



fresno county
superintendent of schools
Jim A. Yovino, Superintendent

I, the undersigned Superintendent of the Fresno County Office Superintendent of Schools (FCSS) agree to continue to sponsor the FCSS General Education Teacher Induction Program, Education Specialist Teacher Induction Program, and Administrative Services Clear Induction Program. As required, this letter of verification is being submitted as evidence that this Local Educational Agency (LEA) shall adhere to the following requirements of the Commission on Teacher Credentialing (CTC) in order to sponsor the above listed programs.

GENERAL INSTITUTIONAL PRECONDITIONS FOR ALL PROFESSIONAL PREPARATION PROGRAMS

Precondition 1: Accreditation and Academic Credit

I verify that FCSS agrees to sponsor the FCSS General Education Teacher Induction Program, Education Specialist Teacher Induction Program, and Administrative Services Induction Programs.

Precondition 2: Enrollment and Completion

Once a candidate is accepted and enrolls in an educator preparation program, FCSS will offer the approved program, meeting the adopted standards until the candidate, completes the program; withdraws from the program; is dropped from the program based on established criteria; or is admitted to another approved program to complete the requirements. Our office will support any transition necessary to allow for minimal disruption, for each applicable authorization in the event the program closes. In the event one of our programs ceased to operate, an individual transition plan would be developed with each candidate.

Precondition 3: Responsibility and Authority

The FCSS assures that there is an identified position within the organization that is responsible for ongoing oversight for all educator preparation programs offered by this institution. As a result of department structures within Fresno County Superintendent of Schools, the Teacher Induction programs are designated under the Human Resources division and the Clear Administrative Services Credential is designated under Curriculum and Instruction. The identified co-individuals are Tannon Pafford, Teacher Induction Director and Brad Huebert, Leadership Director. Collaboration between programs is ensured through multiple joint planning and unit meetings held throughout the year. Also as a result of department structures, the Credentials department is housed under the Human Resources Division and facilitates all credential recommendations in cooperation with the Induction programs.

(Organizational Chart)

Precondition 4: Lawful Practices

I verify that all personnel decisions in FCSS are made without unlawful discrimination. The Fresno County Superintendent of Schools does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. Upon hire, all employees review and sign ([Annual Employee Notifications](#)). The policies are reviewed with the employee by the HR Department. These policies are reviewed and signed on an annual basis by every employee. Within the Annual Employee Notifications, a [Prohibition of Employee Harassment: Discrimination, Physical, Gender, Psychological and/or Sexual Harassment](#) policy is included.

Precondition 5: Commission Assurances

I verify that the program will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission. FCSS Induction programs will fully cooperate in program evaluation by an external team or a monitoring of the program by a Commission staff member. FCSS Induction programs agree to fully participate in the Commission's accreditation system.

Precondition 6: Requests for Data

I confirm that FCSS shall identify a qualified individual responsible for reporting and responding to requests from the Commission for data including but not limited to, program enrollments, program completers, examination results, and state and federal reporting within the time limits specified by the Commission. The identified individual is Manjit Singh, Program Manager II.

Precondition 7: Veracity in all Claims and Documentation Submitted

I positively affirm that all statements and documentation submitted to the Commission will be based on factual information. I understand that evidence of a lack of veracity will be a cause for stipulations from the COA for our currently approved induction programs.

Precondition 8: Grievance Process

I certify that FCSS has clearly delineated grievance processes for candidates and applicants within the FCSS Induction Programs. This information is made accessible to all candidates and applicants. Candidates are provided this information at beginning of the year orientations.

Precondition 9: Faculty and Instructional Personnel Participation

I certify that the FCSS Induction Personnel are not in the Department, School or College of Education and therefore are exempt from this requirement.

Precondition 10: Communication and Information

I certify that the FCSS Induction programs will provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs. All admissions information is made public and available on the corresponding webpages.

CASC: <http://www.fcoe.org/departments/casc/casc-program-guidelines-and-requirements>

Teacher Induction: <http://induction.fcoe.org>

Precondition 11: Student Records Management, Access, and Security

I certify that the FCSS Induction programs will maintain and retain student records in accordance with the institution's record retention policy. Candidates and graduates will have access to their records and transcripts upon request, records will be maintained at the main institutional site, and kept secure.

