Induction Program
to Clear a Preliminary
Single Subject, Multiple Subject,
or Education Specialist
California Teaching Credential

Guidelines and Tips for the
Online Application
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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 admitted to the program you will be sent information in order to register for a $0 section in order to confirm your admission to the program.

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

Your Induction Mentor and/or Partner must be approved and assigned prior to formal admission or beginning coursework in the program. Here is a link to the Mentor Application Guidelines.

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. There will be a mentor log that candidates will be required to submit throughout their required courses in the program.
Individualized Learning Plan (ILP)

All candidates must work with mentor supervision in completing an Individualized Learning Plan (ILP) throughout the Induction program. This is covered in more detail during the Orientation course. 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. **UC San Diego Extension does not employ Induction candidates. The ILP is designed and implemented solely for professional growth and not for evaluation for employment purposes.**

The Department of Education and Behavioral Sciences will email 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.
**Employment Requirement**

As part of the application you will be required to submit proof that you are employed as an instructor. Please refer to the application checklist based upon the Induction route you wish to apply to.

**CCTC Definition of Approved Employer for Credential Programs**

Employer is defined as a California public school, any school that is sponsored by a private California K-12 school, non-public, non-sectarian school or agency, charter school, or a school operated under the direction of a California state agency.

You do have the option of allowing your preliminary credential to expire. When you return to California and obtain a position as an instructor you can apply for a reinstatement of your Preliminary credential with the California Commission on Teacher Credentialing.

- **Note:** Credentials may lapse without penalty until an individual has an offer of employment in a position which allows for the completion of the clear credential requirements.
- If you were unable to complete your requirements for good cause, you may submit an application for appeal directly to the Commission office. This process is explained, and good cause is defined, in Commission leaflet AL-3, entitled **EXTENSION BY APPEAL FOR TEACHING CREDENTIALS AND PERMITS**.

**Additional Requirements**

In certain cases, Induction candidates may have to address additional requirements specified on the preliminary single subject, multiple subject, or education specialist teaching credential.

These conditions are based upon the preliminary single subject, multiple subject, or education specialist teaching credential that the candidate submits for admission purposes and are required to clear the credential.

Examples of additional coursework may include the following requirements that can be fulfilled through courses available at UC San Diego Extension or other institutions:

- Computer Education
- Health Education
- Developing English Language Skills, including Reading
- U.S. Constitution
- Pedagogy
- Autism Spectrum Disorder

Non-coursework items may also be required. These may include, but is not limited to the following:

- California English Learners Authorization
- Basic Skills Exam
- Subject Matter Competence
- Valid CPR Card {Infant, Child, and Adult}

All candidates accepted to the Induction program will receive an individual Planned Course of Study that specifies individual requirements.
Induction Tracks

Based on the availability of a mentor at the school site, Induction candidates choose the most appropriate track for completing the program:

- **Track 1** – A prospective mentor is available at the school site
- **Track 2** – A prospective mentor is not available, and the University must assign one.

There are two exceptions to the options listed above:
- Education Specialist – Level I
- Early Completion Option

Track Options

*All Candidates must select one of the two track options below. Refer to the Checklist at the end of the application for details on all the items that you must submit for approval.*

**Track 1**

This option is available if you have a potential Induction Site-Based Mentor at your school that you would like to work with during the course of the Induction program.

**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 Mentors are eligible for a stipend and salary-scale credit from UC San Diego Extension for their service. Please contact the Education Department for additional details.
**Track 2**

If you *do not* have a potential Induction Site-Based 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. Please contact the Education Department for additional details.

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.
**Education Specialist Level 1**

The exception options indicated below do not waive the requirement to select one of the Track options previously listed: Track 1 or Track 2. Refer to the checklist at the end of the application for all the items that you must submit in addition to the track requirements.

**Education Specialist Level I – Additional Prerequisite Courses**

Requirements have changed for the Level I Education Specialist credential in the transition to preliminary Education Specialist credential, candidates may need to take additional coursework before beginning Track 1 or 2.

Please submit the application indicating both the Level 1 option as well as the appropriate track. Applications will be reviewed for additional requirements, and candidates will receive a detailed plan indicating the additional requirements that must be completed prior to beginning the Induction coursework.

Prerequisite courses will vary for each candidate and may include the following courses that may be taken at UC San Diego Extension or at another institution:

- Computer Education
- Health Education
- Developing English Language Skills, including Reading
- U.S. Constitution
- Pedagogy
- Autism Spectrum Disorder

The prerequisite courses must each be completed with a grade of “C” or higher. Please note a grade of “C-“ or lower is not equivalent to a grade of “C” or higher.

Additional non-coursework items may also be required. These may include:

- California English Learners Authorization
- Basic Skills Exam
- Subject Matter Competence
Early Completion Option (ECO)

The exception options indicated below do not waive the requirement to select one of the Track options previously listed: Track 1 or Track 2. Refer to the checklist at the end of the application for all the items that you must submit in addition to the track requirements.

