Mentors and Partners for Candidates in the Induction Program to Clear a Preliminary Single Subject, Multiple Subject, or Education Specialist California Teaching Credential

Guidelines and Tips for the Online Application
# Table of Contents

- Welcome to Induction ........................................................................................................ 3
- Application Fees ............................................................................................................. 3
- Induction Mentor ........................................................................................................... 3
- Individualized Learning Plan (ILP) ................................................................................ 3
- Guidelines for Induction Mentors and Partners ......................................................... 4-6
  - Track #1 – Site Based Induction Mentor ................................................................. 4
  - Track #2 – Site Based Induction Partner ................................................................. 5
  - Track #2 – University Based Induction Mentor ...................................................... 6
- Induction Mentor and Partner Training ........................................................................ 7
- Classroom Observations ............................................................................................... 8
- Overview of Requirements for Induction Candidates ................................................ 9-10
  - Track #1 .................................................................................................................... 9
  - Track #2 ................................................................................................................... 9
  - Additional Requirements ......................................................................................... 10
- Application Guidelines ................................................................................................. 11
- Personal Statement ....................................................................................................... 11
- California Teaching Credential .................................................................................... 11
- Resume ......................................................................................................................... 12
- Induction Candidate ..................................................................................................... 12
- Application Processing Timeline ............................................................................... 12
- Online Application ....................................................................................................... 12
- Right to Appeal ............................................................................................................ 12
- Application Checklist(s) .............................................................................................. 13-17
  - Track #1 - Site Based Induction Mentor ............................................................... 14
    - Induction Mentorship Acknowledgement ......................................................... 15
  - Track #2 – Site Based Induction Partner ............................................................... 16
    - Induction Mentorship Acknowledgement ......................................................... 17
  - Track #2 – University Based Induction Mentor .................................................... 18
Welcome to Induction

The online Induction program offered by UC San Diego Extension is designed to provide a comprehensive two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher’s first years of teaching.

This program reflects standards adopted by the California Commission on Teacher Credentialing for Single Subject, Multiple Subject, or Education Specialist Induction Programs.

A complete application and formal admission to the program is required prior to enrolling in any Induction program courses. Please make sure to thoroughly review the instructions below before completing and submitting the online application.

In addition to the online application, current copies of your teaching credentials, employment verification, and official transcripts from the university that awarded you a Bachelor’s Degree or higher must be submitted. Applications will not be processed without supporting documents. Please note that you must be employed as a teacher in a California public, private or charter school to be eligible for participation in the UC San Diego Induction program.

Application Fees

Although there is no fee for applying to the program, once accepted as a Mentor or Partner for the Induction program you will be sent information once your application has been approved.

Induction Mentor

Induction candidates are required to work with a mentor throughout Induction.

In this process, we seek to match candidates and mentors according to credentials held, grade level and/or subject area, as appropriate to the candidate’s employment. The Induction program must identify and assign a mentor to each participating teacher within the first 30 days of the candidate’s enrollment in the program.

Candidates should plan to work with a mentor or a staff member/resource for an average of no less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.

Individualized Learning Plan (ILP)

All candidates must work with mentor supervision in completing an Individualized Learning Plan (ILP) throughout the Induction program. The goals for each participating candidate must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the candidate’s enrollment in the program.

The Department of Education and Behavioral Sciences will mail a formal acceptance packet to all admitted candidates, including a Planned Course of Study outlining the ILP. The Planned Course of Study outlines required courses based on the program standards adopted by the CCTC articulated, if necessary, any additional courses that the participant may need in order to meet the requirements as stated on their individual preliminary single subject, multiple subject, or education specialist teaching credential.
Guidelines for Induction Mentors and Partners

Track 1

**Site Based Induction Mentor**

This option is available if you have a potential Site-Based Induction Mentor at your school that you would like to work with during the course of the Induction program. The **Site-Based Induction Mentor** is the primary source of support for Induction Program candidate at the school/district site. The Site-Based Induction Mentor, initially selected by the candidate and approved by UCSD Extension, works collaboratively with UCSD Extension to assess and monitor candidate competencies; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and monitor progress toward Induction Program objectives.

