

PROGRAM HANDBOOK



**FOOTHILL CONSORTIUM
CALIFORNIA TEACHER
INDUCTION PROGRAM**

Table of Contents

Who is the Foothill Consortium?	3
Program Vision	3
What is Teacher Induction?	3
Components of Induction	4
Confidentiality Model	4
Early Completion Option (ECO)	5
Induction Pathway	7
Roles & Responsibilities	8
Program Policies	11
Admittance Requirements	11
Attendance	11
Grievance Policy	11
Intern Credential	12
Personal Emergencies	12
Portfolio Requirements	13
Portfolio Verification Process	13
Reassignment Policy	14
Record Retention	14
Substitute Arrangement Policy	15
Substitute Teacher Participation	15
Transcripts	15
Tuition	15
Unsatisfactory Progress/Participation	16
University Graduate Credit	16
InductionSupport.com	17
Program Staff	20
Glossary of Common Terms	21
Appendix	23
Completion Plan	24
Letter of Appeal	25
Progress Monitoring Report	27

Who is the Foothill Consortium?

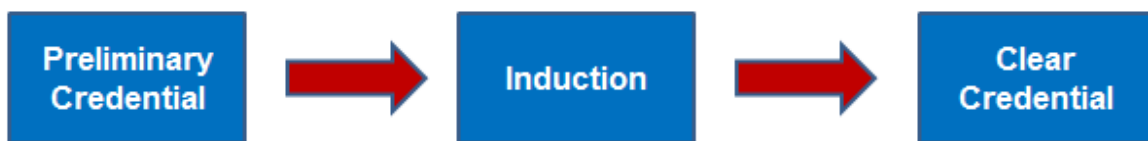
The Foothill Consortium Induction Program is an accredited Induction program primarily supporting new teachers in the Bonita Unified, Charter Oak Unified, Claremont Unified, Glendora Unified, and West Covina Unified School Districts. Candidates in surrounding private schools and districts are also served.

Program Vision

Foothill Consortium is a collaborative learning community committed to the authentic development of educator practice through reflective guidance, personalized coaching, meaningful professional development, and timely support to ensure the success of all candidates and the students they serve.

What is Teacher Induction?

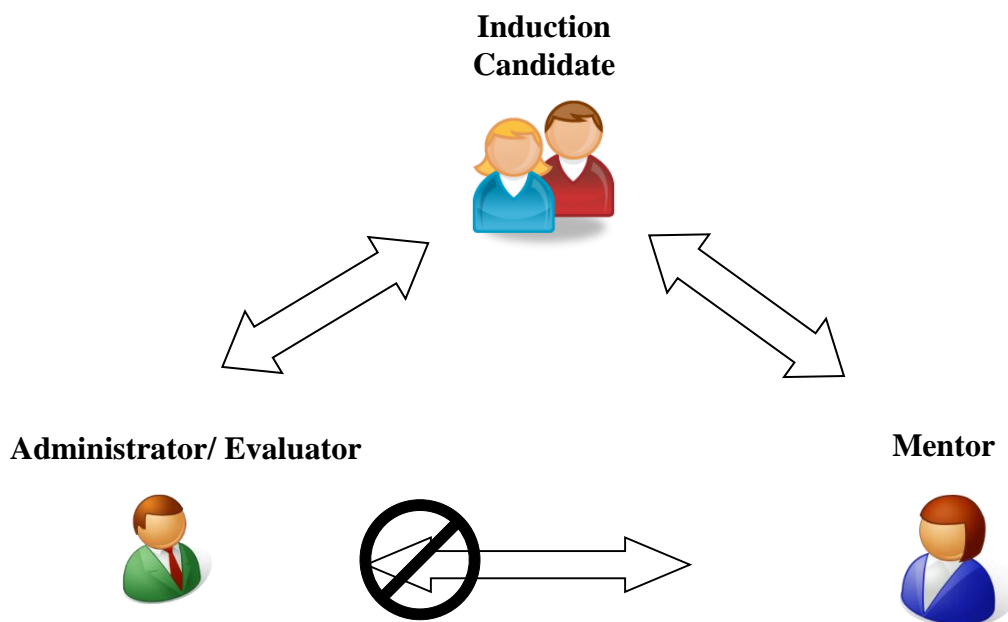
Once teachers receive their preliminary multiple subject, single subject, or education specialist credential, they participate in a two year, job-embedded, individualized Induction program that builds on the knowledge and skills from a teacher's preliminary preparation program. This must be a robust mentoring system of support that assists the teacher in their progress towards mastery of the California Standards for the Teaching Profession (CSTP).



