

SUBMISSION GUIDELINES

For

Documents Prepared To Standards Adopted By

**The Commission on Teacher Credentialing
and
The California Department of Education**

Pursuant To SB 2042

FOR PROGRAMS OF

**PROFESSIONAL TEACHER INDUCTION FOR THE MULTIPLE
SUBJECT/SINGLE SUBJECT PROFESSIONAL CLEAR TEACHING
CREDENTIAL**



August 2007

**Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811**

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Introduction

In March, 2002, and May, 2002, new Standards of Quality and Effectiveness for Professional Teacher Induction Programs for the Multiple Subject/Single Subject Professional Clear Teaching Credential were adopted by the Commission on Teacher Credentialing and the California Department of Education, respectively. This document provides specific information to potential induction program sponsors on how to submit program documents for review and approval.

Each proposed program of Professional Teacher Induction must be submitted for State review and Commission on Teacher Credentialing approval.

Each sponsor of a proposed program of Professional Teacher Induction should consult the BTSA Induction Cluster Regional Director from the geographical area in which they are located for technical assistance available to sponsors responding to the standards.

BTSA Induction Cluster Regional Directors

Cluster	Cluster Regional Directors	Cluster Regional Directors
1	<p>Cindy Gappa Tehama County Office of Education P. O. Box 689 1135 Lincoln Street Red Bluff, CA 96080</p> <ul style="list-style-type: none"> ❑ Office (530) 528-7359 ❑ Fax (530) 529-0530 ❑ Email cgappa@tcde.tehama.k12.ca.us 	<p>Lisa Danielson El Dorado County Office of Education 6767 Green Valley Road Placerville, CA 95667</p> <ul style="list-style-type: none"> ❑ Office (530) 295-2320 ❑ Fax (530) 621-4274 ❑ Email ldanielson@edcoe.k12.ca.us
2	<p>Alice Bullard 5715 Musick Avenue Newark, CA 94560</p> <ul style="list-style-type: none"> ❑ Office (510) 818-4158 ❑ Fax (510) 818-4157 ❑ Email abullard@nUSD.k12.ca.us 	<p>Gordon Surface 5715 Musick Avenue Newark, CA 94560</p> <ul style="list-style-type: none"> ❑ Office (510) 818-4139 ❑ Fax (510) 818-4157 ❑ Email gsurface@nUSD.k12.ca.us
3	<p>Joseph Jimenez Tulare County Office of Education P. O. Box 5091 Visalia, CA 93278-5091</p> <ul style="list-style-type: none"> ❑ Office (559) 737-6338 ❑ Fax (559) 737-6340 ❑ Email josephj@tcoe.org 	<p>Judy Roberts Fresno County Office of Education 1111 Van Ness Avenue Fresno, CA 93721-2000</p> <ul style="list-style-type: none"> ❑ Office (559) 265-3050 ❑ Fax (559) 237-3525 ❑ Email jroberts@fcoe.k12.ca.us
4	<p>LaRie Colosimo Claremont Unified School District 170 W. San Jose Avenue, Ste. A Claremont, CA 91711</p> <ul style="list-style-type: none"> ❑ Office (909) 398-0609, ext. 74011 ❑ Fax (909) 399-0861 ❑ Email lcolosim@cusd.claremont.edu 	<p>Gay Roby Professional Development Center 12820 Pioneer Blvd. Norwalk, CA 90650</p> <ul style="list-style-type: none"> ❑ Office (562) 868-0431, ext. 2254 ❑ Fax (562) 929-3091 ❑ Email robby_gay@nlmusd.k12.ca.us

Cluster	Cluster Regional Directors	Cluster Regional Directors
5	<p>Marsha Buckley-Boyle 2650 Camino Del Rio N. Suite 301 San Diego, CA 92108</p> <ul style="list-style-type: none"> ❑ Office (619) 908-3603 ❑ Fax (619) 908-3608 ❑ Email mbboyle@sdcoe.net 	<p>Chris Reising 2650 Camino Del Rio N. Suite 301 San Diego, CA 92108</p> <ul style="list-style-type: none"> ❑ Office (619) 908-3600 ❑ Fax (619) 908-3608 ❑ Email creising@sdcoe.net
6	<p>Cathy Payne Riverside County Office of Education 3939 Thirteenth Street Riverside, CA 92502-0868</p> <ul style="list-style-type: none"> ❑ Office (951) 826-6818 ❑ Fax (951) 826-6950 ❑ Email cpayne@rcoe.us 	<p>Audry Wiens Riverside County Office of Education 3939 Thirteenth Street Riverside, CA 92502-0868</p> <ul style="list-style-type: none"> ❑ Office (951) 826-6529 ❑ Fax (951) 826-6950 ❑ Email awiens@rcoe.us

BTSA Induction Cluster Structure



Submission Process for SB 2042 Induction Program Documents

To facilitate the proposal review and approval process, organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* are expected to adhere to the following timeline and instructions for submitting documents for approval under SB 2042. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor.

