

MAT Resident Name _____



**SCHOOL OF EDUCATION
ALTERNATIVE LICENSURE/MAT PROGRAM AGREEMENT
2026-2027**

District/Organization Name _____

District/Organization Office Location _____

Teaching Residency Position Title _____

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 Dates¹ (school year) _____

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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 two years. It may be renewed for a third year if the holder of the license meets the requirements set by the university. 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, in alignment with ISBE’s guidance on alternative licensure programs, for our MAT/Alternative Teacher Licensure program: Upon being hired by a District partner as a paid teacher of record and enrolling in EDS 600, Internship in Teaching, MAT Residents are expected to remain at the school and in the position for which they were hired for the duration of the residency (one school year, two academic semesters). In some cases, a Resident may be required to complete a second year of residency as deemed necessary by the University and the District. When this happens, the Resident will continue to teach under the supervision and support a new District/MOU and the University for an additional two academic semesters.

¹ The APE is issued each year in July but only after the Candidate has completed all licensure checklist items and secured an eligible residency teaching position for the immediate school year. The deadline is June 15 for passing the content exam and July 1 for all other items. There are no exceptions.

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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.” The “Administrator” is the person serving as principal or Director, in the case of some Early Childhood environments, of the building where the Resident has secured a position. Any changes to the terms of this agreement must be in writing using the MOU Addendum attached to this document.

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 to work with MAT Residents.

The Mentors 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; and c) have achieved a performance evaluation rating of proficient or higher in their two most recent evaluations. Mentors 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 area (content or level) matching their residency teaching assignment.
- d. Have the right and professional obligation to dismiss a Resident, for cause, at any time, after conferring with the Mentor, Administrator, and Coordinator of MAT Residency & Licensure.
- 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; or 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 MAT Residency & Licensure and Administrator, and may have their residency extended or be dismissed from the program. 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 the second quarter/end of the Fall semester of the residency year to recommend continuation in residency.

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1. The Administrator submits a Residency Continuation Form to the University confirming that conditions have been met to warrant retaining the Resident from the Fall semester to the Spring semester. **Note: These forms will be provided to the Administrator by the Coordinator of Residency and Licensure.**
- g. Conduct an evaluation of the Resident's teaching performance during the last quarter of the residency year to recommend a release from residency and the granting of a full Professional Educator License (PEL) or a second year of residency. The process includes the following:
 1. The Administrator confirms that the Resident has met (or not met) the 92% time-in-class threshold or has made up for time lost beyond that threshold.
 2. The Administrator completes a WIU Teacher Education Program Disposition Assessment for the Resident.
 3. The Administrator submits a Residency Completion Form to the University based on both formative assessments and a year-end summative evaluation as prescribed under the Performance Evaluation Reform Act (PERA) of 2010. For private, charter or independent school partners, we can provide an example if needed. **Note: These forms will be provided to the Administrator by the Coordinator of Residency and Licensure.**
 4. The Coordinator of MAT Residency & Licensure, in consultation with the Administrator and Field Supervisor, issues a Satisfactory, Incomplete, or Unsatisfactory grade for the second semester of EDS 600: Internship in Teaching.
 - (i) In cases where the Resident receives a Satisfactory grade, residency is completed, and they will receive their PEL after all coursework has been completed.
 - (ii) In cases where the Resident receives an Incomplete grade, the Resident must make up for any missed residency time and complete all missing work from EDS 600. Then, they will receive their PEL after all coursework has been completed.
 - (iii) In cases where the Resident receives an Unsatisfactory grade, the Resident must complete a second year of supervised residency with another District/MOU, and a growth plan is established. It is the responsibility of the Resident to find another eligible placement and to submit a new MOU for their second residency year.
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.

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- c. Ensure the Mentor Teacher 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 meets with the Resident a minimum of one 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 observes the Resident's teaching each month and provides the Resident with feedback.
- f. 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 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 (via EDS 600 Zoom meetings) with their University Field Supervisor, the Coordinator of MAT Residency & Licensure, or partner groups for support in planning, management, curriculum, and district policy matters.

4. The MAT Resident shall

- a. Accept and persist in the above-named position or an equivalent position with the above-named district for a period of one full academic year;
- b. Meet with their Mentor Teacher at least once a week;
- c. Have observations done by their Mentor Teacher at least once a month;
- d. Meet with their University Field Supervisor to debrief on observations of teaching each month;

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- e. Meet with the Coordinator of MAT Residency & Licensure/EDS 600: Internship in Teaching Facilitator(s) via Zoom weekly; and
- f. Maintain enrollment in, and comply with all other requirements of, EDS 600 for two (or four) semesters before the Alternative Professional Educator license expires.

This Agreement shall remain in force until such time as it may be rescinded by either party, amended or superseded by a new agreement.

IN WITNESS WHEREOF, the District and the University agree to the above.

MAT Resident:

Printed Name

Signature

Date

To be completed by the District/Organization Superintendent or Designee

Administrator (Evaluator) Name _____

Administrator (Evaluator) IEIN _____

Administrator (Evaluator) Email Address _____

Administrator (Evaluator) has credentials required by ISBE (check one; see below)

_____ **Principal Endorsement**

_____ **Gateways Director Level 2 or higher**

District Superintendent or Designee:

Printed Name

Signature

Date

MAT Coordinator or Designee:

Printed Name

Signature

Date

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Addendum**

Resident: Please make any changes to your previously submitted MOU below. You and a district representative must sign and date this form. Upload the completed form to the MAT Portal.

District/Organization Name _____

District/Organization Office Location _____

Teaching Residency Position Title _____

Teaching Location (Name of School/Center) _____

Address of Teaching Assignment (Address of School/Center) _____

MAT Resident:

Printed Name

Signature

Date

To be completed by the District/Organization Superintendent or Designee

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Administrator (Evaluator) IEIN _____

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Administrator (Evaluator) has credentials required by ISBE (check one)

Principal Endorsement

Gateways Director Level 2 or higher

District Representative:

Printed Name

Signature

Date