

**SCHOOL OF EDUCATION  
ALTERNATIVE LICENSURE/MAT PROGRAM AGREEMENT  
2025-26**

**District/Organization Name** \_\_\_\_\_

**District/Organization Office Location** \_\_\_\_\_

**Teaching Residency Position Title** \_\_\_\_\_

(i.e., 3rd Grade Teacher, 7-8 SPED Teacher, or 9-12 History Teacher, etc.)

Please note that the Alternative Professional Education (APE) license will only be issued for full-time positions as the “teacher of record”. These are positions that require a Professional Educator License or an Alternative Provisional License (APE) and a passing score on the content exam for the licensure area sought. Full-time substitute teaching or any contractual teaching completed without a provisional license cannot be counted toward the residency time. Likewise, support teaching, and teaching done as a paraprofessional will not meet the requirements of a residency position.

**Teaching Location (Name of School/Center)**

**Address of Teaching Assignment**

(Address of School/Center)

**Residency Start Date (Must be August or January<sup>1</sup>)**

**MAT Resident Name**

**MAT Program Option (ex. SPED, Music, etc.)**

The Alternative Professional Educator (APE) license allows eligible students enrolled in alternative licensure programs to work as a fully qualified teacher in Illinois for a period of up to three years. The APE license is issued by fiscal year (July 1-June 30) and cannot be renewed.

WIU’s School of Education has adopted the following policy concerning our MAT/Alternative Teacher Licensure program’s two-year residency: Upon being hired by a school partner and enrolling in EDS 600, Internship in Teaching, MAT Residents are expected to remain at that school for the duration of the residency (2 years). Exceptions will only be made when both parties (partner school leadership and MAT Resident) agree to part ways or the MAT Resident is released from their teaching responsibilities by the partner District/Organization.

This Agreement is entered into by District/Organization and Western Illinois University at Macomb, Illinois. Western Illinois University is hereinafter referred to as the “University” and the District/Organization shall be referred to as “District.”

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<sup>1</sup> The APE is issued twice a year and only after the Candidate has completed all licensure checklist items including passing scores on content exams: Deadlines are July 1 for August residency starts and November 1 for January residency starts. There are no exceptions.

## **MAT Resident Name**

It is hereby agreed that:

1. The District and University shall:

- a. Comply with all policies, principles, and procedures as outlined in Illinois State Board of Education Rules governing Alternative Professional Educator Licensure Programs.
- b. The District will select and the University will approve Mentor Teachers (year 1) and Coaches (year 2) to work with MAT Residents.

The Mentors and Coaches assigned to each Resident must meet the qualifications outlined in Illinois Administrative Code, Part 25, Section 25.60 subsection (a)(2)(A): a) hold a professional educator license, or be Gateways Level 5 credentialed, and be employed by the school district where the Resident is serving their residency; b) have three years of full-time teaching experience in the 10 years immediately preceding their assignment as a Mentor/Coach; and c) have achieved a performance evaluation rating of proficient or higher in their two most recent evaluations. Mentors/Coaches must be in the same building as the Resident and not be in a position that evaluates the Resident.

- c. Ensure that the Resident holds a provisional teaching license in the correct content area.
- d. Have the right and professional obligation to dismiss a Resident, for cause, at any time, after conferring with Mentor/Coach, Administrator, and Coordinator of Field and Clinical Experiences.
- e. Ensure that the Resident completes 92% of regular classroom hours over the course of each residency semester (Fall or Spring). Time missed due to emergencies or sickness beyond this threshold must be made up and documented. Activities to make up for this lost time must be school-related and include (but not limited to): participation in after-school programs; professional development programs; athletic events; club sponsorship; tutoring; summer programs. Residents who do not make up this time lost due to emergencies or sickness will be counseled on a case by case basis in consultation with the Coordinator of Field and Clinical Experiences and Administrator and may result in the Resident being dismissed from the program or have their residency extended into a third year. All absences must be professionally communicated with the University Field Supervisor and Administrator. Residents will also be expected to follow District/Organization policy when arranging and documenting sick and/or personal days.
- f. Conduct an evaluation of the Resident's teaching performance during year 1 of the residency. The process for recommending a second year of residency will be the following:
  1. The Administrator, in consultation with the University Field Supervisor/Coordinator of Field and Clinical Experiences recommend (or not) a second year of residency based on both formative assessments and a year-end summative evaluation as prescribed under the Performance Evaluation Reform Act (PERA) of 2010;
  2. Resident meets the 92% time-in-class threshold or has made up for time lost beyond that threshold;
  3. Resident receives a rating of "Meets Program Expectations" or higher on the WIU Teacher Education Program Disposition Assessment, or a remediation plan is established;
  4. Resident accepts the Administrator's recommendation and second year of employment;
  5. The Coordinator of Field and Clinical Experiences supports the recommendation.

## **MAT Resident Name**

### 2. The District shall:

- a. Ensure that there is/will be an administrator assigned to evaluate the Resident who has the licensure necessary to be a principal in a public school in Illinois (or Gateways Director Level 2 Credentials for Early Childhood) and that a majority of the teachers in the Resident's teaching location must hold a valid Illinois Professional Educator License (or the Gateways equivalent). **See the box below.**
- b. Hire the Resident as a full-time teacher with a full-time, first year salary and ensure that the Resident's assignments are 100% in the area and grade level for which the APE license is held. Shared teaching appointments with areas outside of the content areas/grade levels on the APE are not permitted.
- c. Ensure the Mentor Teacher (year 1) and Coach (year 2) assigned to the Resident is employed by the District and achieved a performance rating of proficient or higher in their two most recent evaluations(or the Gateways equivalent).
- d. Ensure that the Mentor Teacher (year 1) and Coach (year 2) meet with the Resident a minimum of 1 hour per week to advise the Resident on planning, management, curriculum, and district policy matters as needed, as per the Mentor Agreement, provided by the Resident and detailed in the MAT Handbook (available on the WIU MAT homepage).
- e. Ensure the Mentor Teacher (year 1) and Coach (year 2) observe the Resident's teaching each month and provide the Resident with feedback.
- f. Complete a MAT Statement of Continuation Form (by the Administrator) on the Resident at the end of each residency year, confirming, or not confirming that the Resident's performance warrants continuation in residency (end of the school year) and a full Professional Education License (at the end of fourth semester of residency).
- g. Make available to the Resident all appropriate student handbooks, teacher handbooks, curriculum guides, and school district policies (including professionalism, confidentiality, Mandated Reporter requirements, and acceptable use of social media, equipment, and technology).

### 3. The University shall:

- a. Ensure the Mentor Teacher (year 1) and Coach (year 2) assigned to the Resident holds a Professional Educator License (or a Gateway Level 5 Credentials for Early Childhood) and has three years of full-time teaching experience in the last ten years.
- b. Ensure that only those Residents who have met alternative licensure and University admission requirements are eligible for the District to hire.
- c. Ensure that the Resident holds a Bachelor's degree or higher from a regionally accredited institution.
- d. Ensure that the Resident has passed applicable subject-specific content area test(s) as outlined by Title 23 of the Illinois Administrative Code Part 25.
- e. Provide each Resident the opportunity to meet weekly with their University Field Supervisor, the Coordinator of Field and Clinical Experiences, or partner groups for support in planning, management, curriculum, and district policy matters.