I. General Timeline and Instructions

1. Submit Letter of Intent Document

Due by October 1

All organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* must submit the Letter of Intent Document. (Attachment A)

2. Complete Process in District Affiliation Document (for existing BTSA Induction Programs)

Due by October 1

All organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* that are currently operating under an LEA in an induction partnership must follow the process in the District Affiliation Document (Attachment B) and document in the Letter of Intent that it has been adhered to.

3. Meet with BTSA Induction Cluster Regional Director(s)

By October 1

All organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* are expected to meet with the Cluster Regional Director(s) for their located geographical area.

4. Participate in CTC Technical Assistance Meeting

Held in November

All organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* are expected to participate in a one day meeting at the Commission on Teacher Credentialing to address the document submission, writing and technical assistance process.

5. Submit Narrative Document and Evidence in response to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs*

Due by February 1

All organizations responding to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* must submit the complete program document to the Commission on Teacher Credentialing by February 1 for implementation the following fiscal year if approved.

II. Document Submission Instructions

1. Transmittal Instructions

Sponsoring agencies are required to submit three printed copies of their proposal(s), including one unbound copy by February 1 to the following address:

California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811

Attention: Karen Sacramento

2. Transmittal Cover Sheet

Sponsoring agencies must send the SB 2042 Induction Sponsoring Organization Transmittal Cover Sheet with the original signatures of the program contacts and chief executive officer along with their proposal(s). Each of the three copies should begin with a completed copy of the SB 2042 Induction Sponsoring Organization Transmittal Cover Sheet. (Attachment C)

3. Proposal Organization

Each proposal must be organized in the following order:

- A. Transmittal Cover Sheet
- B. Table of Contents
- C. Responses to Each Standard
- D. Placed in a 3-ring binder

The responses to each standard must:

- a. Be tabbed/labeled by standard to help guide the reviewers
- b. Have numbered pages
- c. Provide supporting evidence, included after each response or organized into appendices. Evidence must be clearly labeled and cross-referenced in the response and the appendices must be tabbed with numbered pages within each appendices section for easy access by reviewers.
- d. Each proposal must conform to the following text requirements:
 - a) use 12 point Times or Times New Roman font
 - b) minimum of one inch margins around each page

4. Responding to Standards

Program proposals must provide sufficient information about how the program intends to deliver services and content consistent with each standard so that a knowledgeable team of professionals can determine whether each standard has been met by the program.

The written text may be organized in a variety of ways. Whatever the organizational format, the text must specifically address all standards and all required elements. ***Responses that do not fully address each standard, including the standard narrative and each element, will be considered incomplete and not reviewable.***

Responses must not merely reiterate the standard. They must demonstrate how the standard will be met by describing both the content and processes that will be used to implement the program. Descriptions must be supported by evidence.

An approved program document is the intellectual property of the program sponsor. Although the BTSA Induction community routinely shares best practices, suggestions, and ideas; a prospective program sponsor must submit a program proposal that describes the proposed Induction program that will be utilized in the local context.

The goal in writing the response to the standards should be to describe the proposed program clearly enough for an outside reader to understand:

- A. The foundational components of the proposed program
- B. The program structure and design of the proposed program
- C. What a beginning teacher will experience as he or she progresses through the induction program, in terms of depth, breadth, sequencing and implementation of the full induction experience. This includes what he or she will know and be able to do and demonstrate at the end of the program.

Review teams will then be able to assess the responses for consistency with the standard, completeness of the response, and quality of the supporting evidence. Lines of appropriate and relevant supporting evidence will vary with each standard. ***It is the responsibility of the proposed program sponsor to consult with the Cluster Regional Director(s) for their geographical area to receive technical assistance during the document writing process.***

5. Packaging Your Submission for Shipment to the Commission

Do not use foam peanuts as packaging material. Do not overstuff the individual binders. Do not overstuff the individual boxes in which the binders are packed, as these may break open in shipment.



Letter of Intent
for organizations responding to the
***Standards of Quality and Effectiveness for
Professional Teacher Induction Programs***
DUE OCTOBER 1

Induction Program Submission Document
Due February 1
for implementation the following fiscal year if approved.

