

NORTH COAST BEGINNING TEACHER PROGRAM

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



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 similar to this, to be distributed to new teachers.
- Advisement Forms:** All teachers holding a preliminary multiple or single subject credential must enroll in a state approved Induction Program within 120 days. Please have those teachers complete the *NCBTP Advisement Form*. Return the Yellow Copy to your District Coordinator and place the original in your teacher's personnel file.
- Welcome Support Provider Packet:** The "Welcome Support Providers" packet includes a cover letter, a "Moving Beyond Survival" handout, and the Checklist for Site Orientation. Please coordinate with your District Coordinator to ensure that this packet is distributed to each Support Provider before school starts in the fall!

Please feel free to make copies of the enclosed materials as needed or contact our office for additional copies.

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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