~AWSP Mentor Program Announcements~
4/26/23

Billing/Reimbursement

- **Out of District Mentors:**
  - If you have **not** put in for reimbursement, this must happen by 5/31/23
  - YOU MUST establish contact with the Mentee’s District to ensure payment (the money follows the mentee!!)
  - THE LAST DAY TO SUBMIT FOR REIMBURSEMENT IS **JUNE 30**
  - Link to Billing Webinar

- **Reimbursement Support/Billing Question Sessions:**
  ZOOM LINK: [https://us02web.zoom.us/j/7974585628](https://us02web.zoom.us/j/7974585628)
  - MAY 5, 9:00-10:00 a.m.
  - MAY 12, 9:00-10:00 a.m.
  - If you are unable to attend a live help session, please email mentoring@awsp.org and our team no later than MAY 15 and we will schedule a 1:1 session with you the week of May 15-19.

- **Things to remember about your billable hours:**
  - 9 hours are allotted for Implementation Sessions
  - If you missed a session, go back into the LMS and view them, they will be available until June and view on the learning management system
  - This content was to be part of your training hours and topics of conversation with your mentee(s)

Clock Hours

- **Day 1 Mentor Training:** 5.5 Total Clock Hours: (4.5 Ed Leadership/1 CCDEI)-The AWSP Team will send a clock hour form for the in-person training day by the end of May 2023.
- **AWSP Virtual Implementation Sessions:** 7.5 Total Clock Hours: (5.0 Ed Leadership/2.5 CCDEI)- The AWSP Team will send a clock hour form once the virtual viewing is shut down after June 30.
- It is on the individual “honor system” to submit the clock hours to PD Enroller that you have earned. Please check your spam/junk folder if you do not receive your clock hour form on this timeline. If for some reason you do not receive, please email Dameon directly and he can assist you.
Now that I have completed Mentor Training this year…what’s next?

- By completing a Day 1 Training (in-person) coupled with your participation in the LIVE or virtual recorded Implementation Sessions, CoNgRaTuLaTiOnS!! You have completed AWSP Mentor Training!
- You are eligible to participate in the AWSP Mentor Program for three consecutive years…you do not need to complete another training until the Spring of 2026!
- Each individual mentor is responsible for:
  - Maintaining their own records and responsibility for signing up for a future mentor training program.
  - Retired members must be Emeritus Members: contact macy@awsp.org for membership information if you're unsure
  - IF you retire, re-home or leave the field, but want to continue…maintain your AWSP membership status and update your personal information with our office to ensure you are getting information!
  - When you maintain your membership, you will receive information from AWSP about critical updates to the mentor program and other important information that will keep you informed and connected.

From the AWSP Mentoring Team for all you’ve done to support new and newly assigned school leaders this school year. Thank you for being a part of a really big and focused recovery effort for our Washington State’s School Leaders and for allowing our team to grow, make mistakes, but most importantly LEARN! You’ve been amazing partners this year—your persistent cheerleading, positive attitudes, understanding and commitment is truly appreciated!! We couldn’t have done it without YOU!

🧡💚💙 Thank you~Gina, Dameon, Connie and the rest of the AWSP Crew