Components of Induction

Induction leads a teacher through a two-year journey of teaching and reflection. The cornerstone of the program is weekly, one-on-one guidance and collaboration from an experienced Mentor. Together, the Mentor and teacher (also called Candidate) develop an Individualized Learning Plan (or ILP), which is the driving force of Induction. The ILP is guided by the Candidate's Preliminary Program Transition Plan. It outlines the Candidate's goals, and it assists the Mentors in providing the support the Candidate needs. Throughout Induction, Mentors assist Candidates in inquiry based learning, collecting evidence of their teaching practice, reflecting on that evidence, and completing documentation of that process. Progress is reviewed regularly throughout the Induction experience.

Confidentiality Model



Early Completion Option (ECO)

As a Commission-approved Induction program, Foothill Consortium provides an Early Completion Option (ECO) for experienced, exceptional candidates. The Foothill Consortium Advisory Board has established the following ECO criteria and procedures for Induction Candidates.

1. Candidate Notification of Early Completion Option

All candidates receive notification of Early Completion upon enrollment in Foothill Consortium and during Orientation. The policy is also available on InductionSupport.com and on the Foothill Consortium website. Application forms are included with the policy information.

2. Eligibility

Candidates who meet **one** of the following criteria may apply for ECO:

- Candidate has completed exceptional service as the teacher of record for a minimum of two school years *prior* to enrollment in Foothill Consortium. Verification of experience to be provided by the local school district Human Resources Department and reviewed by Foothill Consortium Director.
- Candidate holds a fully certified out-of-state or out-of-country credential with authorization to teach English Learners.

3. Application Process

a. Candidates with 2-9 years of prior, exceptional teaching experience

Candidates with 2-9 years of exceptional teaching experience prior to enrollment in Foothill Consortium may qualify for the ECO option during the second year of Induction. This option will conclude Year 2 in December rather than May during Year 2. To qualify, Candidates must:

- Apply by September 1 in Year 2. Application must include:
 - Letter of Justification for ECO Participation (addressed to the Foothill Consortium Advisory Board). Letter should cite specific information on how the Candidate is Applying, Integrating, or Innovating on all six CSTP.
 - Verification of two or more years of full time teaching experience as teacher of record prior to enrolling in Induction.
 - Copy of most recent end of year evaluation demonstrating exceptional performance.
 - Letter of Recommendation by current Site Administrator.
 - Letter of Recommendation by current Mentor.

In addition, the following criteria must be met:

- Candidate completed Year 1 Induction with no recommendations from the Mentor review team or program Director.
- Candidate met all other Credential renewal code requirements before September 1st of their second year.
- Candidate's application was approved by the Foothill Consortium CAST (Consortium Assistant Superintendent Team).
- Candidate remains on track for all ECO requirements, which includes evidence of progress towards mastery of all CSTP. At any time should the Foothill Consortium Director feel the Candidate is not on track for all ECO requirements, the Candidate will be returned to the traditional pathway.

b. Candidates with 10+ years of prior, exceptional teaching experience

Candidates with 10+ years of exceptional teaching experience prior to enrollment in Foothill Consortium's Induction Program may qualify for the ECO option during their first year of Induction. This option will conclude Induction after successfully completing one year of Induction. To qualify, Candidates must:

Apply upon enrollment in Induction, but no later than September 1st.

Application must include:

- Letter of Recommendation from previous year's Principal.
- Letter of Verification from Candidate's Human Resources department verifying ten or more years of teaching experience.
- Copy of end of the year evaluations from the past two years that evidence exceptional teaching practice.
- Copy of a formal observation by a site administrator within the past two years evidencing exceptional practice related to the CSTP.
- Letter of Justification written by the applicant and addressed to the CAST citing reasons why an ECO Induction Single Year should be granted. Letter should cite specific information on how the Candidate is Applying, Integrating, or Innovating on all six CSTP.

In addition, the following criteria must be met:

- Candidate must have met all other Credential renewal code requirements prior to September 1st.
- Candidate's application is approved by the Foothill Consortium CAST.
- The Candidate remains on track for all ECO Year Single Year requirements, which includes evidence of progress towards mastery of all CSTP. At any time should the Foothill Consortium Director feel the Candidate is not on track for all ECO Single Year requirements, the Candidate will be returned to the traditional, two-year Induction pathway.