ECO candidates can complete the program in a shorter amount of time.

To exercise the Early Completion Option (ECO), candidates must hold a preliminary multiple subject, single subject credential, or education specialist credential and be employed in a CA public school. The intent of the standard is to serve experienced and exceptional candidates. Interested candidates will need to demonstrate prior teaching experience as the teacher of record that they have the knowledge, skills, abilities, and competencies required of all teacher candidates who complete the Induction program. Candidates eligible for ECO may complete the Induction program in an abbreviated manner (one year).

Minimum Eligibility Requirements for Early Completion Option:

- Documentation of a minimum of five (5) years prior teaching experience as the teacher of record in a K-12 teaching assignment, as verified by the employer.
- Evidence of exceptional teaching practice during prior professional experience with a minimum of three (3) teacher performance evaluations completed in the prior 18 months, including one by the current evaluator.
- Three (3) current letters of recommendations from educational leaders who have observed your teaching expertise. Letters should outline teaching expertise as well as demonstrate measures of professional and ethical conduct.
  - Two (2) of these letters must be within the last 6 months.
  - Any letter submitted must not be dated more than 12 months from submission.
- A written statement by the candidate explaining how s/he meets the criteria for an “experienced and exceptional” candidate, focusing on exemplary reflective practice, professionalism, and commitment to teaching.
- A portfolio of work that documents experience and exceptionality (e.g., TPA or PACT activities, resume, certificates of completion from professional development courses, assignment and adjunct duty descriptions).
- Submission of a complete application to the UC San Diego Extension Induction program.

The Induction Program at UC San Diego Extension retains the right to request additional evidence that may be necessary to determine a candidate’s appropriateness for the experienced and exceptional candidate. Acceptance as an ECO Credential Candidate requires maintenance of exceptional performance and professionalism.

Monitoring Progress for the Early Completion Option

The Individual Learning Plan (ILP) will take into account previous experience, (e.g., portfolio evidence, evaluations) to build upon expertise and focus the program on the documented needs of the participating Teacher. The ILP will specify formative assessment and professional development activities to completed, checkpoints for periodic review of the candidate’s work, and completion timelines.
**Induction Program: Required Coursework**

The following courses are required for candidates and mentors as appropriate. 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 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 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 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>

<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>
Additional Program Requirements
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 an 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>

Optional Support for Induction Mentors and Induction Partners

<table>
<thead>
<tr>
<th>Track 1 &amp; 2:</th>
<th>Induction Mentors and Induction Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>WKSP 70036</td>
<td>Induction Year 1 Support for all Mentors and Partners</td>
</tr>
<tr>
<td>WKSP 70037</td>
<td>Induction Year 2 Support for all Mentors and Partners</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 Candidates

Please make sure to review all application materials thoroughly before selecting an Induction track. Regardless of track selected, all candidates must submit the following items to determine eligibility for admission to the Induction program:

1. Submission of completed application packet including:
   a. Completed Online Application to the Induction Program
   b. Official, Sealed, Unopened Transcript(s) for college and/or university coursework showing a conferred degree (bachelor’s or higher) an accredited institution with a GPA of at least 3.0 on a four-point scale. Transcripts must show degree and date conferred.
      i. Degrees Awarded Outside the United States of America: Official, sealed, unopened transcript from a Commission Approved Evaluation service indicating the verification of baccalaureate or higher degree including degree awarded and date (i.e. WES, IERF, etc.)
   c. 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).
   d. Completed and signed Verification of Employment as an Instructor/Teacher. The applicant and applicant’s employer must complete their required portions.
   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.

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/ 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.

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 into the Induction Program by mail within 4 weeks of receipt of a completed application. We cannot accept applications or supporting materials via email.
GPA Requirements for Program Completion
Regardless of credential being cleared, candidates must successfully maintain an overall GPA of 3.0 or better and receive a grade of “C” or higher in each course to be formally recommended to the Commission for a Clear Credential. A grade of “C-” or lower is not equivalent to a grade of “C” or higher.

Formal Recommendation to CCTC
After completion of the requirements in your Planned Course of Study and Individualized Learning Plan (ILP) for Induction candidates must submit the following materials to initiate the online recommendation process.

- Submit completed Credentialing Recommend Request form
  - The form is available in the Portfolio class
  - Details are also available at extension.ucsd.edu/induction
- Official transcript(s) verifying completion of all coursework on your Planned Courses of Study is required.
  - This includes any coursework completed at UCSD Extension.
- The Commission will only send the Recommendation notification to the email address they have on file.
  - Update your email with the Commission prior to submitting the Request to Recommend. http://www.ctc.ca.gov/credentials/complete-recommend.html
  - UCSD can no longer do so on your behalf.
- Candidates will be required to submit a processing fee directly to the California Commission on Teacher Credentialing upon recommendation for the Induction program.
  - This fee must be submitted through the Commission’s online recommendation system and can only be made by debit or credit card.

