

## Requirements for Completing Tulare County Teacher Induction Program

*Candidate must complete all the requirements of the individualized, job-embedded system of mentoring, support and professional learning program to support the recommendation for the clear credential.*

**Participant Personal Profile:** The link to this document is located on the “Welcome Letter” that is distributed from their school district’s Human Resources Department and may also be accessed on the Induction [website](#). Bring the signed copy to the Induction office.

**Preliminary Credential:** Candidates *MUST* possess a Preliminary Credential before they may begin the Induction Program. Induction staff will verify the Preliminary Credential status for all candidates prior to the program start date.

**Induction Orientation presentation:** Viewing the orientation presentation online and submission of the [Candidate Agreement](#) (annually) is required. They are to submit the *Candidate Agreement* to the Induction office along with the *Participant Personal Profile*. The [Induction schedule](#) of events is also available in the Orientation presentation.

**Meetings:** Program meetings are mandatory for candidates. Please review the meeting schedule for a list of meeting dates. Registrations can be accessed by visiting the program website at: <http://btsa.tcoe.org/registrations>

**Documentation Logs (Doc Log):** A Documentation Log is completed each month by the candidate starting in August and continuing through the month of May. The Documentation Log provides evidence of the candidate and mentor’s time working together on the Induction activities. The candidate and mentor must begin working together within the first 30 days of the candidate’s participation in the Induction Program (which is defined as the first 30 days of school). The candidate and mentor will work together for a minimum of one hour per week, for a minimum total of 36 hours per year, which is reflected on the Documentation Log and is signed by the candidate, mentor and the Site Administrator. It is then uploaded onto the TIMS website.

**All Program Surveys/Evaluations:** They are dispersed throughout the year.

**Individualized Learning Plan (annually):** The candidate, with the support from their mentor and Site Administrator, will complete an Individualized Learning Plan (ILP) each year in Induction. This will document evidence of growth over time.

**Induction Activities:** Please see the Pacing Guide for all other deadlines of Induction activities.