4. Monitoring Early Completion Candidates

The Candidate's progress is monitored by the assigned Mentor, Lead Mentors, and the Foothill Consortium Director. Candidate's program completion will be based on the Candidate's professional growth, development of competence toward mastery of the CSTP, and reflection of teaching practice.

5. Completion of the Induction Program for Early Completion Candidates

In addition to a Lead Mentor or the Program Director, a member of the Program Advisory Board (outside the resident district) will review the Candidate's evidence of practice. Upon successful review, the Candidate will be recommended for the appropriate California Clear credential(s). If the Advisory Board reviewer determines the submitted evidence does not meet program expectations, the Candidate will return to the traditional track, participating fully in all aspects of the program to ensure successful completion.

Induction Pathway

1. Recommendation for the Clear Credential is based on the contents of the Candidate's Induction Portfolio, reviewed and approved by the Lead Mentors, the Program Director, and the Foothill Consortium Advisory Board.
2. It is the Candidate's responsibility to ensure no other renewal codes exist on their Credential prior to Submission. Foothill Consortium will only clear the Induction renewal codes. During the entrance interview, the Foothill Consortium Director will advise the Candidate of any other renewal requirements.
3. The primary responsibility of collecting evidence in the Induction Portfolio lies with the Induction Candidate with the assistance and guidance of the Mentor.
4. Program leadership reviews Induction Portfolios at regular intervals, noting progress toward Induction completion and providing formative feedback as needed.
5. At the end of Year Two Advisory Board review, the Foothill Consortium Director reviews all completion documents and provides Verification of Completion reports to the Credential Analysts of each participating district.
6. The Credential Analyst of the West Covina Unified School District (Foothill Consortium LEA) will make Clear Credential recommendations to the CTC for all Candidates who have been verified by the Foothill Consortium Director and approved by the Foothill Consortium Advisory Board. All credential recommendations are provided solely by persons who are current employees of West Covina LEA, the California Commission on Teacher Credentialing (CCTC) approved institution.
7. All Induction Candidates participate in Colloquium at the end of the year, sharing experiences of professional growth and student achievement.

Roles & Responsibilities

Candidate

As stated in the Candidate MOU, the Induction Candidate shall...

1. Review the Program Handbook available on www.inductionsupport.com under Resources to ensure I have a full understanding of all program requirements, processes, and procedures.
2. Complete an entrance interview with the Foothill Consortium Director upon initial enrollment in the program.
3. Ensure on an on-going basis that all information on my InductionSupport.com profile is complete and up-to-date.
4. Attend the Induction Program Orientation. This is the first official day of enrollment.
5. Collaborate with my Mentor to develop an ILP within 60 days of enrollment.
6. Participate in a Triad Meeting with my Mentor and Site Administrator at least once a year.
7. Maintain and submit an evidence-based portfolio according to Milestone timelines and requirements. This portfolio shall be aligned to my ILP, and it shall demonstrate my progress towards mastery of the CSTP.
8. Review all Milestone formative feedback and make any requested revisions in a timely manner.
9. Participate in at least three observations by my Mentor during the school year.
10. Develop a collaborative relationship with my Mentor and Foothill Consortium staff, characterized by openness, sharing and reflection.
11. Meet with my Mentor in person or virtually for, on average, one hour a week. I understand texting my Mentor does not count towards the hour a week of support.
12. Log in to InductionSupport.com at least once a week and complete all items in the Things to Do Box, which includes acknowledgement of weekly interaction logs.
13. Complete all Foothill Consortium requirements, assessments, and milestones in a professional, thorough, collaborative, and timely manner.
14. Attend all required Induction events as indicated on the Foothill Consortium Calendar.
15. Communicate with the Foothill Consortium Director, Office Manager, and my Mentor in a timely manner.
16. Ensure all tuition deadlines are met.
17. Attend Induction Colloquium to celebrate my accomplishments.

Roles & Responsibilities

Mentor

As stated in the Mentor Memorandum of Understanding, the Induction Mentor shall...

