

Entry to Practice Mentorship Requirements

The following requirements apply when mentorship is required as a part of a Term, Condition and Limitation (TCL) on a member's initial Certificate of Registration:

- a) The Member must comply with all mentoring requirements set out in this document and in the TLC. Failure to comply may be considered professional misconduct under the *Early Childhood Educators Act, 2007*, S.O. 2007, c. 7, Sched. 8 and subject to College's complaints and discipline processes.
- b) The Mentor must be:
 - i. a RECE in good standing with the College,
 - ii. a practitioner in the profession for at least 5 years in a supervisory role and/or a role that includes observing other early childhood educators (ECEs) and/or post-secondary ECE students,
 - iii. has never been found guilty of professional misconduct and/or incompetence by the Discipline Committee of the College,
 - iv. not currently found to be incapacitated by the Fitness to Practise Committee of the College,
 - v. not currently the subject of allegations referred to the Discipline Committee or the Fitness to Practise Committee of the College, and
 - vi. Approved by the Registrar.
- c) Within 60 days of the date on the Proposal to Impose Terms Conditions and Limitations (PTI) the Member will submit a Mentor approval package to the Registrar. The Mentor approval package must include all requested information regarding the Mentor, including the name, registration number, years of experience in the field, key responsibilities during those experiences, telephone number, address and reason for why this person was selected.
- d) If the Member is unable to find a Mentor, or if the Member has not submitted the Mentor approval package within 60 days of the date on the PTI, the Registrar will assign a Mentor.
- e) The Member will provide the Mentor with a copy of the PTI within 14 days of being notified that the Mentor has been approved or assigned by the Registrar.
- f) The Member will meet with the Mentor every two weeks after providing the Mentor with a copy of the PTI, or at a frequency that is convenient to the Mentor providing that there is no less than two weeks between mentoring sessions.
- g) The Member and the Mentor will meet for a minimum of five, one hour sessions.
- h) Mentoring sessions must be conducted in a live format (e.g. in-person, virtual, phone). E-mail check ins are not permitted.

- i) Mentoring discussions shall include the following topics:
 - i. review of the College's Code of Ethics and Standards of Practice,
 - ii. review of relevant Practice Guidelines and other College resources,
 - iii. the acts or omissions by the Member which resulted in the mentorship requirement,
 - iv. the potential consequences of these acts or omissions to children/parents, as well as the Member's colleagues, profession and self,
 - v. strategies for preventing similar incidences from recurring,
 - vi. the Member's daily practice and any issues that arise, to ensure that they are meeting the College's Standards of Practice
 - vii. the Member's professional and ethical obligations, and
 - viii. any other topics identified by the mentor during the course of the mentoring sessions.

- j) The Member shall not disclose personal or identifying information about children, families, clients or colleagues,

- k) Upon completion of five mentoring sessions, the Member will arrange for the Mentor to provide the Registrar with a report in the form requested by the Registrar that sets out the following:
 - i. the dates the Member participated in the sessions with the Mentor,
 - ii. that the Mentor received a copy of PTI,
 - iii. that the Mentor reviewed the PTI and discussed the subjects set out in paragraph (i) with the Member,
 - iv. the Mentor's assessment of the Member's insight into their behaviour, and
 - v. any other information requested by the Registrar.

- l) The Registrar will remove the TCL from the Member's Certificate of Registration if, based on a review of the mentoring report, the Registrar determines that the member has demonstrated an understanding and fulfillment of the intent of the TCL. If the Registrar determines that the member has not satisfied this requirement, the Registrar will specify the number of additional mentoring sessions that the Member must complete.

- m) All documents delivered to the College by the Member or the Mentor will be delivered by email.

- n) The College may require proof of compliance with any of the terms in these components at any time. Such proof shall be provided within 10 business days in the form requested by the Registrar.