

Santa Barbara County Education Office
Teacher Induction Program
Program Summary

Accreditation:

Under the auspices of Senate Bills 148 (Bergeson, 1988) and 655 (Bergeson, 1993), the education community in California launched an initiative to create a professional accreditation and certification system that would contribute to excellence in California public education well into the 21st Century. The Commission on Teacher Credentialing (CTC) is responsible for ensuring that educators for California's public schools – from preschool through high school and adult education – are prepared in rigorous, high quality programs. The Commission is an agency of the Executive Branch of the California State Government and is made up of members appointed by Governor Brown. The accreditation process for teacher induction programs consists of a seven-year cycle of activities, including those in the figure to the right.



Responsibilities:

- ▶ **Enrollment:** Step by step accountability measures have been developed by the Santa Barbara County Teacher Induction Program (TIP) in collaboration with each partner district's Human Resource personnel to allow for clear identification of eligible Candidates and their Mentors.
Each Candidate is assigned to work with a Mentor. The Mentor advises the Candidate about his/her involvement in the TIP, provides formative feedback about participation in and progress toward completion of the program, and supports the Candidate in accumulating evidence of professional growth through the Individualized Learning Plan (ILP). See the *Mentor Overview* for additional information.
 1. At the time of employment, each district's Human Resources Department (HR) will inform preliminary credentialed teachers of enrollment information for the Teacher Induction Program.
 2. Instructions for program registration and enrollment in the online classroom will be communicated to all enrolled participants (Candidates and Mentors) on or before August 1st of each calendar year. All participants (Candidates and Mentors) are required to participate in program registration and orientation.
 3. TIP communicates with each district to verify their registered program participants.
- ▶ **Advisement:** In collaboration with TIP, district staff notifies eligible candidates about program requirements and clear credential requirements at the start of the initial teaching contract.
- ▶ **Inquiry Cycle (Formative Assessment):** With the guidance of their Mentor, Candidates will complete an inquiry cycle each year. Mentors observe lessons to gather evidence of practice, while Candidates engage in multiple CSTP self-evaluation and reflections. Formative assessment results are used to guide professional development and shall not be used for employment-related evaluations, as a condition of employment, or as a basis for terminating employment.

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- **Meetings/Professional Learning:** All participants are required to attend required meetings and to participate in professional development, as outlined in the *Professional Learning Guidelines*. Attendance is monitored and maintained by the Induction Program staff.
- **DRCT:** With the support of the Program Director, the Documentation Review and Compliance Team (DRCT) reviews, documents, and verifies compliance with program requirements. The DRCT is made up of program Mentors.
- **Completion:** It is the responsibility of each Candidate to complete all Induction portfolios and assignments prior to the published deadlines and in accordance with the standards-aligned program guidelines. The Teacher Induction Program supports and facilitates this process. Only those Candidates who have met all requirements will be recommended for a Clear Credential. All work completed in the Santa Barbara County Teacher Induction Program will be formally documented in the participant's file. If a teacher moves to another part of the state and re-engages the induction process, their work may transfer to another California accredited induction program.
 - ➔ **Non-Completion:** Recommendations for a CLEAR credential will not be made for a Candidate who fails to complete the program because he/she has not:
 - attended all required formative assessment events
 - completed all required professional learning hours
 - completed the documentation of activities (including an inquiry portfolio), or
 - submitted proper CTC application documentation

The Candidate will be charged for actual costs of administrative services and processing rendered, beyond the published deadlines. Funds must be received in full prior to recommendation of a clear credential.

- ➔ **Application to Extend the Induction Program:**
 - Application for the Clear Credential shall be submitted to the Commission on Teacher Credentialing (CTC) within five (5) years of issuance of a Preliminary Credential. To apply for the Clear Credential, the applicant shall have successfully completed an accredited Induction Program.
 - The intent of the legislation is that candidates, under most circumstances, will have completed a program within their initial two years of teaching.
 - A candidate from out-of-state who is clearing a California credential under SB57 must apply for a Clear Credential within the initial five years of teaching in California.
 - Candidates seeking an extension should review the related policy ([Tab 4](#)) in the Program Guide. Those wishing to request an extension must do so in writing and submit to the Program Director.
- ➔ **Appeal:** A Candidate may present evidence and documentation that would support an appeal to the above Non-Completion or Extension of Program fees charged under circumstances of severe hardship. Appeals are made in writing to the Program Director and further substantiated by prior communication by the candidate as to the hardship. Upon receipt, the Program Director will review the evidence and documentation, working with candidates and program and district staff to determine if an alternative solution is warranted.