1. Ensure my teaching credential is active.
2. Participate as a Mentor for a minimum of two years.
3. Ensure all my information on the Induction Support Profile and Program Office records is complete and up-to-date on an ongoing basis.
4. Make initial contact with my assigned Candidate(s) within 72 hours of assignment.
5. Attend Orientation with my Candidate and assist them in completing and submitting an ILP within 60 days of program enrollment.
6. Arrange and lead a Triad Meeting with my Candidate and their Site Administrator to ensure site and district goals and initiatives have been reviewed prior to the development of the ILP.
7. Respect and maintain the trusting relationship between myself and my Candidate by not discussing Candidate performance or evaluative feedback with their site administrators.
8. Meet with my Candidate for, on average, one hour a week for individualized, job-embedded support and just-in-time support based on ILP goals. This includes a consistent reflection on the effectiveness of instruction, feedback on instruction, modeling, analysis of data, and the use of data to inform the repeated cycle of planning and instruction. I understand one hour a month may be virtual conferencing (such as Zoom or Google Meet) but texting does not count as interaction time.
9. Record all collaboration time on InductionSupport.com when the meeting occurs.
10. Attend on time, for the duration of, and actively participate in all FCIP trainings, Collaboratives, and Colloquium.
11. Assist my Candidate with fulfilling all Induction program requirements and milestones in a professional, collaborative, and timely manner. This includes reviewing all Milestones prior to submission and supporting my candidate with any feedback received.
12. Conduct classroom observations a minimum of 3 times each year and provide specific, timely feedback to my Candidate.
13. Assist my Candidate in arranging an observation of exemplary teaching practice if requested.
14. Assist my Candidate in connecting with and becoming part of the larger professional learning community.

15. Communicate with Foothill Consortium Director should concerns develop related to Candidate-Mentor pairing.
16. Complete all program requirements and respond to program office communication in a timely manner.

Roles & Responsibilities

Site Administrator

In order to ensure alignment of the Induction experience to site and district initiatives, the CCTC requires Induction programs to engage with the site administrators of Candidates. As stated on the Site Administrator Memo of Understanding, Foothill Consortium requests site administrators to:

- 1) Participate with Mentors and Induction Candidates during Triad Meetings at least once per year to provide input on site and district initiatives.
- 2) Review relevant site details with Induction Candidates including, but not limited to: site procedures & expectations; curriculum & instruction polices and resources; safety policies and procedures.
- 3) Approve release time for Mentors and Induction Candidates for observation experiences and collaborative conversations.
- 4) Respect and maintain the trusting relationship between the Mentor and the Candidate. Induction is not evaluative, and Site Administrators should not solicit feedback from Mentors on Candidate performance.
- 5) Contact the Mentor and/or Program Director should additional support be recommended to ensure Candidate success.
- 6) Validate the time required for Induction by limiting adjunct responsibilities for both Mentors and Candidates.
- 7) Provide feedback to Foothill Consortium through periodic administrator surveys.
- 8) Attend Colloquium in May to celebrate the successful completion of your Candidate's Induction year.

Program Policies

Admittance Requirements

To be admitted into Foothill Consortium Teacher Induction Program, teachers must hold a valid preliminary multiple subject, single subject or Education Specialist credential. Although prospective Candidates do not need to be employed full time, they must be a contracted teacher of record. Verification of these admittance requirements is done in collaboration with the Candidate's Human Resources Department.

All candidates holding a Preliminary Credential are eligible to participate in the Foothill Consortium California Teacher Induction Program regardless of race, religion, color, national origin, ancestry, age, marital status, pregnancy, mental disability, physical disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, sexual orientation, or any other characteristic protected by state or federal law.

Attendance

Candidates must attend, be on time for, and stay for the duration of all required Foothill Consortium meetings.

Grievance Policy

Mentors and program staff make every effort to ensure Candidates' successful program completion and recommendation for the Clear Credential. Candidates participate in progress monitoring activities throughout the year. Year 1 portfolios are reviewed to make formative suggestions to support collaboration in Year 2. The Foothill Consortium Advisory Board reviews all Year 2 portfolios to determine a candidate's satisfactory progress toward mastery of the CSTP and authorize the Clear Credential recommendation.

In the unlikely event a Candidate's submitted body of evidence is deemed lacking in any area of the CSTP, a Completion Plan will be developed for the Candidate by the Foothill Consortium Director (see Appendix). If the candidate disagrees with the decision made by the Advisory Board and/or the Foothill Consortium Director, the Candidate is required to submit a formal Letter of Appeal (found in appendix) to the Director.

