

Mentoring Frequently Asked Questions

What is needed for a new teacher to satisfy the NYC DOE mentoring requirement?

- 2 periods per week over 10 months—Teachers are required to be mentored for at least 2 periods per week (*minimally*) over ten months to satisfy their NYC DOE one year mentoring requirement. Mentors must enter mentoring interactions in the Mentor Tracking System in a timely manner for mentoring hours to be applied.

Does a mentor position need to be posted if it is not a full time position?

- Postings—A posting for mentoring positions is required if mentors will receive reduced instructional time or per session payment for mentoring.

Can Circular 6 be used for mentoring?

- Circular 6—Mentoring is not an automatic option for circular 6 assignments. If you plan to use Circular 6 for mentoring, an agreement between the principal and the UFT chapter is required.

Can mentoring satisfy the 175 hours professional development hours that the state requires for maintaining certification?

- 175 professional hours— Mentoring is a requirement for Initial certification holders leading to application for the Professional Certificate. Only once the Professional Certificate has been obtained, the 175 professional hours are required for maintaining NYS professional certification. So, no, mentoring hours may not be used to satisfy the 175 professional hours.

Can mentors back-date mentoring interactions in the Tracking System?

- Mentor Tracking System—At the end of any given month, the mentor has until the end of the following month (approx. 30 day grace period) to enter interactions in MTS for the prior month. After that, interactions may not be entered for that particular month.

How do teachers know if they have satisfied the mentoring requirement?

- Completion of Mentoring—Once the mentoring requirement has been satisfied, teachers will receive notification in the form of an auto-mated e-mail from the Mentor Tracking System, our on-line documentation system. The following July, The Office of Human Resources & Talent will send notification of satisfaction of mentoring to the New York State Education Department: Office of Teaching Initiatives. At that time, a hard copy of the Mentor Verification Letter will be posted at the current mailing address we have on file for the teacher. Additionally, at the time the teacher makes application for Professional Certification, satisfaction of mentoring will only show on the teacher's S.E.D. TEACH account once the application fee has been paid and the teacher has met all other Professional Certification requirements.

How does a mentor get trained?

- Mentor Courses—Professional Development for mentors is offered through Clusters. Periodically, there will also be central professional development offerings. Please contact your Cluster's Teacher Development Specialist for mentor course offerings and opportunities.