



Dear SIM Content Enhancement Mentor,

Thank you for agreeing to serve as Mentor for a Content Enhancement Routines (CER) SIM Professional Developer Apprentice during their apprenticeship. Because you are an active, certified CER SIM Professional Developer, you have already experienced an apprenticeship yourself, and we know you will be a valuable asset during this process. The following information is to guide you in that process of being a mentor.

There are two phases for an apprentice and mentor. In the **first phase**, the potential professional developer completes the application process. During this phase, the mentor may have been **informally** involved with the potential professional developer by providing encouragement and by providing assistance during application preparation and submission.

In 2021, a [new online application process](#) to participate in the **Content Literacy Leadership Institute for Prospective SIM Professional Developers** (formerly known as PPDII) was launched. This new virtual institute is currently taking place online with a combination of asynchronous activities and synchronous sessions. The unifying framework for the institute is *literacy leadership in all content areas and professional learning principles*. CCLI prepares SIM Apprentices to teach other educators how to implement CER and how to serve as a literacy leader within their school/district/region.

The **second phase** for the apprentice and mentor occurs **AFTER** the apprentice has completed all five days of CLLI. The mentor plays an **active** role in this phase of apprenticeship by helping the apprentice to complete their SIM certification requirements. With guidance from institute instructor(s) and support from you, their SIM Mentor, apprentices will complete a set of tasks to show skills and competencies embodied in a SIM Professional Developer. These tasks typically take 1-2 years to complete. We highly encourage apprentices to complete these requirements within two years to maintain momentum in the process. [Click here to learn these requirements](#). If you have served as a SIM Mentor previously, you'll notice familiar elements represented in a new format with new options for differentiation in tasks completed during the apprenticeship.

As part of the apprenticeship, the mentor needs to provide the apprentice with professional development opportunities to participate in presenting portions of an Overview and two Content Enhancement Routines with the mentor or with another certified SIM professional developer. There are differentiation options available that may allow presenting a minimum of one CER PD session.

The apprentice is required to:

- ♦ Be involved in planning and preparing detailed agendas.



- ♦ Present portions or all of an Overview presentation and two Content Enhancement Routine professional development sessions.
- ♦ Build a portfolio including all the items outlined on the University of Kansas, Center for Research on Learning [checklist of requirements](#).
- ♦ Submit materials in a timely fashion to their mentor for review.
- ♦ Share the completed portfolio PRIOR to submission for certification through the [SIM Content Enhancement Routines Professional Developer Badge](#) on www.BadgeList.com.
- ♦ Remember to thank their mentor!

The Mentor will need to:

- ♦ Support the apprentice in planning for the Overview presentation and Content Enhancement Routine professional development.
- ♦ Provide opportunities for the apprentice to see other SIM PDers in action.
- ♦ Provide any assistance to the apprentice as needed.
- ♦ Critique the Overview and Content Enhancement Professional Development activities using the “Mentor Feedback Checklists.”
- ♦ Provide feedback and time for reflection with apprentice.
- ♦ Be supportive through the process. Although some of the work is about instructing and feedback, some of the work is about encouragement, support, and advisement.
- ♦ **Review the completed portfolio PRIOR to submission for certification through the [SIM Content Enhancement Professional Developer Badge](#) on www.BadgeList.com.**

In Module 6 of the CLLI Canvas Course, we have provided you with the following:

- ♦ A [checklist of requirements](#) as outlined by the University of Kansas, Center for Research on Learning.
- ♦ A copy of the Content Enhancement Routines “Frequently Asked Questions” and access to readings shared with apprentices to help them answer the FAQs.
- ♦ An observation form for the CER overview presentation.
- ♦ An observation form for the CER specific presentation.
- ♦ Overview reflection form for the apprentice.
- ♦ Specific CER reflection form for the apprentice.

The certification process is complete when:

1. The apprentice submits a complete portfolio to the **KUCRL – SIM Professional Development Team** by clicking “Request Feedback” on the [SIM Content Enhancement Professional Developer Badge](#).
2. The KUCRL – SIM Professional Development Team will work with a designated SIM Professional Development Leader to review and check the portfolio for quality and completeness. If additional information is needed, the apprentice and mentor will be notified.

3. The designated SIM Professional Development Leader notifies the KUCRL – SIM Professional Development Team of the completion of the requirements for certification.
4. KUCRL – SIM Professional Development Team *will in turn notify the apprentice and mentor of the completion of the requirements for certification.*
5. The new SIM Professional Developer is presented a certificate at a state, regional, or international SIM Update Conference to celebrate this accomplishment.

We realize this is an important commitment to the apprentice and the SIM network, and we want to support you in this process. If you have any questions, please contact:

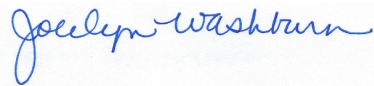
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Sincerely,



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