If your credential has a requirement that you must complete the Subject Matter Competence requirement then your application for a clear credential can only be submitted to the Commission via a paper application through UCSD Extension. Please contact the department at unexeduc@ucsd.edu if you require more detailed instructions.

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 and any materials that you are required to mail in.

Checklist Available
- Track 1
- Track 2
- Education Specialist Level 1
- Early Completion Option

They are also available in the online application system.
Right to Appeal
The candidate has the right to appeal the following restrictive actions:
(a) Not accepted in the Induction Program
(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.
TRACK 1
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Program

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. Completed, Signed, and Dated Verification of Employment as an Instructor - Track 1
   ➢ This must be uploaded as a PDF to the online application system with required signatures.

   ➢ This must be uploaded as a PDF to the online application system with required signature.

_____ 5. Official, Sealed, Unopened Transcript(s) for college and/or university coursework indicating the verification of baccalaureate or any higher degree from an accredited institution, including degree awarded and date.
   ➢ Degrees Awarded Outside the United States of America: Official, sealed, unopened transcript from a Commission Approved Evaluation service indicating the verification of baccalaureate or higher degree, including degree awarded and date (i.e. WES, IERF, etc.)
   ➢ Mail your original, sealed, and unopened transcript.

_____ 6. Personal Statement (if applicable)
   ➢ If an applicant's computed GPA is below the 3.0 requirements, the applicant will need to provide a personal statement detailing their GPA and a specific plan to maintain a minimum of a 3.0 GPA throughout the Induction program.
   ➢ 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
Verification of Employment as an Instructor/Teacher - Track 1
This is for eligibility purposes only. The form is only one part of a complete application packet that an individual applicant must submit to the Induction Program.

<table>
<thead>
<tr>
<th>Candidate Personal Information (Candidate completes this portion)</th>
</tr>
</thead>
</table>
| Applicant’s Name: ___________________________________________
| First Middle Last |
| Type of Credential(s): Multiple Subject ____ Single Subject ____ Education Specialist ____ |
| Subject(s): ________________________________________________ |

<table>
<thead>
<tr>
<th>Tentative Plan for Developing the ILP (Candidate completes this portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tentative Mentor for Induction Program: ____________________________</td>
</tr>
<tr>
<td>Position of Mentor: _______________________________________________</td>
</tr>
<tr>
<td>Employing Agency: ________________________________________________</td>
</tr>
<tr>
<td>I am aware that I will be required to have a Site-Based Induction Mentor during the program and I will be required to develop and complete an Individualized Learning Plan (ILP).</td>
</tr>
<tr>
<td>Applicant Signature: _____________________________________________ Date: _____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employing Agency (Employing Agency completes this portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Candidate’s Position: ____________________________</td>
</tr>
<tr>
<td>Start Date Employment in current position: (mm/dd/yy): ________________</td>
</tr>
<tr>
<td>Name of Employing Agency/School/District: ____________________________</td>
</tr>
<tr>
<td>Mailing Address: ________________________________________________</td>
</tr>
<tr>
<td>County of Employment: __________________________________________</td>
</tr>
<tr>
<td>As an authorized representative of the employing agency listed above, I certify that this candidate for the UC San Diego Extension Induction program is employed as an instructor/teacher.</td>
</tr>
<tr>
<td>Employer Signature: ___________________________________________ Date: _____________</td>
</tr>
<tr>
<td>Name and Title: ________________________________________________</td>
</tr>
<tr>
<td>Email Address: ________________________________________________</td>
</tr>
<tr>
<td>Contact Phone Number: _______________________________</td>
</tr>
</tbody>
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UC San Diego Extension
extension.ucsd.edu • (858) 534-3400
La Jolla Campus • University City Center
INDUCTION PROGRAM – TRACK 1
SITE-BASED MENTORSHIP ACKNOWLEDGEMENT

UCSD Extension Induction Program Mentorship 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.

Induction Applicant Name: __________________________________________

Signature: __________________________________________

As an applicant to the Induction Program, I certify to the best of my ability that I understand all of the above expectations. I will strive to meet and exceed the requirements when seeking an Induction Site-Based Mentor and work with the Induction 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.

__________________________              ______________________
Induction Applicant Signature              Date
TRACK 2
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Program

The following **five** 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)](https://www.ctc.ca.gov/) including renewal codes and dates of validity
   ➢ This must be uploaded as a PDF to the online application system.

_____ 3. Completed, Signed, and Dated Verification of Employment as an Instructor - Track 2
   ➢ This must be uploaded as a PDF to the online application system with required signatures.