Upon receipt of the Letter of Appeal, the Foothill Consortium Director shall:

1. Contact the Mentor for input on the Candidate's level of practice with regard to the CSTP.
2. Have the portfolio reviewed by two additional Advisory Board members, one of which will be a program Mentor holding the same credential type as the Candidate.
3. Hold a meeting with the Candidate and the Mentor to review the outcome of the second review.
4. Collaborate with the Candidate and the Mentor to develop a mutually agreed upon Completion Plan.
5. Submit a copy of a signed Completion Plan to the Candidate's site administrator and district Human Resources Department.

In the event the Candidate remains in disagreement with the outcome of the second review, and a mutually agreeable Completion Plan cannot be developed, the Candidate must submit a formal Letter of Appeal to the appropriate Consortium Assistant Superintendent Team representative. The Consortium Assistant Superintendent Team (CAST) will thoroughly review the dispute and render a final resolution. Consortium Assistant Superintendent Team Representatives are as follows:

Bonita Unified	Matt Wien
Charter Oak Unified	Debra Black
Claremont Unified	Kevin Ward
Glendora Unified	Virginia Kelsen
West Covina Unified	Mike Seaman
Out of Consortium	Kevin Ward

Intern Credential

Foothill Consortium supports teachers with a Preliminary Multiple Subject, Single Subject, or Education Specialist Credential. Should a teacher hold an Intern Credential, they may enroll in Foothill Consortium should they expect to receive a Preliminary Credential on or before January 1 of the academic year.

Personal Emergencies

Should the Candidate have a personal emergency that prevents them from satisfactorily participating in Induction, it is their responsibility to notify the Foothill Consortium Director immediately. The Director will work with the Candidate in modifying the timeline for completion of Induction without penalty.

Portfolio Requirements

Candidates will select due dates for Milestones within the window of dates provided and upload all required evidence on *InductionSupport.com*. Candidates should maintain copies of all documentation. The following are required evidence for the Portfolio:

1. Individualized Learning Plan -- Developed by Candidate and Mentor with guidance from program staff and in consultation with site administrator and guided by Preliminary Program Transition Plan.
2. Self-selected evidence demonstrating Candidate's progress towards mastery of the CSTP.

All submissions must be reviewed by the Mentor prior to Candidate submission.

Induction Candidates should check Milestone Reports regularly on *InductionSupport.com* to make sure everything has been received and reviewed. If any Milestones are marked as "Resubmit", the feedback from Foothill Consortium leadership will guide the Candidate and Mentor on next steps. Unsatisfactory completion of portfolio requirements may result in an extension of Induction into the next school year.

Portfolio Verification Process

Candidate competency is measured through assessment of Candidate's progress towards mastery of the CSTP. Evidence must reflect: learning and professional growth goals in the ILP and candidate's successful completion of ILP activities. Per the CCTC, Induction programs must verify Candidates have satisfactorily completed all program activities/requirements, and programs must document the basis on which the recommendation for the Clear Credential is made. Verification must be based on a review of observed and documented evidence, collaboratively assembled by the Candidate, the Mentor and/or other colleagues, according to program design. The following outlines the verification process for Foothill Consortium:

1. Year 1: Program leadership reviews all documents uploaded and feedback is provided. At the conclusion of the year, program leadership meets with all Candidates to discuss recommendations for Year 2. Candidates share a reflection with evidence at Colloquium.
2. Year 2: Program leadership reviews all documents uploaded and feedback is provided. At the conclusion of the year, Candidate participates in a Submission Interview with a Mentor team that does not include their own Mentor. Candidate will share evidence related to their growth as a teacher. Candidate will also meet with program leadership to ensure all program requirements have been met. Candidates successfully completing the Submission Interview and who have met all program requirements will have their portfolio reviewed by an Advisory Board

member from a district other than their own. Should this individual determine all requirements are met, a recommendation will be made for advancement to Clear Credential.

Reassignment Policy

If at any time the pairing between the Induction Candidate and Mentor is perceived to be ineffective, this pairing may be revised. These procedures outline the process should the Candidate, Mentor, and/or Foothill Consortium Director perceive an ineffective pairing between Candidate and Mentor:

Procedures:

1. Should a concern arise, the Candidate and/or Mentor should attempt to resolve the concern with one another through open, honest discussion. If this is not possible or does not resolve the concern, it is the responsibility of the Induction Candidate and/or Mentor to alert the Program Director of concerns regarding the match as soon as possible.
2. The Director will determine if the concern can be resolved. This may include a triad meeting between the Candidate, Mentor, and Director or a collaborative dialogue between the Director and the concerned party.
 - a) Should a collaborative dialogue occur, it is the responsibility of the concerned party to readdress their concerns with the Director if concerns continue.
 - b) Should a triad meeting occur, the Director shall facilitate a collaborative conversation with mutually agreed upon solutions. The Director will monitor agreed upon solutions to ensure an effective pairing.
3. If it is determined by the Director that a Reassignment is in the best interest of the Induction Candidate and/or the Mentor, the Director will reassign the Induction Candidate to a new Mentor. A triad meeting will be held between the Induction Candidate, the new Mentor, and the Director to ensure a clear understanding of the Candidate's ILP and professional growth goals, as well as program requirements and expectations. The Director will monitor the new pairing to ensure effectiveness.

Record Retention

At the end of each year, Foothill Consortium provides Verification of Completion documents to each Candidate's Human Resources office. These records are kept on file per each participating district's record retention policy. The Foothill Consortium office maintains records for five years, at which time records are destroyed. All records are kept securely in locked cabinets.

Substitute Arrangement Policy

Each Mentor may request up to two half day subs or one full day sub each school year to observe Candidates. Each Candidate may request one half day sub day each year to observe exemplary teachers. Subs should be requested through the Substitute Request link on www.inductionsupport.com.

Mentors: It is best to schedule a half day sub if possible, as this will provide you with more release time. If you have multiple Candidates, please schedule observations on the same day.

Candidates: If you need time to work on Induction program requirements, please contact the Foothill Consortium Director to arrange this.

Substitute Teacher Participation

Foothill Consortium supports teachers with a Preliminary Multiple Subject, Single Subject, or Education Specialist Credential who are the teacher of record. Substitute teachers are eligible for participation if they are guaranteed to be the teacher of record for the duration of the academic year (e.g., multiple long term substitute assignments or job share with at least one day a week as teacher of record). The decision for the substitute teacher to participate in Induction will lie with the Assistant Superintendent of the recommending district.

Transcripts

All Candidates will receive a Verification of Completion at the end of the year should the Portfolio be approved by the Advisory Board and should all payments and program requirements be satisfactorily met.

Tuition

Foothill Consortium tuition is determined by the Foothill Consortium CAST each year. Each Candidate will select their own payment plan and must notify the Program Office should they need to modify their payment plan. Should payments not be made by the date selected by the Candidate, a \$25 late fee will apply. Should a Candidate withdraw from the program, they are responsible for a prorated tuition that is determined from the date of enrollment through the end of the month of the withdraw date. Tuition must be paid in full by February 15th of the program year. Foothill Consortium will notify the Candidate's employer should payment not be made in full by February 15th.

Unsatisfactory Progress/Participation

Should it be determined that the Candidate is not making satisfactory progress or is not satisfactorily participating in the program, Foothill Consortium staff will work with the Candidate to provide remedial support. This may include the development of a Completion Plan (see Appendix). Should progress and/or participation not improve, the Program Director will work with the Candidate's home district to counsel and advise the Candidate or collaborate to determine whether the Candidate will be dropped from the program with no refund of tuition.

A Candidate's failure to attend any required meeting or to submit any required documentation/evidence may result in an extension of Induction at the Candidate's expense.

University Graduate Credit

Master's Degree units from Whittier College are available for Candidates who satisfactorily complete program requirements for the year. Registration information and forms are available under "Resources" on *InductionSupport.com*. Whittier College offers 6 units per year during participating years only. Units may not be earned retroactively.

InductionSupport.com

InductionSupport.com is the Foothill Consortium website where participants will find the latest news and updates, Candidate online portfolios, event registration, assessments, resources and Mentor logs. *InductionSupport.com* should be checked **weekly**.

Calendar

When you select the **CALENDAR** tab on the left toolbar, you will find all of your registered and unregistered events. If you need to cancel an event, open the event and select **Cancel**. Events listed as "My Unregistered Events" may be required events, so view each one to ensure you are complying with all program Milestones.

Assessments

The **ASSESSMENTS** tab is where you will find program related surveys. There will be at minimum one mid-year and one end of year survey. All assessments are required.

My Profile

At the beginning of each year, you need to update your Profile. On *InductionSupport.com*, select **MY PROFILE** on the left toolbar. There are four sections to review and edit. You do this by selecting the blue **EDIT** button on the right.

