



SIM CER Specialist Mentor Checklist



To ensure that each potential Specialist has a strong likelihood of completing the specialist micro-credential requirements:

Identifying and assessing readiness of a potential Specialist:

1. Consider that the potential Specialist has the interest and skills needed to instruct adults. Review and share the **CER Specialist Micro-Credential Overview Checklist**.
2. Verify that the potential Specialist has completed the prerequisites for starting a Specialist Badge in the targeted Content Enhancement Routine (CER) with the following evidence:
 - Completion of the requirements for the Professional Learning (PL) Badge - all items have been dated and uploaded into BadgeList. See the **Detailed Checklist to Earn Micro-credentials in a CER** for more information on specific requirements.
 - Completion of the requirements for the Fidelity of Implementation (FI) Badge - all items have been dated and uploaded into BadgeList. See the **Detailed Checklist to Earn Micro-credentials in a CER** for more information on specific requirements.
 - The PL badge is included as part of the PD session; the FI badge costs \$50; and the SP badge costs \$100. When a Level 3 SP badge is purchased, it subsumes the fee of the FI badge, reducing the overall cost. If an individual knows SP is their goal in advance, they can proceed directly to purchasing this badge. If they are not sure if SP is in their plan, then they may prefer to purchase each badge in stepwise fashion.
3. Review the **Detailed Checklist to CER Specialist Micro-Credential** with the potential Specialist and verify that they understand the requirements and has the time to commit to the credentialing process and they are prepared to engage with you throughout the process.
4. Work with the potential Specialist and the identified funding source (if other than potential specialist) to ensure the Specialist credential is purchased.

Mentoring a Specialist Through Micro-credentialing:

1. Before the 'Instruct a Teacher' Session, work with the potential Specialist to set-up and plan the "Instruct a Teacher" session for one or more teachers.
Set-up: Plan to attend in person or virtually, or have the potential Specialist video-record the session.

Materials: Your mentee will not have access to SIMville so you will need to share PD materials with them. Be sure a CER guidebook is purchased for the teacher(s) attending the instruction session.

Evidence: Support their planning and ensure they have needed information to complete evidence requirements for BadgeList and to complete post-PD reporting, including the following items listed below. Collecting and saving these evidence items can accelerate their post-institute apprenticeship if they plan to pursue a certification as a SIM Professional Developer later.

- Sign-in sheet (for post-PD reporting)
 - Session agenda or planning outline
 - Slides (if used)
 - Session evaluation survey (*be sure they keep a copy - can be digital*)
 - CER Device Checklist completed for the teacher(s) in their 'Instruct a Teacher' session
2. During the 'Instruct a Teacher' Session, record observation notes. You may want to use the same PD Session Observation Checklist that is used during the post-institute apprenticeship. Some mentors have created a *CER Specialist "Instruct a Teacher" Session Checklist*.
 3. After completion of the "Instruct a Teacher" Session, debrief with the potential Specialist using the session evaluation survey data, your session observation notes, and reflection questions, such as "What went well? What would you do differently next time? What was out of your control? What can I, as your mentor, do to support you?" Some mentors have created a *CER Specialist "Instruct a Teacher" Session Reflection Form* that the potential Specialist completes before the debrief coaching session. Also, the potential Specialist will have collected at least one teacher draft device and completed a CER Device Checklist. Review the draft device and the mentee-completed CER Device Checklist and compare feedback that can be shared with the teacher.
 4. Next, remind the potential Specialist to schedule a visit to the teacher's classroom to observe implementation, use the Cue-Do-Review Checklist or CER Implementation Checklist, and share feedback with the teacher.
 5. Throughout the process, it is up to the SIM Professional Developer who is partnering with the potential Specialist (and who will recommend approval to KUCRL for their micro-credential) to nurture and guide the potential Specialist towards high-quality professional learning practices that support teachers to implement with fidelity. If the potential Specialist is not demonstrating strengths, then provide coaching and assist them in setting up another "Instruct a Teacher" session or a follow-up session with their teacher(s) to clarify any misunderstandings that have occurred.
 6. (Optional) Assess the potential specialist's confidence in effectively addressing the Frequently Asked Questions, located on both the **Overview and Detailed Checklists for the CER Specialist Micro-Credential**. Provide coaching as necessary.
 7. Ensure that the potential Specialist has posted all necessary evidence at <https://www.badgelist.com/SIM-Content-Enhancement> for the specific CER. The evidence items required in BadgeList are:

- *#1 Partner with an active SIM CER PDer*
 - *#2 Demonstrate Implementation with Fidelity*
 - *#3 Instruct a Teacher*
 - *#4 Describe Your Coaching*
 - *#5 Describe Their Implementation*
 - *#6 Post Completion Date & Feedback*
8. Ask the potential Specialist to tell you when they are ready for all their posted evidence to be reviewed by you. Then, review all posted evidence to verify completion of requirements. If any item is incomplete, work with the potential Specialist to meet all requirements.
9. Once you have verified satisfactory completion of all required evidence, tell the potential Specialist to click 'Request Feedback' on their badge. Also, notify KUCRL at simpd@ku.edu that you recommend approval of the badge. Provide the date awarded and two or three statements about why you have awarded this credential to this learner. **Note:** These statements will be attached to the learner's credential, including your name as the awarding SIM Professional Developer, and may be viewed by the public.

Once the Specialist badge is earned, the Specialist can now provide instruction to others on this CER and has access to a KUCRL managed, private Specialist webpage with resources to facilitate future professional learning on this CER.