



School district or building level administrators are to use this form to recommend a teacher to be trained as a Novice Teacher Mentor.

Principals will also want to consider recommending to be trained as a mentor those teachers who currently teach or have experience in specialty areas such as Library Media, Band, Special Education, Theatre, Art, or School Counselor.

This signed recommendation form can be scanned and emailed by the building level principal to the contact person for the designated mentor training (recommended) or the form must be brought by the prospective mentor to the mentor training. Please contact your local Co-op for mentor training dates. **Not having this form by the time of the training will delay the approval of the mentor.**

I hereby recommend the following individual to be trained in the Novice Teacher Mentoring Program to become an Arkansas Certified Mentor.

Teacher's Name: _____

School / District: _____

I hereby assure that the above-named individual has the following **qualifications to be a trained as an Arkansas Certified Mentor***:

- A current Arkansas Teacher License, unless the requirement for a teaching license is waived by law or in the charter of a public charter school or a private school
- A minimum of three (3) years of classroom teaching experience as the Teacher of Record
- Has been trained in the Danielson *Framework for Teaching*
- Has been rated on most current performance review as a proficient teacher or the equivalent thereof
- Has been recommended by the school district or building level administrator

Signature: _____

Position: _____

School/District: _____

Date: _____

*Any exemptions from these requirements must be approved by the Office of Educator Effectiveness.