Section 1	<ul style="list-style-type: none">• Verify we have your correct district and school.• Check the spelling of your name.• Email: The primary email should be your DISTRICT email. The Alternate Email is optional and can be a personal email.• Change your password. The password is visible to program staff so please do not choose a confidential password.• Select UPDATE when done.
Section 2	<ul style="list-style-type: none">• Verify we have your correct mailing address.• Verify or add your school phone number (Work Phone).• Verify or add your Home Phone and Mobile Phone. It is okay if these two numbers are the same.• Select UPDATE when done.
Section 3	<ul style="list-style-type: none">• Verify we have your correct position and grade level.• Select the university where you completed your preliminary credential.• If you teach Dual Immersion, select "Yes" for ESL/Bilingual.• Select UPDATE when done.
Section 4	This is demographic information required by the state. <i>This is entirely voluntary.</i> If you choose not to answer, your answers will be recorded as "Decline to State." <i>Program Staff cannot view your responses.</i> If you choose to answer these questions, select UPDATE when done.

Logs (Interaction Verification)

After meeting each week, Mentors and Induction Candidates must complete on-line logs to verify collaborative time. **An average of 1 hour per week must be verified.**

Each week Mentors will:

1. Log on to *InductionSupport.com* and click the tab on the left: **MY CANDIDATES**.
2. Select the name of the Induction Candidate(s) from the list of teachers.
3. Chose **Input New Log** on the right.
4. Choose at least one Discussion/Activity topic. You may also record any meeting notes (optional).
5. Click **Save**. No changes can be made to the logs after this point.
6. Induction Candidates then receive a notice on their homepage when they log onto *InductionSupport.com*. They are informed that there are Mentor Logs available for review and verification. **The logs are not officially recognized without this verification.**
7. Mentor Logs are reviewed monthly by Foothill Consortium leadership.

Milestones

All evidence of progress is submitted via Milestones.

1. The first step is to save your evidence electronically in one location. Each Milestone requires the ILP to be uploaded as well as evidence supporting the ILP. Files should be saved per the labels specified on the ILP. Holding the "Ctrl" key, select all of the evidence documents you wish to upload. While holding "Ctrl," right click and select "Compressed (zipped) Folder." This creates one folder you can upload.
2. Select **MILESTONES** on the left toolbar.
3. Find the Milestone you are submitting and select it.
4. Select the **Select Document for Upload** button. Browse to find your zip folder and select it. Then, select the **Upload Document** button.

Continue to monitor your "Things to Do" box for feedback on your submission. If you are asked to "Resubmit", follow the directions given by the reviewer and then repeat the directions above.

Resources

Here you may find resources to support you with Induction. Once you select **RESOURCES**, select "Download Files" to review any Resources available.

Event Registration

Induction Candidates and Mentors **must** register in advance on *InductionSupport.com* for all professional development, Orientations, Collaboratives, Mentor meetings, or other Induction events. There are often attendance limits, so **register as early as possible** to ensure you can attend the event at your preferred location and time.

If for any reason Induction Candidates or Mentors cannot attend and have previously registered, they can select **Cancel** until the registration window closes. Once the registration window closes, you must contact the Program Office to cancel or reschedule registrations.

To Register:

1. Log on to *InductionSupport.com*. Click on your "Things to Do" box on the top right corner.
2. Find the event you want to register for. Select **Register**.
3. You will receive a confirmation the day before the event.

**Foothill Consortium
Induction Program**

Program Staff

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West Covina Unified: Michelle van der Goes
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Glossary of Common Terms

Advisory Board	The Advisory board consists of Assistant Superintendents, Principals, and Mentors from each of the Foothill Consortium participating districts as well as representatives from IHE's. The Advisory Board advises FCIP leadership on program goals, processes, and procedures. They review and approve all Year 2 Portfolios.
CAST	Consortium Assistant Superintendent Team. The CAST has one Assistant Superintendent representative from each participating district. They provide oversight of Foothill Consortium.
Collaboratives	Candidates or Mentors meeting in groups to identify and discuss common goals, teaching strategies and challenges. This includes professional development and problem solving.
Continuum of Teaching Practice	A self-assessment tool for the six standards of the teaching profession. Induction Candidates use this to assess their teaching practice, identify areas of strength and growth.
Candidate	Induction Candidate, who holds a Preliminary Credential and then earns the Clear Credential through the Induction process.
CCTC	California Commission on Teacher Credentialing
CSTP	California Standards for the Teaching Profession. Six state standards identifying what every teacher needs to know and should be able to demonstrate.
ECO	Early Completion Option. Candidates who meet the qualifications for Early Completion complete all Induction requirements on an accelerated path.
Enrollment	Enrollment is defined by Foothill Consortium as Orientation. Orientation is held the week prior to the start of the school year. Enrollment for Candidates beginning after Orientation is defined by the date the FCIP office receives their enrollment application.
IHE	Institution of Higher Education (colleges and universities)

