

**Colorado Dept. of Education (CDE)
Office of Professional Services and Educator Licensing (OPSEL)**

INDUCTION PROGRAM TEMPLATE FOR TEACHER AND/OR SPECIAL SERVICES PROVIDER

The following Induction Proposal (IP) template is an informational guide to use when submitting the necessary Induction information to CDE for evaluation of a School district and/or entity Induction Program. Please follow these steps in sequence to avoid any delay in processing an Induction Proposal. *(This is a PDF fillable form. Tab to any position and type. Upon completion save a copy to your PC and combine with the Induction Proposal).*

Directions:

1. Review the entire package (template, standards, etc.) of the attached background materials before you begin.
2. Begin by completing Page 1 (cover sheet information), continue and complete Page 2 and Page 3. Attach these pages as the introduction to the proposal.
3. Combine and attach all required information, including all relevant supporting documentation/evidence, to indicate that all requirements for the Colorado Performance Based Standards/Elements have been met.
4. Submit the Induction proposal as a single PDF document with pages numbered and in the order to be presented to CDE at: lautenbach_b@cde.state.co.us

Type:	<input type="checkbox"/> School District	<input type="checkbox"/> BOCES	<input type="checkbox"/> Private	<input type="checkbox"/> Charter	<input type="checkbox"/> Other
Description of Other:					
Induction Program:	<input type="checkbox"/> Teacher	<input type="checkbox"/> Special Services Provider			
Length of Program:	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years	<input type="checkbox"/> 3 years		
Organization Name:					
Organization Mailing Address:					
Organization Address:	City:	State:	ZIP:	County:	
Organization Telephone & FAX:	Office:		FAX:		
Contact Name:					
Contact Telephone & FAX:	Office:		FAX:		
email address:					
Date:					

FOR IN-OFFICE USE ONLY (required documentation checklist)

- Information Data
 Standards
 Mentor Hours
 Mentor Teacher
 Qualifications
 Specifications of Program

Please use the following checklist to complete the Induction Proposal process:

In the order listed, please include the following information/attachments with your proposal:

- 1.** IP Expectations - Note: Please refer to the SBE's IP Rules (Listed in the Reference Guide, attached) and include:
 - The organization's goals for its IP - and their tie-in to the organization's overall goals.
 - The organization's measurable objectives for the IP (see IP Evaluation section, below).

- 2.** IP Program Description - including content and variations as specific to:
 - Newly-licensed Teachers/Special Services Provider
 - Veteran Teachers/Special Services Provider new to the organization.
 - Incoming out-of-state Teachers /Special Services Provider (either new or veteran).

- 3.** IP Committee/Administrator Selection - Please provide the organization's:
 - Selection process - as used to initially identify Committee Members/Administrators for its IP. (Why first identified?)
 - Selection criteria - as used to choose the organization's IP's Committee/Administrators (Bases for appointment).

- 4.** IP Mentor (if applicable) Selection/Training/Evaluation - Please provide the organization's:
 - Selection process - as used to initially identify potential mentors for its IP (...and who does this?)
 - Selection criteria - as used to choose the mentors for its IP (...and who does the selection?)
 - Mentor Training - as provided by: Teacher Special Services Provider Principal Administrator
 Other: _____
 - o Please include: A description of the organization's expectations of IP mentors;
 - o Pertinent/applicable rules, handbooks, required documentation/logs, other organizational guidance, for mentors;
 - o Guidance for observation of/consultation w/ Inductees by mentors (process, observation form(s)/rubric(s), etc.)
 - Mentor evaluation criteria - with any form/rubric(s) used (and identification of who does this).

- 5.** IP Inductee Pre-Information - Please provide any "pre-information" given Inductees re their IP (or include a sample):
 - The organization's IP goals and procedures, and its expectations of the Inductee within the IP.
 - The general types of district/school information, and knowledge and skills, to be provided to the Inductee in the IP.
 - The types of seminars/programs/sessions/activities/tasks, etc. that will be offered to or required of the Inductee.
 - A description of IP documentation and/or logs (...if required of the Inductee during the IP).
 - The process/criteria for evaluating the Inductee within the IP (e.g. who, what, how, when...)
 - The process/criteria for determining the Inductee's successful program completion and how it applies to licensing.

- 6.** IP Evaluation/IP Modification (SBE Rule 13.02) Please provide information to describe how the organization:
 - ...evaluates its ongoing Induction Program (e.g. who, when, how, what mechanisms/criteria...)
 - ...receives feedback on the IP and reviews the IP evaluation (e.g. who, when, how...)
 - ...determines, via its IP evaluation, that the IP's measurable objectives have been met and/or exceeded.
 - ...changes and/or modifies its IP - based on the IP evaluation and other factors (please describe).
 - ...determines if/that/how the IP has increased new-to-organization staff effectiveness.
 - ...specifically, determines whether/how the IP has had an identifiable and positive effect on Inductees' ability to meet/exceed its instructional objectives, and uses that information to modify its IP accordingly.

Induction Program Questions/Comments:
Barbara Lautenbach, Educator Licensing
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Office: (303) 866-6816
Email: lautenbach_b@cde.state.co.us

INDUCTION PROPOSAL INFORMATION

List the page location of the required information to be included in the Induction Proposal:

Colorado Performance Based Standards:

	Page
1. Standard One: Knowledge of Literacy	
2. Standard Two: Knowledge of Mathematics	
3. Standard Three: Knowledge of Standards and Assessment	
4. Standard Four: Knowledge of Content	
5. Standard Five: Knowledge of Classroom and Instructional Management	
6. Standard Six: Knowledge of Individualization of Instruction	
7. Standard Seven: Knowledge of Technology	
8. Standard Eight: Democracy, Educational Governance and Careers in Teaching	

Mentor Hours (list):

	Page

Qualifications of Mentor (list):

	Page

Specifications of Program (list only the title of training topics):

	Page
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	