

Mentor Reporting Due Dates

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Timeline	Report	Action
Last working day of each month	Mentor Monthly Timesheet (MMT)	Mentor submits the MMT to their Senior Mentor (SM) via e-mail on the <u>last working day</u> of each month
Nov 15	Instructor Summary 1 (IS1)	Complete IS1 on the Mentor Dashboard
Feb 15	Instructor Summary 2 (IS2)	Complete IS2 on the Mentor Dashboard
Apr 15	Instructor Summary 3 (IS3)	Complete IS3 on the Mentor Dashboard
1 st month of Program Delivery (Newly Certified beginning of 2 nd year)	Instructor Summary 4 (IS4)	Complete IS4 on the Mentor Dashboard
Prior to Program Wrap-Up	Instructor Certification Recommendation Report (ICRR)	Mentor completes the online ICRR
Prior to Program Wrap-Up	Mentor Year End Report (MYER)	Mentor submits MYER online