**Minimum requirements for mentors include:**
- Possess a valid clear multiple-, single-subject, or education specialist teaching credential in the same subject/discipline as the candidate, although exceptions may be made case-by-case, dependent on circumstances.
- At least five years of documented (based on submission of resume/credentials) professional teaching experience at a California public school; state-approved charter or private school.
- Hold a full-time teaching or administrative position at the candidate’s school or district, although case-by case exceptions may be made, dependent on circumstances.
- Demonstrate practical understanding of the California Standards for the Teaching Profession.

**Site-Based Induction Mentor Brief Overview of Expectations**

The **Site-Based Induction Mentor** is the primary source of support for Induction Program candidates at the school/district site. The Induction Site-Based Mentor is initially selected by the candidate and approved by UCSD Extension.

The Site-Based Induction Mentor will work collaboratively with the Induction Candidate to assess and monitor candidate competencies using formative assessment; develop an individualized course of study for candidates within the context of the core program; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and to monitor progress toward Induction Program objectives.
Guidelines for Induction Mentors and Partners

**Track 2**

**Site Based Induction Partner**

If you do not have a potential Site-Based Induction Mentor at your school, for a fee, the university will assign a mentor based upon the application submitted. UC San Diego Extension is actively recruiting individuals to serve as mentors in a variety of credentials and subject areas.

The Site-Based Induction Partner, initially selected by the candidate and approved by UCSD Extension, works collaboratively with UCSD Extension to provide onsite resources and guidance/support for the candidate within the candidate’s school or district according to program standards and the California Standards for the Teaching Profession based upon Induction Program objectives. Duties that must be fulfilled by the Induction Site-Based Partner include:

- Connecting candidate with available local resources to support their professional growth and accomplishment of the ILP.
- Providing support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills.
- Facilitating candidate growth and development through modeling, guided reflection on practice, and providing feedback on classroom instruction.

**Site-Based Induction Partner Brief Overview of Expectations**

The Site-Based Induction Partner is the primary source of support for Induction Program candidates at the school/district site. The Site-Based Induction Mentor is initially selected by the candidate and approved by UCSD Extension.

The Site-Based Induction Partner will work collaboratively with the Induction Candidate to provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and to monitor progress toward Induction Program objectives.
Guidelines for Induction Mentors and Partners

**Track 2**

**University Based Induction Mentor**

The **University-Based Induction Mentor** is the primary source of support for Induction Program candidate at the school/district site. The University-Based Induction Mentor, approved by UCSD Extension, works collaboratively with UCSD Extension to assess and monitor candidate competencies; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and monitor progress toward Induction Program objectives.

**Minimum requirements for mentors include:**

- Master’s degree in teaching, higher education, or related field required.
- California Clear Teaching or Education Specialist Credential and English Learner Authorization.
- Demonstrate practical understanding of the California Standards for the Teaching Profession.
- Minimum of ten years of teaching experience required.
- Online teaching experience is required; familiarity with Blackboard preferred.
- Highly effective written communication skills with ability to engage students in an online setting.
- Commitment to creating a structured student-centered learning environment.
- Ability to work with a diverse group of adult learners.
- Previous college-level teaching experience preferred.

**University Based Induction Mentor Brief Overview of Expectations**

The **University Based Induction Mentor** is the primary source of support for Induction Program candidates through the Individualized Learning Plan (ILP), California Standards for the Teaching Profession, and progress through the Induction courses. The University Based Mentor is a UCSD Extension instructor.

The University Based Induction Mentor will work collaboratively with the Induction Candidate to assess and monitor candidate competencies using formative assessment; develop an individualized course of study for candidates within the context of the core program; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and monitor progress toward Induction Program objectives.
**Induction Mentor and Partner Training**

The following courses are required for candidates and mentors as appropriate; they are all available at no charge to Induction Mentor and Partners.

