



NORTH COAST SCHOOL OF EDUCATION
PERMIT HOLDER PROGRAM ANNUAL SUMMARY OVERVIEW



FALL: September-November

Mentor/ Permit Holder	Activities	Documentation	Due Date	Completed
M/PH	Create/update NCSOE account @ www.ncsoe.org	Program monitors completion	ASAP	
M	Register and complete NCSOE Online Mentor Orientation	Program monitors completion	Before in-person orientation	
M/PH	Register for and attend NCSOE in-person Orientation	Program monitors completion	September	
PH	Create a personalized professional development plan to target meeting pre-requisites for Intern Credential Programs	Personalized professional development plan and log	9/30	
M	Complete first-half of Mentor Self-Assessment and upload to Canvas	Mentor Self-Assessment	10/31	
M	Register and attend Mentor Academy	Program monitors attendance	3 per year	
PH	Complete observation of a colleague (recommended, optional)	Observation Form	As possible	
M/PH	Complete pre-observation conference, classroom observation, and post-observation and upload observation document in Canvas	Observation Form	11/30	
M/PH	Complete weekly on-site conversations and reflections	Personalized professional development log	End of each month	

WINTER: December-February

Mentor/ Intern	Activities	Documentation	Due Date	Completed
M	Register and attend Mentor Academy	Program monitors attendance	3 per year	
M/I	Schedule and attend Mid-Year Check-In with Site Administrator	Personalized professional development plan	2/28	
M/I	Complete weekly on-site conversations and reflections	Personalized professional development log	End of each Month	

SPRING: March-May

Mentor/ Intern	Activities	Documentation	Due Date	Completed
M	Register and attend Mentor Academy	Program monitors attendance	3 per year	
I	Complete observation of a colleague (recommended, optional)	Observation Form	As possible	
M/I	Complete pre-observation conference, classroom observation, and post-observation and upload observation document in Canvas	Observation Form	4/24	
M/I	Complete weekly on-site conversations and reflections	Personalized professional development log	End of each month	
M	Complete second-half of Mentor Self-Assessment and upload to Canvas	Mentor Self-Assessment	5/15	