Supplemental Requirements for Applicants and Candidates with a Program Sponsor Variable Term Waiver (PS-VTW)

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.

You can review additional details on the Induction program at extension.ucsd.edu/induction. The Supplemental requirements are only required for individuals that hold a Program Sponsor Variable Term Waiver (PS-VTW) and are applying to the Induction program.

Program Sponsor Variable Term Waiver (PS-VTW)

Teachers that were scheduled to complete their preliminary teaching credential program in Spring 2020 or Summer 2020 have the option of working directly with their preliminary program and applying with the California Commission on Teacher Credentialing for a Program Sponsor Variable Term Waiver (PS-VTW).

This option is most appropriate for any educator preparation program that has candidates who have clinical practice/fieldwork, coursework, examination, or performance assessment requirements that cannot be met due to the health and safety conditions related to COVID-19 between March 19, 2020 and September 1, 2020. The PS-VTW option is not designed for individuals in Teacher Intern programs where the candidate is continuing their Intern placement.

This PS-VTW option allows individuals to be employed as an instructor in California while completing the remaining requirements of their preliminary teaching credential program.

Induction Application

Please make sure to thoroughly review the instructions for the Induction application as well as these Supplemental requirements for individuals with a Program Sponsor Variable Term Waiver (PS-VTW). PS-VTW applicants are required to submit requirements for both the Induction application as well as the Supplemental requirements.

In addition to the online application, current copies of you Program Sponsor Variable Term Waiver (PS-VTW), employment verification, and official transcripts from the university that awarded you a Bachelor’s Degree or higher must be submitted. Once your preliminary credential is issued you will need to submit a copy of that as well. Applications will not be processed without supporting documents. Please note that you must be employed as a teacher in a public, private or charter school that follows the California Standards for the Teaching Profession to be eligible for participation in the UC San Diego Induction program.
PS-VTW Supplemental Requirements

PS-VTW applicants will need to obtain the following from their Preliminary Credential Program.

- A copy of your Program Sponsor Variable Term Waiver (PS-VTW).
  - Once your preliminary credential is issued a copy must be submitted.
- A written copy of your outstanding credential requirements to earn your California Preliminary Teaching Credential.
- A written copy the Individual Development Plan (IDP) created in collaboration with the initial preparation program
  - The will need to be shared with the Induction Program and assigned mentor.
- Contact information for your initial preparation 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 Community Outreach 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. You can be employed within the State of California or teaching Outside of California. Please refer to the Induction application based upon the Induction route you wish to apply to.

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.

Induction Program: Required Coursework
The required courses are required for candidates and mentors as appropriate are available on the Extension website at extension.ucsd.edu/induction. 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.

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).
      i. PS-VTW applicants can temporarily a copy of the PS-VTW until your preliminary teaching credential is issued.
   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 Induction application guidelines.
PS-VTW Supplemental Application Guidelines - Required Materials for All PS-VTW Candidates

If you have a not yet been issued a Preliminary Credential and hold a Program Sponsor Variable Term Waiver (PS-VTW) then there are supplemental materials you will need to submit as a part of the application process. 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:

2. Submission of completed PS-VTW Supplemental requirements including:
   a. Copy of [California Program Sponsor Variable Term Waiver (PS-VTW)]currently held including renewal codes and dates of validity, available at the Commission on Teacher Credentialing ([www.ctc.ca.gov](http://www.ctc.ca.gov)).
      i. Once your California Preliminary Credential is issued you will need to submit a copy of that.
      ii. You cannot be recommended for a clear credential if you do not hold a preliminary credential.
   b. A written copy of your outstanding credential requirements to earn your California Preliminary Teaching Credential.
   c. A written copy the Individual Development Plan (IDP) created in collaboration with the initial preparation program.
      i. Save a copy to share with your assigned mentor and develop your Individualized Learning Plan (ILP)
   d. Contact information for your initial preparation program.
   e. Separate items on the application checklist based upon the program option you are applying under. Application checklists are at the end of the supplemental application packet.

California Program Sponsor Variable Term Waiver (PS-VTW)

You will need to submit a copy of your Program Sponsor Variable Term Waiver (PS-VTW) and/or 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.

Application Processing Timeline

All mail sent to the University is processed through a central mail repository. Please assume it will take at least two – three weeks for any item mailed to be received by the Department of Education and Community Outreach.

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 from candidates via email.**

PS-VTW Supplemental Materials Submission Option

PS-VTW applicants have an exception in order to the supplemental materials required for the PS-VTW option to the Induction program via email to: submittranscript-debs@ucsd.edu.
Electronic Transcripts
You have the option to submit electronic transcripts if they are sent directly from your college and/or university. A forwarded email or scan copy from a candidate is considered an unofficial transcript and would not be valid for admission purposes. The email address to submit electronic transcripts to is: submittranscript-debs@ucsd.edu. Transcripts can also be submitted via mail. Please refer to the application checklist for the mailing address.

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.

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.
PSA-VTW APPLICANTS
SUPPLEMENTAL APPLICATION CHECKLIST FOR HOLDERS OF A Program Sponsor Variable Term Waiver (PS-VTW) to the Induction Program

Submit PS-VTW supplemental application materials to submittranscript-debs@ucsd.edu.

The following four (4) items must be completed in addition to the Online Application to the Induction Program.

_____ 1. Copy of all California Program Sponsor Variable Term Waiver (PS-VTW) currently held including renewal codes and dates of validity, available at the Commission on Teacher Credentialing (www.ctc.ca.gov).
   ➢ Once your California Preliminary Credential is issued you will need to submit a copy of that.
   ➢ You cannot be recommend for a clear credential if you do not hold a preliminary credential.

_____ 2. A written copy of your outstanding credential requirements to earn your California Preliminary Teaching Credential.

_____ 3. A written copy the Individual Development Plan (IDP) created in collaboration with the initial preparation program.
   ➢ Save a copy to share with your assigned mentor and develop your Individualized Learning Plan (ILP).

_____ 4. Contact information for your initial preparation program.
   ➢ A form is provided with all required information to be completed by the applicant.

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

Supplemental Requirements can be submitted via email.
Submit PS-VTW supplemental application materials to submittranscript-debs@ucsd.edu.

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 PS-VTW Induction Program
Preliminary Program Contact Information

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 PS-VTW Induction Program.

<table>
<thead>
<tr>
<th>Candidate Personal Information (Candidate completes this portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Name: ______________________________________________________________________</td>
</tr>
<tr>
<td>First</td>
</tr>
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Indicate the credential you will earn after your PS-VTW requirements are complete.

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

Subject(s):____________________________________________________________

<table>
<thead>
<tr>
<th>Preliminary Credential Program (Candidate completes this portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Program Sponsor: _____________________</td>
</tr>
</tbody>
</table>

Provide the information of your primary contact in your preliminary credential program below.

Name: _______________________________________________________
Title: _______________________________________________________
Email Address: __________________________________________________________________
Contact Phone Number: _____________________________
Mailing Address: _________________________________________________________________
_______________________________________________________________________________

I am aware that I will be required to remain in communication with my preliminary credential program until I have fulfilled all requirements to earn my California preliminary teaching credential.

Applicant Signature: ___________________________ Date: _____________