

# NORTH COAST BEGINNING TEACHER PROGRAM

*A quality support system for all beginning teachers and  
a caring, competent and highly qualified teacher for every child.*

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To: Human Resource Staff

From: Corinne Muelrath, Regional Director

Re: New Teachers

Hi! We appreciate that you are now including information about the North Coast Beginning Teacher Program as part of your hiring procedures and new hire paperwork! Thank you in advance for all you do to support the smooth transition of new teachers!

Please work with your District Coordinator as you determine the credentialing and program support needs of your new teachers and please, do not hesitate to call our main office or your County Coordinator for additional information. The following materials are enclosed:

- Credential Intake Form & Categories of Teachers:** As you evaluate the credential of each new hire, these documents will guide your placement of teachers in the appropriate Support/Credential program. Please make a copy of the Credential Intake Form for your District Coordinator's files.
- Information for New Hires:** This will be helpful as you meet with new teachers during the hiring process. Please give each new teacher the name and contact information of your District Coordinator. District Coordinators have a handout to be distributed to new teachers. Please remind ALL new teachers (and Support Providers) to ENROLL on our website! ([www.ncbtp.org](http://www.ncbtp.org))
- Advisement Forms:** All teachers holding a preliminary credential must be advised of their clear credential requirements. Please have teachers complete the *NCBTP Advisement Form*. Return the Yellow Copy to your District Coordinator and put the original in the new teacher's personnel file.

Please feel free to make copies of the enclosed materials as needed or download additional copies from our website at [www.ncbtp.org](http://www.ncbtp.org) under the Advisors and Administrators tab on the top of the home page. Within that section you will find a link on the left hand side of the page for Human Resource staff.

Thank you very much for your support in advising and enrolling new teachers in our program!  
We truly appreciate all you do!

**North Coast Beginning Teacher Program**  
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