Precondition 12: Disclosure

I certify that the FCSS Induction programs will disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organizations will provide.

PROGRAM SPECIFIC PRECONDITIONS**Precondition 1: Demonstration of Need**

I certify that there is a need for the FCSS Induction Programs. We currently offer Induction Programs for over 33 school districts within and around Fresno County ([District Participation Chart](#)). These school districts do not have their own approved induction programs and therefore rely on FCSS to provide the programs in order to properly credential their teachers and administrators.

Precondition 2: Practitioners' Participation in Program Design

I certify that at the time of program development practitioners in the credential category have participated actively in the design of the program. Program is designed to collect information about philosophical orientation, educational goals, and content emphases throughout the year from program participants. This data is considered, as program is further developed to meet the needs of participants.

Precondition 3: Basic Skills Requirement

I certify that all candidates participating in any FCSS Induction programs have completed CBEST and/or BSR requirements. These are requirements for Preliminary Credentials and all induction participants are required to have a Preliminary credential for program enrollment.

Precondition 4: Certificate of Clearance

I certify that all candidates in the FCSS Induction programs are employed and therefore hold a Certificate of Clearance or have met requirements of the Commission to hold a Preliminary Credential, which is required for participation in all FCSS Induction Programs.

GENERAL EDUCATION INDUCTION PROGRAM

Precondition 1:

I certify that the FCSS General Education Teacher Induction Program is designed as a two-year, individualized, job embedded, system of mentoring support and professional learning that begins in the teacher's first year of teaching. This information is made available on the Teacher Induction website (<http://induction.fcoe.org>) and during program orientation. (Agenda) The 2-year design is also communicated to all district superintendents and district administrators during annual district visits. (Agenda)

Precondition 2:

I certify that mentors in the FCSS General Education Teacher Induction Program are assigned within the first 30 days of the participant's enrollment in the program. In collaboration with site administrators and or district personnel, the mentors are matched according to the participating teacher's grade level and/or subject area, as appropriate to the participant's employment. Induction Coach Nomination requirements are discussed annually with district Superintendents and all Site Administrators during district visits. The Induction Coach Nomination form is provided and reviewed. Administrators nominate potential Induction coaches for Induction Staff to review and approve. As noted on the ([Nomination form](#)), Site Administrators, who know their staff and the context of each teaching assignment, select Induction Coaches according to the specific criteria established by the program. FCSS Teacher Induction reserves the right to select and retain only those Induction Coaches who are effective, as measured by multiple sources of evidence, including feedback from the site administrator and each Participating Teacher. ([Site Administrator Roles and Responsibilities](#))

Precondition 3:

I certify that each participating teacher will receive an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor. All support provided would be documented by Induction Coaches on Monthly Collaboration Logs. Induction staff and Digital Portfolio Readers will verify logs. ([Monthly Collaboration Log](#))

Precondition 4:

I certify that goals for each participating teacher will be developed within the context of the [Individualized Learning Plan](#) (ILP) within the first 60 days of the teacher's enrollment in the program. This will be accomplished during the initial orientation of the year, which the participating teacher and induction coach attend together. (ILP) Orientations occur within the first 6 weeks of the school year and attendance is mandatory by the PT and the Coach. (Agenda)

Precondition 5:

I certify that the Individual Learning Plan will be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes. Induction staff will meet with site administrators and clarify their role in the development of the ILP and the purpose of it.

Precondition 6:

I certify that the FCSS Teacher Induction program will make available and advise participants of an Early Completion option for "experience and exceptional" candidates who meet the established criteria. Criteria are discussed with all participants at the initial orientation of the year and resources to apply are posted on Digital Portfolio. ([ECO Application](#)) (Agenda)

CLEAR EDUCATION SPECIALIST INDUCTION PROGRAM

Precondition 1: Clear Education Specialist Program Admission

I certify that the Fresno County Superintendent of Schools shall determine, prior to admission to the credential program, that each candidate possesses a valid Preliminary Education Specialist Credential. A [Notification of Eligibility](#) is submitted as evidence to support this certification.

Precondition 2: Professional Development

The Fresno County Superintendent of Schools confirms that a process for developing a written Individual Induction Plan for professional development in consultation among the candidate, employer, and the Clear Education Specialist Induction Program exists.