ILP	Individual Learning Plan, the Induction foundational document identifying Induction Candidate growth goals based on all six standards of the CSTPs.
InductionSupport.com	Consortium website used for program news and updates, professional development registrations, assessment completion, and online discussions.
Inquiry	The process by which Candidates examine one aspect of teaching or student learning in order to gain a deeper understanding of the topic. An analysis of teaching practice and relevant data and examination of how it affects student learning.
LEA	Local Education Agency. For Foothill Consortium, the LEA is West Covina Unified.
Mentor	A Mentor teacher is trained in Induction processes and mentoring skills/strategies. They are assigned to support Induction Candidates in the first two years of teaching. Mentors are assigned within 30 days of a Candidate's enrollment.
MOU	An MOU, or Memorandum of Understanding, is an agreement between parties. Foothill Consortium holds an MOU with each participating district, each teacher Candidate, each Mentor, and each site administrator of a participating teacher Candidate. Each MOU outlines the roles and responsibilities of each party.
Triad Meeting	A meeting between the Induction Candidate, Mentor and site administrator held at the beginning of the school year to review the responsibilities of all stakeholders, school policies, and professional growth goals.

Appendix

Completion Plan

Candidate Name _____

To support the above-named candidate in successfully demonstrating growth towards mastery within all 6 CSTP, their Teacher Induction Program has been extended until:
_____.

Focus CSTP

Note each CSTP where growth has not been demonstrated.					
CSTP 1	CSTP 2	CSTP 3	CSTP 4	CSTP 5	CSTP 6

Support Plan

Coaching _____

Resources _____

Professional Development _____

Agreement

- I agree to this plan of action. I understand there is an additional _____ program fee.
- I disagree with this plan of action and will submit a letter of appeal.
- I disagree with this plan of action and withdraw from the program.

Candidate Signature _____

Program Director Signature _____

Progress Monitoring Report

Candidate Name _____

Year 1

Milestones	CSTP Focus	Level	Date	Resubmit Level	Resubmit Date	Comments
Milestone 1						
Milestone 2						
Milestone 3						
Milestone 4						
Milestone 5						

**Level 3 required by Milestone 5*

Program Requirements	Required	Midyear	End of Year
Logged Interactions	40 hours		

Benchmark Evaluation (Year 1)

Candidates must demonstrate progress towards Mastery of the CSTP. Evidence from the Candidate's Milestone Submissions, as certified by the Mentor, demonstrate the following growth:

	CSTP 1	CSTP 2	CSTP 3	CSTP 4	CSTP 5	CSTP 6
BOY						
EOY						

This candidate's progress towards mastery of all 6 CSTP was reviewed and feedback was provided on next steps to ensure successful completion of Teacher Induction.

	Midyear Meeting (optional)	End of Year Meeting
Candidate Signature		
Mentor / Lead Signature		
Director Signature		

PROGRESS MONITORING REPORT

Candidate Name _____

Year 2

Milestones	CSTP Focus	Level	Date	Resubmit Level	Resubmit Date	Comments
Milestone 1						
Milestone 2						
Milestone 3						
Milestone 4						
Milestone 5						

**Level 3 required by Milestone 5*

Program Requirements	Required	Midyear	End of Year
Logged Interactions	40 hours		

Benchmark Evaluation

Candidates must demonstrate progress towards mastery of the CSTP. Evidence from the Candidate's Milestone Submissions, as certified by the Mentor, demonstrate the following growth:

	CSTP 1	CSTP 2	CSTP 3	CSTP 4	CSTP 5	CSTP 6
BOY (Year 1)						
EOY						

This candidate's progress towards mastery of all 6 CSTP was reviewed and feedback was provided on next steps to ensure successful completion of Teacher Induction.

	Midyear Meeting (optional)	Exit Interview
Candidate Signature		By signing below, we agree the candidate has demonstrated growth towards mastery in all 6 CSTP and may advance to the Submission Interview.
Mentor / Lead Signature		
Director Signature		