# Superintendent’s Memo #228-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 20, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: The New Teachers Program Data Collection for the Mentor Teacher Program and Career Switcher Program

The New Teachers Program Data Collection (NTPDC) consolidated application will be used to collect data from school divisions applying for state funds for the Mentor Teacher Program or Career Switcher Program. The NTPDC consolidated application window will be open to divisions **Friday, September 20, 2019** through **Friday, October 25, 2019.**

The NTPDC is accessible from the Department of Education’s [Single Sign-on for Web Systems](https://p1pe.doe.virginia.gov/ssws/login.page.do) (SSWS) portal and will be used to collect data from school divisions on new teachers with zero years of teaching experience who qualify for one of these two programs. The school divisions’ local SSWS account manager can provide the designated program coordinator access to this application. Instructions for entering and submitting the data are available online as part of the SSWS-NTPDC application.

Funds for school divisions will be allocated on a per-teacher basis that will be determined based on the requests for new teacher grants submitted by each school division. Grant funds will be retroactive to July 1, 2019, and will be awarded subject to available state funding. Please note that a new teacher’s name can be submitted for only one of the two new teacher programs. At the end of the school year, divisions will be required to complete a report through SSWS for the Mentor Teacher Program (additional information will be provded at that time).

Participation in these funding opportunities is voluntary. However, please note that §22.1-303 of the *Code of Virginia* requires that*, “School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to Section 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction.”*

**Mentor Teacher Program**

Contingent upon availability of funds, the 2019-2020 Mentor Teacher Program is funded from the Lottery Proceeds Fund and payments from this fund will begin in January 2020. Funds were allocated by the General Assembly to provide grants to school divisions providing mentors for new teachers to the teaching professions with zero years of teaching experience (this does NOT include teachers who are new to a division with previous years of experience). One million dollars in funding is available statewide for this program.

**Career Switcher Program (Mentor Support)**

Funding will be made available from the general fund to provide grants to school divisions to support mentor teacher programs for new teachers entering the profession through the Career Switcher Program. Contingent upon the availability of funding, school divisions may request support for the Career Switcher Program mentors assigned to individuals who have completed Level I of a Career Switcher Program and who have zero years of teaching experience. These teachers are completing Level II of their program during the 2019-2020 school year. If funds remain available for mentors for the Career Switcher Program after the fall data collection and distribution of funds, a second data collection will be disseminated in the spring of the school year for the Career Switcher Program only, and the school divisions will be advised accordingly.

**Superintendent’s Data Collection Approvals (SDCA) Application**

The verification report for the NTPDC will be electronically approved and certified by the superintendent through the SDCA application in SSWS. Paper verification reports are no longer required or accepted. The SDCA will automatically be available to school division superintendents through SSWS. Superintendent designees will need to be granted SDCA access by the school division’s local SSWS administrator. The data submission and superintendent’s electronic approval must be completed by **Friday, October 25, 2019**.

**Questions**

If you have questions about the Mentor Teacher Program, please contact Ms. Tara McDaniel, Director of Teacher Education, at [Tara.McDaniel@doe.virginia.gov](mailto:Tara.McDaniel@doe.virginia.gov) or (804) 371-2475. If you have questions about the mentor support for the Career Switcher Program, please contact Dr.  Kendra A. Crump, Director of Licensure and School Leadership, at [Kendra.Crump@doe.virginia.gov](mailto:Kendra.Crump@doe.virginia.gov) or (804) 371-2471 or Eleanor Joyce, Licensure and Career Switcher Specialist, at [Eleanor.Joyce@doe.virginia.gov](mailto:Eleanor.Joyce@doe.virginia.gov) or (804) 225-2022.

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