



**#039-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #039-22**

DATE: February 18, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Supplemental Data Collection for Spring 2022 - Career Switcher Mentors**

This correspondence is a follow-up to [Superintendent's Memorandum 257-21](#) dated September 10, 2021, regarding funding to support mentors for new teachers. Limited state funds may be available to support mentors for new teachers who hold an **active Provisional Career Switcher License**, are enrolled in the Career Switcher Program, and were employed after the fall consolidated data collection. Funding is contingent on the availability of funds for fiscal year 2022.

If your school board has employed new, full-time contracted teachers in the Career Switcher Program, since the fall 2021 consolidated data collection, who have completed Level I of the Career Switcher Program, have zero years of teaching experience, and are completing Level II of their program during the 2021-2022 school year, you may request mentor funding. Please submit the names of the new teachers through the New Teachers Program Data Collection (NTPDC) application, accessible from the Department of Education's [Single Sign-on for Web System](#) (SSWS) portal. Each school division has an SSWS account manager who can provide the designated program coordinator access to this application. Instructions for entering and submitting the data are available online as part of the SSWS-NTPDC application.

Once you have submitted the names of the eligible teachers, the division superintendent or designee must verify the report is correct by responding to an email sent to the inbox of the

superintendent or designee. The names of all eligible teachers, who were not part of the fall 2021 consolidated collection, must be submitted by Friday, March 11, 2022. **Limited funds are available for mentoring support for new teachers in the Career Switcher Program employed after the fall data collection and will be awarded on a first-come, first-served basis.**

### For more information

If you have questions regarding this supplemental data collection, please do not hesitate to contact Ms. Maggie M. Clemmons, Director of Licensure and School Leadership, at [Maggie.Clemmons@doe.virginia.gov](mailto:Maggie.Clemmons@doe.virginia.gov) or Ms. Elena Dremova, Career Switcher Licensure Specialist, at [Elena.Dremova@doe.virginia.gov](mailto:Elena.Dremova@doe.virginia.gov) or by phone at (804) 225-2022.

JB/JJ/MMC/sl