



EXTENSION of INDUCTION PROGRAM POLICY

Policy Statement

The purpose of this policy is to provide opportunities for extending the Induction Program to those Beginning Teachers who do not complete the program during their initial two years of teaching. These extensions are offered according to the following program criteria:

General Terms:

1. Application for the Clear Credential shall be submitted to the Commission on Teacher Credentialing within five (5) years of issuance of a Preliminary Credential. In order to apply for the Clear Credential, the applicant shall have successfully completed an accredited Induction Program. It is the intent of the legislation that under most circumstances, the Induction Program will be completed in the initial two years of teaching.
2. A Beginning Teacher from out-of-state, who is clearing his/her California credential under the SB 57 must apply for a Clear Credential within the initial five years of teaching in California.

Although each Beginning Teacher is encouraged and expected to complete the North Coast Beginning Teacher Program within the initial two years of California employment, extenuating circumstances may preclude this from being accomplished. The Beginning Teacher must request an extension of the Induction Program using the *Application to Extend the Induction Program* procedures and submit the request to the County Coordinator and then to the Regional Director. Appropriate documentation shall accompany the extension request and the following criteria will be considered in approving an extension:

Extension Criteria:

1. Severe personal health issues (1) related to the Beginning Teacher.
2. Severe health issues (2) related to the immediate family of the Beginning Teacher. The policies of the district of employment define immediate family.
3. An approved leave of absence from the district of employment.
4. Lay off due to declining enrollment or staffing adjustments.
5. Break in service for personal reasons or non-re elect.
6. Relocating to another state or country. Must return to California in time to complete the prescribed program within the five-year limitation.

(1) Severe personal health issue defined as under a doctor's care and precluded from working
(2) Severe health issue related to immediate family defined as the Beginning Teacher must stop working in order to care for immediate family member who is under a doctor's care



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Funding:

BTSA Induction develops a budget based on the number of eligible Beginning Teachers being served in their first two years of teaching. These monies are used to support the services provided to that Beginning Teacher as part of the Induction Program, including the stipend that the Support Provider earns. In order to provide quality services in a situation where an extension has been approved, the North Coast Beginning Teacher Program will implement a fee for service model, charging the Beginning Teacher or his/her school district for services rendered. Fees will be prorated and will reflect actual costs of services rendered.

Appeal:

A Beginning Teacher may present evidence and documentation that would support an appeal of the above fees charged under the circumstances of severe hardship. Appeals are made in writing to the Program Director. Upon receipt, the Program Director and the sponsoring district's County Coordinator will meet to review the evidence and documentation. Beginning Teachers work with program and district staff to determine if an alternative solution is warranted.

Non-Completion:

A Beginning Teacher who fails to complete the program because he or she did not attend all required professional development or has not completed the documentation of formative assessment activities must complete all required make-up assignments before being recommended for a Clear Credential. Should a Support Provider be required in order to complete the assignment, the Beginning Teacher will be charged for actual costs of services rendered. Funds must be received prior to each month required for make-up assignments.

Application to Extend the Induction Program

If after carefully reviewing the Extension of Induction Program Policy you believe that you meet the criteria for receiving an approved extension, please provide a written response and your request for an extension to your County Coordinator as soon as possible. Additionally, you must sign and date your request and have your request signed by your site administrator and District Coordinator.

Your written request must include, but is not limited to, responses to the following criteria:

1. Extension Criteria: (Please thoroughly explain your need to extend your Induction Program and describe the qualifying criteria that fit your circumstances.)
2. Funding: (Please describe the funding necessary to extend your Induction Program, the sources of this funding, and, if necessary, your appeal. Your County Coordinator can provide you with additional information.)