

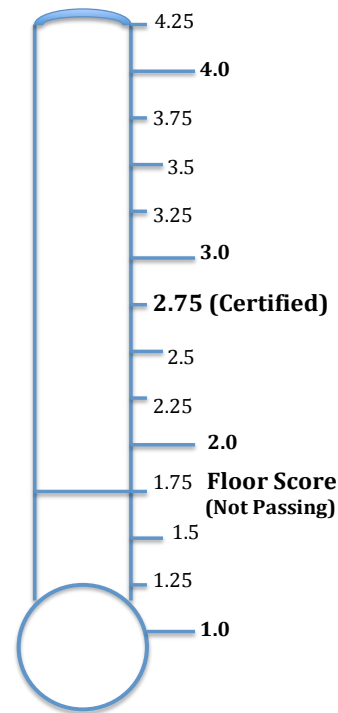
Component 2



Weighted: 15%

My Score: _____

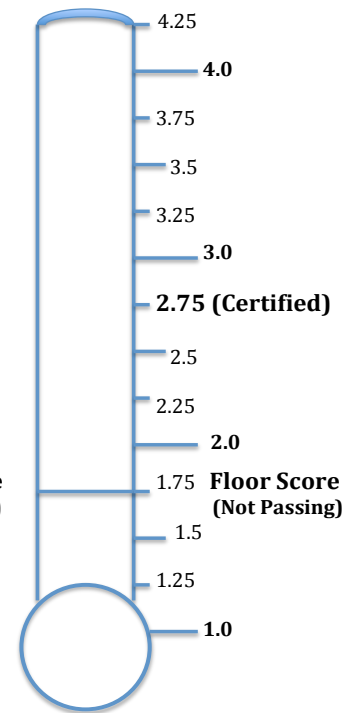
Component 3



Weighted: 30%

My Score: _____

Component 4



Weighted: 15%

My Score: _____

What happens if the candidates receive the Floor Score on all Four Components?

Scoring Calculator is located in the Candidate's Toolbox

Assessment Center Section: Component 1	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Exercise 1	<input type="text" value="1.75"/>	2.788	4.879
Exercise 2	<input type="text" value="1.75"/>	2.788	4.879
Exercise 3	<input type="text" value="1.75"/>	2.788	4.879
Selected Response Items	<input type="text" value="1.75"/>	8.365	14.639
Assessment Center Section Average Score:	1.750		

Portfolio Section: Components 2, 3, & 4	Highest Unweighted Score (HUS)	Scaling Weight (SW)	Weighted Scaled Score (HUS x SW)
Component 2	<input type="text" value="1.75"/>	6.274	10.980
Component 3	<input type="text" value="1.75"/>	12.548	21.959
Component 4	<input type="text" value="1.75"/>	6.274	10.980
Portfolio Section Average Score:	1.750		
Total Weighted Scaled Score:			73

Score Requirements	Highest Score	Met Score Requirement?
Assessment Center Section Average Score of at least 1.75	1.750	Yes
Portfolio Section Average of at least 1.75	1.750	Yes
Total Weighted Scaled Score of at least 110	73	No

- Believing the Floor Score is “Passing” is common misconception of candidates.

This and That

- The WCTP partners with independent MOC mentors, meaning the candidate directly pays the mentors. You can find all the information you or you candidate's need about the MOC (Renewal has been completely replaced) process and mentors on our WCTP website under the "MOC" tab.
- First time candidates can apply for their National Board reimbursement once they receive scores in December. They do not have to wait until they have completed the whole process. They will be reimbursed regardless of their score.
- There is a link on the WCTP website, lower right-hand side, that called Reimbursements, Stipends, and License Renewal that includes all the necessary information and forms.
- Over 50% of candidates do not attend any summer training.

Teachers Who Are Interested in National Boards

For anyone interested in National Board Certification or wanting to know more, please, refer them to the WCTP website, wctp.olemiss.edu. They should use the Interactive Graphic to learn more about the National Board process and receiving candidate support from the WCTP at Ole Miss.



Contact information for Tammy Kirkland

Email: kirkland@olemiss.edu

Phone: 662-507-9869

I am always available to you!