



## Checklist for Mentor Application

### MINIMUM QUALIFICATIONS NECESSARY TO APPLY

- No fewer than two years of experience teaching in an ECE environment (experience need not be all in one setting)
- Current employment in an ECE site with no fewer than three hours per day, five days per week spent with the same group of children
- Completion of a degree or certificate in Early Childhood Education, including at least one course in supervised student teaching or direct assessment
- Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit Matrix
- Completion of an Adult Supervision (Mentor Teacher) course
- Submission of an appropriate Environment Rating Scale (e.g., ECERS-R, ITERS-R) on your site or classroom in preparation to discuss with Selection Committee members (*NOTE: If you have not been trained on the use of the Environment Rating Scales, please contact your local Mentor Program Coordinator who can arrange for training.*)

### PACKET CHECKLIST

To apply to the California Early Childhood Mentor Program, submit an application packet to the Mentor Selection Committee. Only completed applications will be reviewed. The Selection Committee reserves the right to request additional documentation as needed. The following documents must be included for your application packet to be complete:

- Application to Become a Mentor
- Official transcripts of all Early Childhood or Child Development coursework
- Three (3) letters of recommendation from Early Childhood professionals who can attest to the quality of your teaching and classroom supervision skills
- One (1) letter of recommendation from a parent who can attest to the quality of your teaching and classroom supervision skills

### HAVE YOU (please check)

- Completed the seven-page application?
- Received your program supervisor's signature on page 1?
- Indicated your program type on page 5?
- Included official transcripts for all coursework listed?
- Included three (3) letters of recommendation from Early Childhood professionals?
- Included one (1) letter of recommendation from a parent?
- Attached a completed Harms-Clifford score sheet for your classroom/Family Child Care (where required)?

Please send completed application packet to your Local or Regional Mentor Program Coordinator.  
**DO NOT** send your application to the Mentor Program state office.