   ➢ This must be uploaded as a PDF to the online application system with required signature.

_____ 5. **Official, Sealed, Unopened Transcript(s)** for college and/or university coursework indicating the verification of baccalaureate or any higher degree from an accredited institution including degree awarded and date.
   ➢ **Degrees Awarded Outside the United States of America**: Official, sealed, unopened transcript from a [Commission Approved Evaluation](https://www.wes.org) service indicating the verification of baccalaureate or higher degree, including degree awarded and date (i.e. WES, IERF, etc.)
   ➢ Mail your original, sealed, and unopened transcript.

_____ 6. **Personal Statement** (if applicable)
   ➢ If an applicant's computed GPA is below the 3.0 requirements, the applicant will need to provide a personal statement detailing their GPA and a specific plan to maintain a minimum of a 3.0 GPA throughout the Induction program.
   ➢ 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
Verification of Employment as an Instructor/Teacher - Track 2
This is for eligibility purposes only. The form is only one part of a complete application packet that an individual applicant must submit to the Induction Program.

Candidate Personal Information (Candidate completes this portion)

Applicant’s Name: ______________________________________________________________________

First               Middle               Last

Type of Credential(s): Multiple Subject ____ Single Subject ____ Education Specialist ____

Subject(s): __________________________________________________________

Tentative Plan for Developing the ILP (Candidate completes this portion)

Tentative Site-Based Induction Partner: ___________________________________________

Position of Partner: _____________________________________________________________

Employing Agency: _____________________________________________________________

I am aware that I will be required to have a Site-Based Induction Partner during the program and I will be required to develop and complete an Individualized Learning Plan {ILP}.

Applicant Signature: ___________________________________________ Date: _____________

Applicant Signature: ___________________________________________ Date: _____________

Employing Agency (Employing Agency completes this portion)

Title of Candidate’s Position: _______________________________________________________

Start Date Employment in current position: (mm/dd/yy): ______________________________

Name of Employing Agency/School/District: _________________________________________

Mailing Address: _________________________________________________________________

County of Employment: __________________________________________________________

As an authorized representative of the employing agency listed above, I certify that this candidate for the UC San Diego Extension Induction program is employed as an instructor/teacher.

Employer Signature: ___________________________________________ Date: _____________

Name and Title: _________________________________________________________________

Email Address: _________________________________________________________________

Contact Phone Number: _______________________________________________________
INDUCTION PROGRAM – TRACK 2

INDUCTION MENTORSHIP ACKNOWLEDGEMENT

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

Induction Applicant Name: ____________________

Signature:

As an applicant to the Induction Program, I certify to the best of my ability that I understand all of the above expectations. I will strive to meet and exceed the requirements when working with an Induction Site-Based Mentor and the Site Based Induction Partner and the Induction 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.
EDUCATION SPECIALIST – LEVEL 1
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Program

The following one item must be completed and included in your initial application submission, in addition to the Track 1 or Track 2 items previously listed:

1. Official, Sealed, Unopened Transcript(s) for college and/or university coursework of the program you earned your Education Specialist credential through.
   - This will be utilized in conjunction with your Level I Education Specialist Credential to determine what additional coursework or non-coursework items you may be required to complete.
   - Mail your original, sealed, and unopened transcript.

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.
Early Completion Option
APPLICATION CHECKLIST FOR THE
Single Subject, Multiple Subject, Education Specialist Induction Program

The following **five** items must be completed and included in your initial application submission, in addition to the **Track 1** or **Track 2** items previously listed:

______ 1. Documentation of a minimum of five (5) years prior teaching experience as the teacher of record in a K-12 teaching assignment.
   ➢ This can be employment verification from the Human Resources Office in your school or district.
   ➢ Mail in this document with the original signature(s).

______ 2. Evidence of exceptional teaching practice during prior professional experience with a minimum of three (3) teacher performance evaluations completed in the prior 18 months, including one by the current evaluator.
   ➢ Mail in this document with the original signature.

______ 3. Three (3) current letters of recommendations from educational leaders who have witnessed your teaching expertise. Letters should indicate your teaching expertise but also to your professional and ethical conduct.
   ➢ Two (2) of these letters must be within the last 6 months.
   ➢ Any letter submitted must not be dated more than 12 months from submission.
   ➢ Mail in this document with the original signature(s).

______ 4. A well-written rationale explaining how you meet the criteria for an “experienced and exceptional” candidate.
   ➢ The rationale should reflect on your exemplary practice, attitudes, professionalism, and commitment to teaching practice.
   ➢ This can be uploaded in online application system or mailed in.

______ 5. A portfolio of work that substantiates experience and exceptionality.
   ➢ i.e. TPA or PACT activities, resume, certificates of completion from professional development courses, assignment and adjunct duty descriptions.
   ➢ This can be uploaded in online application system or mailed in.

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.