Planned Date of Induction Program Document Submission to the CTC:

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Sponsor Information

1) Proposed Sponsoring Organization

Name _____
Address _____
Phone _____
Email _____
Fax _____

Current Sponsoring Organization (if applicable)

Name _____

Verification that proposed sponsoring organization has informed current sponsoring organization of Intent to sever existing partnership as outlined in the District Affiliation Document and to submit Induction Program Document:

Name of Chief Executive Officer (President or Provost; Superintendent):

Signature of Chief Executive Officer (President or Provost; Superintendent):

Proposed Sponsor Contact Information

Name _____
Title _____
Address _____
Email _____
Fax _____
Phone _____

Name _____
Title _____
Address _____
Email _____
Fax _____
Phone _____

Partner Agencies/Organizations If the program represents a consortium or collaborative partnership. Please attach an additional sheet for partner information if needed.

1. Name of Agency/Organization

Name of Chief Executive Officer (President or Provost; Superintendent):

Signature of Chief Executive Officer (President or Provost; Superintendent):

2. Name of Agency/Organization

Name of Chief Executive Officer (President or Provost; Superintendent):

Signature of Chief Executive Officer (President or Provost; Superintendent):

3. Name of Agency/Organization

Name of Chief Executive Officer (President or Provost; Superintendent):

Signature of Chief Executive Officer (President or Provost; Superintendent):

Chief Executive Officer (President or Provost; Superintendent):

Name _____

Address _____

Phone _____

E-mail _____

I hereby signify my approval to transmit Letter of Intent to submit an Induction Program Document to The Commission on Teacher Credentialing for proposal review under the administration of the Commission on Teacher Credentialing and the California Department of Education.

I hereby signify my understanding that the deadline for submission of an Induction Program document is February 1 for implementation the following fiscal year if approved.

CEO Signature _____

Title _____

Date _____

Submit form by October 1 to:

**California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95811
Attention: Karen Sacramento**

Fax: 916-324-8927

Email: ksacramento@ctc.ca.gov



District Affiliations within Approved BTSA Induction Programs

Within consortia induction programs, there are times when a partner needs to join or leave the consortium.

Any change in the districts or partners participating in the approved BTSA Induction Program is a modification. If the change in district(s) or partner(s) causes a major change in the program design, then it is a major modification. If the change in district(s) or partner(s) joining or leaving the consortium causes little to no change in the program design, then the modification is minor. Each approved program will work with the local Cluster Regional Directors (CRDs) to reach consensus on the type of modification.

District Leaving a Consortium:

If a district or partner plans to leave a consortium, the sponsoring Local Educational Agency (LEA) must be notified, in writing with a copy to the CRDs for the geographical area in which they are located, by the following dates of the year prior to the change:

October 1st for partners sponsoring a new program submission or
February 15th for partners joining another approved program.

If the above dates are met, the sponsoring LEA must accept the change in partnership. The district leaving a consortium must include a plan for transitioning second year teachers in the written notification.

If the written notification takes place after October 1st for new sponsoring programs or after February 15th for partners joining an approved program the sponsoring LEA must agree to the change in consortia membership for it to take place the next year. This is to protect LEAs that have contractual obligations to certificated staff.

Consortium Severing a Partnership with a District:

If a sponsoring LEA wishes to 'unpartner' with a district or partner AND notifies the district or partner, in writing with a copy to the CRDs for their geographical area, on or before February 15th of the year prior to the change, the sponsoring LEA may decide to sever the partnership unilaterally. It is the hope that all programs will work with partners and communicate in a timely manner, but if a unilateral decision must be made, the information must be communicated to the current partner by February 15th of the year prior to the change.



Transmittal Cover Sheet
for

SB 2042 Induction Program Sponsor responding to the
Standards of Quality and Effectiveness for Professional Teacher Induction Programs

Sponsoring agencies must send the SB 2042 Induction Sponsoring Organization Transmittal Cover Sheet with the **original signatures of the program contacts and chief executive officer** along with their proposal(s). Each of the three copies of each proposal should begin with a completed copy of the SB 2042 Sponsoring Organization Transmittal Cover Sheet.

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1) Sponsoring Organization:

Name _____

2) Program Contacts:

1. Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

2. Name _____

Title _____

Address _____

Phone _____ Fax _____

E-mail _____

- 3) Partner Agencies/Organizations (if the program represents a collaborative partnership): Please attach an additional sheet for partner names if needed.

Name: _____

Name: _____

Chief Executive Officer (Superintendent, President or Provost):

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

I Hereby Signify My Approval to Transmit enclosed submission document in response to the *Standards of Quality and Effectiveness for Professional Teacher Induction Programs* to the Commission on Teacher Credentialing:

CEO Signature _____

Title _____

Date _____