<table>
<thead>
<tr>
<th>Track 1</th>
<th>Induction Site-Based Mentors</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 30795</td>
<td>Overview for Site-Based Induction Mentor</td>
</tr>
<tr>
<td>EDUC 30796</td>
<td>Site-Based Mentor Training and Support for Induction I</td>
</tr>
<tr>
<td>EDUC 30797</td>
<td>Site-Based Mentor Training and Support for Induction II</td>
</tr>
<tr>
<td>EDUC 31690</td>
<td>Site-Based Mentor Training and Support for Induction III</td>
</tr>
<tr>
<td>EDUC 31691</td>
<td>Site-Based Mentor Training and Support for Induction IV</td>
</tr>
<tr>
<td>EDUC 31692</td>
<td>Site-Based Mentor Training and Support for Induction V</td>
</tr>
<tr>
<td>EDUC 31693</td>
<td>Induction Site-Based Mentor Debrief</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Track 2</th>
<th>Induction Site Based Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 31694</td>
<td>Overview for Induction Site-Based Partner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Track 2</th>
<th>Induction Site-Based Mentors</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSD Blackboard</td>
<td>Training offered internally through UCSD. It is not available to the general public as this time.</td>
</tr>
</tbody>
</table>

**Exceptions to Site-Based Induction Mentor Requirements**

If you are seeking an exception to any of the requirements, the Site-Based Induction Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain the highest level of mentorship to the Induction Candidate whom you would like to serve as an Site-Based Induction Mentor throughout their Induction program to the program representative with the application. This will be presented for review prior to a decision. The Induction program manager will review the application and any supporting documentation. A formal recommendation will then be made based on a total assessment of the file.

- All Induction Mentors are required to hold a California Clear Credential according to program standards.
- No exceptions are allowed for the Clear Credential requirement. An expired credential is permitted.
**Classroom Observations**

The primary purpose of this element is to provide each candidate with the opportunity to demonstrate competence in the practice and adaptation of skills and strategies in the California Standards for the Teaching Profession. It is intended that individual field experiences will be related to each candidate’s professional goals and will be those which permit integration of theory and practice.

Classroom Observations are intentionally diverse in nature, permitting each candidate to gain experience with varied learners. The candidate may be required to participate in working with varied learners outside the class they are normally assigned in order to work with a variety of learners.

The candidate will meet with their Induction Mentor to review the Classroom Observation. This is an opportunity to seek feedback as well as guidance to improve any areas that may not be as strong as required.

It will be the responsibility of the candidate to work in collaboration with the university and your Induction Mentor to schedule the following:

a) Initial meeting with the potential Induction Mentor at one of the school sites to arrange for mentorship during Induction Program. This can be an online meeting if your mentor is not in your immediate geographical region.

b) Classroom observations based upon your Individualized Learning Plan (ILP) to permit the Induction Mentor the opportunity to observe the candidate’s demonstration of skills appropriate in diverse settings and to meet with your Induction Mentor.
   a. The criteria for evaluating the Classroom Observation is based upon the California Standards for the Teaching Profession.
   b. The observation may be in-person or recorded for the mentor to view if your mentor is not in your immediate geographical region.

c) Meet weekly (online, by telephone, or in person) with your Induction Mentor or a resource your mentor has referred you to.
   a. The meetings should focus on your Individual Learning Plan (ILP) and Induction Program requirements and to provide guidance/counsel as needed.
   b. The minimum requirement is one hour per week.

The Induction Candidate will also be responsible for submitting verification of the collaboration to the Induction Program.
Overview of Requirements for Induction Candidates

Induction Program: Required Coursework for Induction Candidates
The following courses are required for candidates and mentors as appropriate. Please note that all candidates must complete coursework with an aggregate GPA or 3.0. Grades of C- or below will not count toward the completion of Induction coursework for recommendation purposes.