Precondition 3: Clear Education Specialist Program Support Providers

I verify that the program has a support provider selection process with established criteria. The assigned support provider must not be the teacher's supervisor or principal. Each individual must hold an appropriate California special education teaching credential or have equivalent professional background and experience. The [Principal's Nomination of Induction Coach](#) is submitted as evidence to support this certification.

Precondition 4: Assignment of Program Support Providers

In order to provide purposeful support, the Fresno County Superintendent of Schools ensures that a support provider will be assigned to each beginning teacher enrolled in the program within 30 days of initial participation in the program. ([Site Administrator Roles and Responsibilities](#)) Participating teachers and induction coaches will begin developing the participating teacher's [Individual Induction Plan](#) (IIP) at the initial orientation of the year.

Precondition 5: Individual Induction Plan

I certify that every effort will be made that the Individual Induction Plan will be developed within 60 days of employment. Participating teachers and Induction coaches sign up for an initial orientation, which occurs during the beginning of the school year. During this orientation, teachers and coaches will develop an Individual Induction Plan.

Precondition 6: Clear Education Specialist Completion of Requirements

I certify that the Fresno County Superintendent of Schools, as the sponsoring institution for the Fresno County Superintendent of Schools Clear Education Specialist Induction Program, understands that each candidate must be placed in an appropriate setting conducive to demonstrating effective teaching as described in Clear Education Specialist Credential Standards 4 through 7.

ADMINISTRATIVE SERVICES CLEAR INDUCTION PROGRAM

Precondition 1: Prerequisite Credential

I confirm that the Fresno County Superintendent of Schools shall assess each candidate's standing in relation to the eligibility criteria for enrollment in the Administrative Services Clear Induction Credential Program. The program admits only those candidates who hold a valid Preliminary Administrative Services Credential. (Education Code Section 44270.1(a)(1) and Title 5 of the California Code of Regulations section 80054(d)(1).

Precondition 2: Initial Employment Requirement

I certify that the Administrative Services Clear Induction Credential Program staff shall determine, prior to admission to the credential program, that the candidate is employed in a full or part-time position requiring an administrative credential as defined in Title 5 of the California Code of Regulations section 80054(a)(6), section 80054(g)(1). (Education Code Sections 44270(a)(4). The candidate District is submitted as evidence to support this certification. (See [Attachment A](#))

Precondition 3: Individual Induction Plan

I verify that the Administrative Services Clear Induction Credential Program offered by the Fresno County Superintendent of Schools shall, in collaboration with the candidate, employer, and program representative, provide for the development of a written individualized program of professional development activities. (Education Code Section 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(1). The attached Individualized Mentoring Plan is submitted as evidence. (See [Attachment B](#))

In addition to the Commission's General Preconditions, as well as, Preconditions 1, 2, and 3, the Fresno County Superintendent of Schools shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirements established in California State laws, regulations, and/or Commission policy.

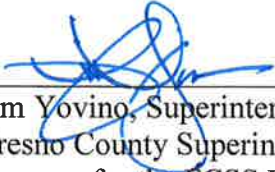
Precondition 4: Administrative Experience Requirement

I certify that Fresno County Superintendent of Schools as the sponsoring institution for the Administrative Services Credential Clear Induction Program, understands that prior to recommending a candidate for the clear credential, the program is required to verify that the individual has completed a minimum of two years of successful experience in a full-time administrative position in a public school or private school of equivalent status while holding the preliminary Administrative Services Credential. The Credential Recommendation Final Verification of Employment & Experience is used to demonstrate the way in which completion of the Clear Administrative Services Credential Clear Induction Program is confirmed for each candidate. (Education Code Section 44270.1 (a)(2) and Title 5 of the California Code of Regulations section 80054(g)1 and 80054(g)2(b).

Precondition 5: Completion of Requirements

I certify that Fresno County Superintendent of Schools, as the sponsoring institution for the program, understands that, prior to recommending a candidate for the clear Administrative Services Credential, the program is required to verify that the individual has met all established program completion requirements. The Notification of Completion of the CASC

Program is used to demonstrate that the completion of the program is monitored and documented for each candidate. (Education Code Sections 44270.1 (a)(3) and Title 5 of the California Code of Regulations section 80054(d)(3J(a)).



Jim Yovino, Superintendent of Schools
Fresno County Superintendent of Schools
Sponsor for the FCSS Induction Program