2023 ADS Question Guide

Administrative Services Induction Programs

Questions related to enrollment refer to the current academic year 2022-23. Questions related to program completers refer to the prior academic year 2021-22.

Number	General Program Questions	Additional Context and Comments
1	Is your program on the semester, quarter, or other, or not applicable?	Available options are: Semester, Quarter, Other, Not Applicable. LEA based programs select N/A.
2	What is the number of units required for the completion of the program?	For Induction programs that do not operate in a unit-based environment, enter 0 for this question. The number of units for program completion does not include the number of units needed to earn a degree. It is the number of units required in order for newly enrolled candidates to complete all program requirements and be recommended for the credential or authorization.
3	What was the average number of hours of coach support coordinated and or provided by the coach to candidates in this program this reporting year?	coach support is the time the candidate spends practicing the knowledge and skills they are learning in the program (clinical practice). Induction candidates are in clinical practice when the individual works with their coach. See Common Standard 3.
4	Out of all eligible candidates/new hires with a preliminary teaching credential, what percentage are enrolled?	Calculate the number of eligible applicants/new hires and determine what percentage were enrolled in your program If all eligible applicants/new hires were enrolled, then 100% are enrolled.
5	Of your total number of coaches, how many are: a. Full-time active administrators b. Retired administrators c. Other	Since coaches are either current full-time administrators, retired administrators, or hold other positions, please respond to the following question a-c as follows: a. Full-time active administrators b. Retired administrators c. Other

Number	Program Questions	Additional Context and Comments
6	What is the number of candidates who are in their first year of a leadership position?	Count the number of candidates who are in their first year of leadership position for the current reporting year.

Number	Candidate Enrollment and Demographics Program Questions	Additional Context and Comments
7	Enrollment a. Number of Year 1 candidates b. Number of Year 2 candidates c. Number of candidates who continue to be enrolled two or more years beyond the expected completion date	This question asks programs to identify the candidates who newly enrolled in the program in the reporting year and those who are continuing from a prior reporting year a. Total number of new candidates enrolled for the first time in the reporting year. All candidates who are in Year 1 of the program. If this is the first year in the Induction program for an ECO candidate, count for Year 1 in ECO report. b. Total number of candidates continuing the program (those enrolled in the second year of the 2-year program). Include candidates in Year 2 of the program. If ECO candidate is in second year (most will not be), count for Year 2 in ECO report. c. Count the number of candidates from the 2021-22 year and any prior year candidates who have yet completed.
8	Number of Year 1 candidates by gender a. Female b. Male c. Nonbinary d. Decline to State Gender	Count the candidates in Year 1 by gender.
9	Number of Year 2 candidates by gender a. Female b. Male c. Nonbinary d. Decline to State Gender	For this reporting year, Institutions may enter zeros if the data is not collected. Count the candidates in Year 2 by gender.

Number	Candidate Enrollment and Demographics Program Questions	Additional Context and Comments
10	Number of Year 1 candidates by race/ethnicity a. American Indian or Alaska Native b. Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong) c. Black or African American d. Hispanic/Latinx (of any race) e. Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian) f. White g. Two or more races h. Decline to State Race/Ethnicity	This is candidate self-report data. Each program should make its best effort to provide the data. Count the candidates in Year 1 by race/ethnicity. Link to National Guidelines
11	Number of Year 2 candidates by race/ethnicity a. American Indian or Alaska Native b. Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong) c. Black or African American d. Hispanic/Latinx (of any race) e. Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian) f. White g. Two or more races h. Decline to State Race/Ethnicity	For this reporting year, Institutions may enter zeros if the data is not collected. Count the candidates in Year 2 by race/ethnicity.

Number	Candidate Attrition Program Questions	Additional Context and Comments
12	Regarding those candidates who left the program during the reporting year without completing the program: a. The number of candidates who left the program voluntarily b. The number of candidates whose employment status was non-reelected or who left the position	a. A candidate who made the decision to leave before the conclusion of the program (Source: ADS Glossary). b. A candidate whose enrollment in the program was dependent upon their position (i.e. intern) and who was non re-elected or left the position.

Number	Prior Academic Year Questions	Additional Context and Comments
13	Program Completion (Total number of completers in the prior academic year) a. Of the total number of completers, how many completed within the expected length of the program? b. Of the total number of completers, how many completed within one year following the expected completion time? c. Of the total number of completers, how many completed more than one year after the expected completion time?	As you answer the 4 questions, think about all candidates who were expected to complete the program at the end of the 2021-22 year and add in any prior year candidates that had not yet completed (See Program Completer definition: ADS Glossary). a. Count all candidates who were expected to complete, and actually did complete, the program in 2021-22. b. Count the number of candidates from the 2021-22 year who completed the program in 2022-23 and therefore completed within one year of the expected completion time. c. Count the number of candidates from years prior to 2021-22 who completed in 2022-23 and therefore completed more than one year after the expected completion time.
14	Number of program completers by gender from prior academic year a. Female d. Male e. Nonbinary f. Decline to State Gender	**Prior academic year means 2021-22**
15	Number of program completers by race/ethnicity from prior academic year a. American Indian or Alaska Native b. Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong) c. Black or African American d. Hispanic/Latinx (of any race) e. Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian) f. White g. Two or more races h. Decline to State Race/Ethnicity	**Prior academic year means 2021-22**

Number	Prior Academic Year Questions	Additional Context and Comments
16	Prior Academic Year Questions: a. How many candidates enrolled in your program in the prior academic year, needed to complete the Teaching Performance Assessment (TPA)? b. Of those needing to complete the Teaching Performance Assessment (TPA), how many did so during their enrollment in induction?	**Prior academic year means 2021-22.**