



# PROGRAM SPONSOR ALERT

Date: March 25, 2015

Number: 15-01

Subject: One-time Implementation Funding for Clear Induction  
Administrative Services Programs

## **Summary:**

This Program Sponsor Alert outlines criteria and procedures for institutions sponsoring a Commission on Teacher Credentialing (CTC)-approved Clear Induction Administrative Services Credential (CASC) program to receive one-time start-up funding during the 2015-16 academic year. Final funding allocations will be determined based upon the number of institutions applying for funding that meet the specified funding eligibility requirements. The expected maximum one-time funding per institution is \$6,500.

## **Background**

In February 2014, the Commission on Teacher Credentialing approved new standards for the candidate preparation for the second tier of California's Administrative Services Credential (CASC). The new standards require programs to provide a two-year induction experience for candidates that must be site-based, job-embedded. This program approach represents a radical departure from the traditional college coursework program model previously offered by many of the state's program sponsors, and will require programs to make significant changes in program design, delivery, and coursework.

To support the many institutions making required changes in program design, program delivery, and induction coursework, the CTC is offering one-time implementation funding. Please note that whether or not an institution elects to take advantage of this funding opportunity, all Clear Induction Administrative Credential programs must meet the new standards by July 1, 2015. The details of the eligibility requirements for funding are provided on the next page.

## Eligibility Requirements for Funding

### ***Step One: Notify the Commission of Intent to Apply***

Institutions interested in applying for the one-time implementation funds, must notify the CTC of their interest by submitting the *Intent to Apply* form attached to this notice, signed by the dean of the college, superintendent of a county office of education/district, or CEO of a sponsoring program organization.

A scanned copy of the signed *Intent to Apply* form may be emailed to [GRoby@ctc.ca.gov](mailto:GRoby@ctc.ca.gov) or sent by postal mail to:

Commission on Teacher Credentialing  
Attn: Gay Roby  
1900 Capitol Ave.  
Sacramento, CA 95811

Only institutions that have submitted notice of *Intent to Apply* by April 15, 2015 will be considered for funding.

### ***Step Two: Submission of Evidence Proving Start Up Activities for Induction***

To be eligible for funding, institutions must: a) receive approval of their CASC Transition Plan or their CASC Initial Program Review submission; and b) submit evidence of meeting all the following criteria by November 1, 2015:

1. **A clear Job Description for coaching**, including coaching responsibilities and activities, required hours, role in benchmark monitoring, and criteria for coach's retention or release.
2. **A process for coach selection** that uses well-defined criteria for potential coaches.
3. Completion of **coaches' initial training** for the program's entire 2015-16 coaching cadre that includes the development of knowledge and skills of coaching, goal setting, use of program-adopted materials, and the processes of formative and summative assessment of candidate competencies relative to the *California Professional Standards for Educational Leaders* (CPSEL).
4. **A 12-month coaching calendar** (from July 1, 2015 through June 30, 2016) that includes opportunities for coaches to refine coaching skills, engage in professional development, deepen their knowledge of educational trends, research and policy changes, reflect on skills, and connect with one another through networking opportunities.

## Questions

For questions regarding this funding opportunity and/or for general questions concerning Clear Induction Administrative Services Credentialing programs, contact Gay Roby at [groby@ctc.ca.gov](mailto:groby@ctc.ca.gov).



## Intent to Apply for Implementation Funding for Clear Administrative Services Induction Programs

As indicated by the signature of the dean/superintendent/CEO below, it is the intent of the institution identified below to apply for one-time implementation funding for a Clear Induction Administrative Service Credential program. It is our understanding that this intent to apply must be received by the Commission on Teacher Credentialing by April 15, 2015, followed by the submission of evidence proving adherence to the four criteria below by November 1, 2015. A scanned copy of the signed Intent to Apply form may be emailed to [GRoby@ctc.ca.gov](mailto:GRoby@ctc.ca.gov) or a sent by postal mail to

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Upon approval of the evidence, the CTC will release start-up funding of approximately \$6,500 per program.

### Criteria for Institutions to Qualify for CASC Funding Implementation

1. A **clear Job Description for coaching**, including coaching responsibilities and activities, required hours, role in benchmark monitoring, and criteria for coach's retention or release.
2. A **process for coach selection** that uses well-defined criteria for potential coaches.
3. Completion of **coaches' initial training** for the program's entire 2015-16 coaching cadre that includes the development of knowledge and skills of coaching, goal setting, use of program-adopted materials, and the processes of formative and summative assessment of candidate competencies relative to the *California Professional Standards for Educational Leaders* (CPSEL).
4. A **12-month coaching calendar** (from July 1, 2015 through June 30, 2016) that includes opportunities for coaches to refine coaching skills, engage in professional development, deepen their knowledge of educational trends, research and policy changes, reflect on skills, and connect with one another through networking opportunities.

Institution:	
Signature:	
Print Name:	
Title:	
Date:	