<table>
<thead>
<tr>
<th>Track 1</th>
<th>Induction Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 30787</td>
<td>Introduction to Induction</td>
</tr>
<tr>
<td>EDUC 30794</td>
<td>Designing the Individualized Learning Plan (ILP), Track 1</td>
</tr>
<tr>
<td>EDUC 30788</td>
<td>Implement ILP for Induction I</td>
</tr>
<tr>
<td>EDUC 30789</td>
<td>Implement ILP for Induction II</td>
</tr>
<tr>
<td>EDUC 30790</td>
<td>Implement ILP for Induction III</td>
</tr>
<tr>
<td>EDUC 30791</td>
<td>Implement ILP for Induction IV</td>
</tr>
<tr>
<td>EDUC 30792</td>
<td>Implement ILP for Induction V</td>
</tr>
<tr>
<td>EDUC 30793</td>
<td>Culminating Induction ILP Portfolio</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Track 2</th>
<th>Induction Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 30787</td>
<td>Introduction to Induction</td>
</tr>
<tr>
<td>EDUC 31695</td>
<td>Developing the Individualized Learning Plan (ILP), Track 2</td>
</tr>
<tr>
<td>EDUC 30788</td>
<td>Implement ILP for Induction I</td>
</tr>
<tr>
<td>EDUC 31696</td>
<td>Continuum of Teaching Practice for Induction ILP I</td>
</tr>
<tr>
<td>EDUC 30789</td>
<td>Implement ILP for Induction II</td>
</tr>
<tr>
<td>EDUC 31697</td>
<td>Continuum of Teaching Practice for Induction ILP II</td>
</tr>
<tr>
<td>EDUC 30790</td>
<td>Implement ILP for Induction III</td>
</tr>
<tr>
<td>EDUC 31698</td>
<td>Continuum of Teaching Practice for Induction ILP III</td>
</tr>
<tr>
<td>EDUC 30791</td>
<td>Implement ILP for Induction IV</td>
</tr>
<tr>
<td>EDUC 31699</td>
<td>Continuum of Teaching Practice for Induction ILP IV</td>
</tr>
<tr>
<td>EDUC 30792</td>
<td>Implement ILP for Induction V</td>
</tr>
<tr>
<td>EDUC 31700</td>
<td>Continuum of Teaching Practice for Induction ILP V</td>
</tr>
<tr>
<td>EDUC 30793</td>
<td>Culminating Induction ILP Portfolio</td>
</tr>
</tbody>
</table>
As outlined above, certain candidates may have to complete additional requirements based on the preliminary credential. They are listed below. Please note that all candidates must complete coursework with an aggregate GPA of 3.0. *Grades of C- or below will not count toward the completion of Induction coursework.*

<table>
<thead>
<tr>
<th>All Candidates</th>
<th>Additional items that may be required</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 30008</td>
<td>U.S. Constitution</td>
</tr>
<tr>
<td>EDUC 30145</td>
<td>The Reading Process</td>
</tr>
<tr>
<td>Valid CPR Card (Infant, Child, Adult class)</td>
<td></td>
</tr>
<tr>
<td><em>American Red Cross or American Heart Association - Approved Only</em></td>
<td></td>
</tr>
<tr>
<td>Verification of Subject Matter Competence, CSET</td>
<td></td>
</tr>
<tr>
<td>Verification of passing score for Basic Skills Requirement, CBEST</td>
<td></td>
</tr>
<tr>
<td>Verification of a English Learner Authorization, CLAD</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education Specialist</th>
<th>Level I to Preliminary, Possible additional requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 31510</td>
<td>K-12 Pedagogy for Teachers</td>
</tr>
<tr>
<td>EDUC 31590</td>
<td>Understanding Autism Spectrum Disorders</td>
</tr>
<tr>
<td>EDUC 31591</td>
<td>Effective Instructional Strategies for Students with ASD</td>
</tr>
<tr>
<td>EDUC 31592</td>
<td>Positive Behavior Support for Students with ASD</td>
</tr>
<tr>
<td>EDUC 30057</td>
<td>Health Education for Teachers</td>
</tr>
<tr>
<td>EDUC 30150</td>
<td>Integrating Technology in Education K-12 Level 1</td>
</tr>
<tr>
<td>EDUC 30151</td>
<td>Integrating Technology in Education K-12 Level 2</td>
</tr>
</tbody>
</table>

*Please see an Extension website for a current listing of classes at extension.ucsd.edu/induction*
Application Guidelines - Required Materials for All Induction Mentors and Partners

Please make sure to review all application materials thoroughly before selecting an Induction track. Regardless of track selected, all mentors and partners must submit the following items to determine eligibility for as a Mentor or Partner in the Induction program:

1. Submission of completed application packet including:
   a. Completed Online Application as an Induction Mentor or Partner
      i. Link to Track 1 – Site Based Induction Mentor
      ii. Link to Track 2 – Site Based Induction Partner
      iii. Link to Track 2 – University Based Induction Mentor
   b. Copy of all California teaching credentials currently held including renewal codes and dates of validity, available at the Commission on Teacher Credentialing (www.ctc.ca.gov).
      i. All Induction Mentors are required to hold a California clear credential according to Induction program standards. No exceptions are allowed for the clear credential requirement. An expired credential is permitted.
      ii. University Based Induction Mentors must also submit verification of a California English learner authorization.
      iii. Induction Partners are not required to hold a California Clear Credential.
   c. Copy of current Resume or Curriculum Vitae (CV).
      i. The resume must detailing your teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession
   d. Completed and signed Mentor or Partner Acknowledgement Form.
   e. Separate items on the application checklist based upon the program option you are applying under. Application checklists are at the end of the application packet.

Personal Statement (if applicable)

In the event an applicant does not meet the minimum GPA requirement, the applicant must include a supplementary personal statement detailing a specific plan to maintain a minimum of a 3.0 GPA during tenure in the Induction program. The statement will be reviewed as part of the admission decision, along with any supporting documentation.

If you are seeking an exception to any of the requirements, the Induction Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain the highest level of mentorship to the Induction Candidate whom you would like to serve as an Induction Site-Based Mentor throughout their Induction program to the program representative with the application. This will be presented for review prior to a decision. The Induction program manager will review the application and any supporting documentation. A formal recommendation will then be made based on a total assessment of the file.

- All Induction Mentors are required to hold a California Clear Credential according to program standards.
- No exceptions are allowed for the Clear Credential requirement. An expired credential is permitted.
California Teaching Credential
You will need to submit a copy of your California Teaching Credential as a part of your application. Go to the Commission website [http://www.ctc.ca.gov/](http://www.ctc.ca.gov/) and select the option to “Search For Educator”. Choose the search tab. Search for yourself. Click on your document number. All the renewal codes for your credential will then display. Save as a PDF to upload to your online application.

All Induction Mentors are required to hold a California clear credential according to Induction program standards. *No exceptions are allowed for the clear credential requirement*. An expired credential is permitted.

Resume
You will need to submit a copy of your current Resume or CV detailing teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession

Induction Candidate
You will need to submit the following information on the Induction candidate serve as a Site-Based Induction Mentor or Partner:

- Name of Induction Candidate.
- Induction Candidate Credential (i.e. Single, Multiple, Education Specialist).

Application Processing Timeline
All mail sent to the University is processed through a central mail repository. Please assume it will take at least one – two weeks for any item mailed to be received by the Education Department.

Applications will be reviewed by a Credential Analyst. Applicants will be notified of acceptance as an Induction Mentor or Partner if any items are submitted by mail within 4 weeks of receipt of a completed application. If you submit all your application materials online the notification and processing time are reduced. **We cannot accept applications or supporting materials via email.**

Online Application
The application checklists follow and detail each required application item. Please refer to the checklist to see what items you can complete and upload to the online application.

Checklist Available
- Track 1 – Site Based Induction Mentor
- Track 2 – Site Based Induction Partner
- Track 2 – University Based Induction Mentor
Right to Appeal
The candidate has the right to appeal the following restrictive actions:

(a) Not accepted in the Induction Program as a Mentor or Partner
(b) Not permitted to complete coursework component
(c) Not permitted to advance to portfolio component
(d) Not given credit for a course
(e) Not given credit for classroom observation
(f) Not recommended for a credential
(g) Recommended for probation or dismissal.

The Appeals Process
A candidate's appeal must be in writing and shall be submitted to the Director. In all instances except appeals regarding denial of admission, denial of recommendation for the credential, probation, or dismissal, the Director will schedule an interview (typically by telephone) with the individual submitting the appeal and any other personnel involved in the case and will document the testimony. Subsequently, a decision will be rendered by the Director for conclusive action.
SITE-BASED INDUCTION MENTOR - TRACK 1
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Site-Based Mentor

The following five items must be completed and included in your initial application submission:

_____ 1. Completed Online Application to the Site-Based Mentor Induction Program

_____ 2. Copy of your current valid California teaching credential(s) including renewal codes and dates of validity
   ➢ This must be uploaded as a PDF to the online application system.
   ➢ All Induction Mentors are required to hold a California clear credential according to Induction program standards. No exceptions are allowed for the clear credential requirement.

