**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 4 MENTOR CHECKLIST**

\_\_\_ Meet with Mentee at least twice prior to October 31 to:

 \_\_\_ Review “Year 4 Requirement Sheet” and ensure both Mentee and Mentor have a clear understanding

 of all requirements

\_\_\_ Discuss Mentee’s chosen focus area, goals, specific actions/initiatives, and timeline

\_\_\_ Review, critique, offer feedback (re-review if necessary), and ultimately approve Mentee’s

 “Professional Growth Plan” by signing it

 \_\_\_ Ensure Mentee’s “Professional Growth Plan” has been submitted to Carol Ripken

 on time (October 31, 2025) and follow-up to be sure that the plan was approved. If not approved,

 work with Mentee and have him/her re-submit.

\_\_\_ Update Mentor Log at least once a month.

\_\_\_ At least monthly, review Mentee’s personal log of hours and his/her work on/documentation for Professional

 Growth Plan

\_\_\_ In late November or early December, ensure that Mentee has nearly completed Goal 1

\_\_\_ In December/January, prior to the meeting with Carol Ripken, do a mid-point review with Mentee and discuss

 progress to date; review portfolio to ensure that documentation to-date (at least all of Goal 1

 documentation) is complete and well organized; complete/sign the “Mid-year Review Checklist.” Again,

 check that the Mentee’s personal log of hours is up to date.

\_\_\_ The first week of January, if your Mentee has not yet scheduled a meeting with Carol Ripken, ensure that

 he/she does so.

\_\_\_ In early March, meet with Mentee to ensure he/she is “on track” with the completion of this year’s

 Professional Growth Plan, to discuss how he/she is approaching the required reflection paper, and to begin a

 talk about future professional development goals which will earn clock hours.

\_\_\_ By no later than March 20, be sure all your Mentee’s documentation for Goal 2 is complete, that the

 written reflection has been started, and the End-of-Year Overview is nearly complete.

\_\_\_ By March 27, carefully review Mentee’s portfolio for completeness, and if appropriate, sign off on the “End-

 of-Year Portfolio Checklist” and “Verification of Services Form”. PLEASE do not sign off if something

 is missing

\_\_\_ Be sure Mentee has submitted the portfolio to Carol Ripken on time (March 31, 2026) and has set up of

 meeting time for the end-of-year review. The Mentor’s attendance at this meeting is optional.

\_\_\_ By May 30 (hopefully well before), submit “Mentor Log of Hours” and this signed form to cripken@cdow.org

Signature below indicates that each of the above was completed:

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THANK YOU FOR SERVING AS A MENTOR!**