_____ 3. Copy of your current Resume or CV detailing teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession
   ➢ This must be uploaded as a PDF to the online application.

   ➢ This must be uploaded as a PDF to the online application.

_____ 5. **Personal Statement** (if applicable)
   If you are seeking an exception to any of the requirements, the Induction Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain a the highest level of mentorship to the Induction Candidate whom you would like to serve as an Induction Site-Based Mentor throughout their Induction program to the program representative with the application. This will be presented for review prior to a decision. The Induction program manager will review the application and any supporting documentation. A formal recommendation will then be made based on a total assessment of the file.
   ➢ This must be written in the online application system.

Please submit this checklist with the items indicated above to:

Induction Program
UCSD Education Extension
9500 Gilman Drive, #0170N
La Jolla, CA. 92093-0170

Applications must be submitted online.

For questions regarding the Induction Application email: unexeduc@ucsd.edu

***Please submit all required documents in one packet.***

Important: Retain copies of all materials submitted for your files and reference
UCSD Extension Induction Program Mentor Acknowledgement outlining expectations and requirements for the Induction Site-Based Mentor.

The Induction Site-Based Mentor is the primary source of support for Induction Program candidate at the school/district site. The Induction Site-Based Mentor, initially selected by the candidate and approved by UCSD Extension, works collaboratively with UCSD Extension to assess and monitor candidate’s competencies; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and monitor progress toward Individualized Learning Plan (ILP) objectives.

Site-Based Mentor Expectations
Expectations of Site-Based Mentor include—but are not limited to—the following:

- Work with the candidate to access school and district resources as needed to complete Induction program. Each participating Candidate receives an average of no less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.
  - This includes a referral to resources within the school or district.

- Collaborate with the Induction Candidate to help the candidate successfully complete the Induction program.

- Meet with the Induction Candidate on a regular basis to discuss progress and observe instructor practice as needed for evaluative purposes.
  - This can be online, by telephone, or in-person.

- Participate in evaluations of candidate’s progress and document competencies based upon the California Standards for the Teaching Profession.

Site-Based Mentor Criteria for Service
To be eligible for service, prospective Induction Site-Based Mentors must:

- Complete and submit an Induction Site-Based Mentor Application form
- Successfully complete the UCSD series of training courses as well as participate in courses with the Induction candidate.
- Sign and submit a UCSD Extension Induction Program Mentorship Agreement outlining expectations for the Induction Site-Based Mentor.

Exception to Requirements - Personal Statement
If you are seeking an exception to any of the requirements, then you or the Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain the highest level of mentorship to the Induction program. Note: The requirement for a Clear California Teaching Credential cannot be waived.

Site-Based Induction Mentor Applicant Name: ____________________

Signature: ________________________________________________________

As an applicant to the Single Subject, Multiple Subject, or Education Specialist Induction Program as an Induction Site-Based Mentor, I certify to the best of my ability I understand all of the above expectations. I will strive to meet and exceed the requirements of an Induction Site-Based Mentor and work with the Induction candidate and program in a collaborative manner. I understand that the submitted records will not be returned. I further understand that applicants do not have access to letters and statements of recommendations or evaluations.

Site-Based Induction Mentor Applicant Signature ____________________________________________

Date
SITE-BASED INDUCTION PARTNER - TRACK 2
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Site-Based Partner

The following six items must be completed and included in your initial application submission

1. Completed Online Application to the Induction Program
2. Copy of your current valid California teaching credential(s) including renewal codes and dates of validity
   - This must be uploaded as a PDF to the online application system.
3. Copy of your current Resume or CV detailing teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession
   - This must be uploaded as a PDF to the online application system with required signatures.
5. Personal Statement (if applicable)

If you are seeking an exception to any of the requirements, the Induction Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain the highest level of mentorship to the Induction Candidate whom you would like to serve as an Induction Site-Based Mentor throughout their Induction program to the program representative with the application. This will be presented for review prior to a decision. The Induction program manager will review the application and any supporting documentation. A formal recommendation will then be made based on a total assessment of the file. Note: Induction Partners are not required to hold a California clear credential.
   - This must be written in the online application system.

Please submit this checklist with the items indicated above to:
Induction Program
UCSD Education Extension
9500 Gilman Drive, #0170N
La Jolla, CA. 92093-0170

Applications must be submitted online.
For questions regarding the Induction Application email: unexeduc@ucsd.edu

***Please submit all required documents in one packet.***
Important: Retain copies of all materials submitted for your files and reference.
INDUCTION PROGRAM – TRACK 2
SITE-BASED INDUCTION PARTNER ACKNOWLEDGEMENT

UCSD Extension Induction Program Partner Acknowledgement outlining expectations and requirements for the candidate in working with Induction Partner and University Mentor.

The Induction Mentor is the primary source of support for Induction Program candidate during the Induction program. The Induction Mentor, initially selected and approved by UCSD Extension, works collaboratively with UCSD Extension to assess and monitor candidate competencies; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and monitor progress toward Individualized Learning Plan (ILP) objectives.

Candidate Expectations
Expectations of Candidate include—but are not limited to—the following:

- Work with the Site Based Induction Partner to access school and district resources as needed to complete the Induction program. Each participating candidate should plan on working with the Induction mentor an average of no less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.
  - This includes a referral to resources within your school or district.
- Collaborate with the Induction Mentor and Partner to help the candidate successfully complete the Induction program.
- Meet with the Induction Mentor and Induction Partner on a regular basis to discuss progress and observe instructor practice as needed for evaluative purposes.
  - This can be online, by email, by telephone, or video conferencing.
- Participate in evaluations of your progress and document competencies based upon the California Standards for the Teaching Profession.

Site-Based Induction Partner
In addition to a mentor assigned by the University, you will be responsible for recruiting a Site-Based Induction Partner that can assist with identifying local resources and support services. Duties that must be fulfilled by the Induction Site-Based Partner include:

- Connecting candidate with available local resources to support their professional growth and accomplishment of the ILP.
- Providing support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills.
- Facilitating candidate growth and development through modeling, guided reflection on practice, and providing feedback on classroom instruction.

Site-Based Induction Partner Applicant Name: __________________________________________

Signature: ______________________________________________________________________
Date: __________________________________________________________________________

___________________________________________________________              ________________________
Site-Based Induction Partner Applicant Signature              Date

Signature:
As an applicant to the Single Subject, Multiple Subject, or Education Specialist Induction Program as an Induction Site-Based Mentor, I certify to the best of my ability I understand all of the above expectations. I will strive to meet and exceed the requirements of an Induction Site-Based Mentor and work with the Induction candidate and program in a collaborative manner. I understand that the submitted records will not be returned. I further understand that applicants do not have access to letters and statements of recommendations or evaluations.
UNIVERSITY-BASED INDUCTION MENTOR - TRACK 2
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction University-Based Mentor

The following five items must be completed and included in your initial application submission

1. Completed Online Application for University-Based Induction Mentor

2. Copy of your current valid California teaching credential(s) including renewal codes and dates of validity.
   - California Clear Single Subject, Clear Multiple Subject, or Clear Education Specialist Credential and California English Learner Authorization are required.
   - This must be uploaded as a PDF to the online application system.

3. Copy of your current Resume or CV detailing teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession.
   - This must be uploaded as a PDF to the online application system.

4. Copy of your current Cover Letter.
   - The cover letter should include details related to your highly effective written communication skills with ability to engage students, ability to work with a diverse group of adult learners, Commitment to creating a structured student-centered learning environment, and Online teaching experience; familiarity with Blackboard preferred.
   - This must be uploaded as a PDF to the online application system.

Please submit your complete application and items indicated above to through the online UCSD Extension instructor application:
Applications must be submitted online.
For questions regarding the Induction Application email:
unexeduc@ucsd.edu
Induction Program
UCSD Education Extension
9500 Gilman Drive, #0170N
La Jolla, CA. 92093-0170

***Please submit all required documents in one packet.***
Important: Retain copies of all materials submitted for your files and reference.