

**Yuba City Unified School District  
Eligibility Requirements**

Eligibility Requirement	Required Information
<b>Criterion 1: Responsibility and Authority</b>	
<p>The institution clearly identifies the lines of authority and responsibility for any and all educator preparation programs within the institution and provides assurance that only those person(s) employed by the program sponsor will recommend individuals to the Commission for a credential or authorization.</p>	<p>a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity including educator preparation programs offered by extension divisions, if applicable.</p> <p style="text-align: center;"><b>Assistant Superintendent of Educational Services is responsible for ongoing oversight of all educator preparation programs offered by the Yuba City Unified School District. Pam Aurangzeb holds this position currently.</b></p> <p>b) Identify the individual and position within the organizational structure that will coordinate each educator preparation program sponsored by the entity. Include a description of the reporting relationship between this person(s) and (a). If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program.</p> <p style="text-align: center;"><b>An Induction Program coordinator will oversee and coordinate each educator preparation program sponsored by the Yuba City Unified School District. The Induction Program coordinator will be under the direct supervision of the Assistant Superintendent of Education Services who reports to Doreen Osumi, Superintendent.</b></p>

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	<p>c) Provide an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for program delivery. Ensure that these charts depict lines of authority.</p> <p><b>The Yuba City Unified School District Induction Program (YCUSDIP) will be organized under the educational services branch within the Yuba City Unified School District. <a href="#">YCUSD Organizational Chart</a></b></p> <p><b>The YCUSD Induction Program will be organized according to the YCUSDIP Organizational Chart. The Assistant Superintendent of Educational Services reports directly to the Superintendent. The Induction Program coordinator reports to the Assistant Superintendent and serves as the leader for the induction mentors, both for general education and special education. <a href="#">YCUSDIP Organizational Chart</a></b></p> <p>d) Provide assurance to ensure that duties regarding credential recommendations are not delegated to persons other than employees of the Commission approved institution.</p> <p><b>The Yuba City Unified School District guarantees that duties regarding credential recommendations are performed only by employees of the Yuba City Unified School District. <a href="#">Assurance</a></b></p> <p>e) Provide assurance that those individuals identified as responsible for credential recommendations will participate in Commission training related to the recommendation process.</p> <p><b>The Yuba City Unified School District assures that those who are responsible for making credential recommendations will participate in Commission training related to the recommendation process. <a href="#">Assurance</a></b></p>

Eligibility Requirement	Required Information
<b>Criterion 2: Lawful Practices</b>	
<p>A program of professional preparation must be proposed and operated by an entity that makes all personnel decisions regarding the employment, retention or promotion of employees without unlawful discrimination. The entity must make all decisions regarding the admission, retention and graduation of students without unlawful discrimination.</p>	<p>a) A copy of the institution’s policies governing personnel decisions including employment, retention, and promotion (employee handbook, recruiting materials, or other published personnel materials) that include reference to an unlawful discrimination policy.</p> <p><b>As stated on the Yuba City Unified School District website on the Board Policies tab <a href="#">Board Policy 4030</a> and in Administrative Regulations <a href="#">Administrative Regulations Policy</a>, the Governing Board is determined to provide district employees, interns, volunteers, and job applicants a safe, a positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. No district employee shall be discriminated against or harassed by any co-worker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.</b></p> <p>b) A copy of the institution’s policies related to candidate admissions, retention, and graduation (candidate handbook, website, or other materials) that include reference to an unlawful discrimination policy.</p> <p><b>As indicated on the <a href="#">YCUSDIP Website Nondiscrimination Policy</a>, the Yuba City Unified School District’s Induction Program, in accordance with applicable Federal and State Law and District policy, does not unlawfully discriminate against candidates in relation to admissions, retention and graduation. The YCUSD website has been drafted and will house the eligibility requirements when they are ready to go before the Commission. A hyperlink to the eligibility requirements will be provided for the agenda item. The website will continue to be developed along with the induction program.</b></p>

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<b>Criterion 3: Commission Assurances and Compliance</b>	
<p>The institution assures all of the following:</p> <ul style="list-style-type: none"> <li>a) That there will be compliance with all preconditions required for the initial program(s) the institution would like to propose (General and program specific preconditions for proposed programs must accompany this document)</li> <li>b) That all required reports to the Commission including but not limited to data reports and accreditation documents, will be submitted by the Commission approved entity for all educator preparation programs offered including extension divisions.</li> <li>c) That it will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.</li> <li>d) That the sponsor will participate fully in the Commission’s accreditation system and adhere to submission timelines.</li> <li>e) That once a candidate is accepted and enrolled in the educator preparation program, the sponsor will offer the approved program, meeting the adopted standards, until the candidate; <ul style="list-style-type: none"> <li>i. Completes the program;</li> <li>ii. Withdraws from the program;</li> <li>iii. Is dropped from the program;</li> <li>iv. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization in</li> </ul> </li> </ul>	<p><b>Please see <a href="#">Assurances</a> for every area identified in the criterion.</b></p> <ul style="list-style-type: none"> <li>a) A statement of assurance from institutional leadership that the institution will be in compliance at all times with all relevant preconditions for the programs it will offer. <p><b>The Yuba City Unified School District will comply with all preconditions required for a general education and education specialist induction program. General and program specific preconditions for the proposed program will accompany this document when submitted for Initial Program Approval.</b></p> </li> <li>b) A statement of assurance from institutional leadership that the institution will provide all required data reports, including but not limited to data reports and accreditation documents. <p><b>The Yuba City Unified School District will submit all required reports to the Commission including, but not limited to, data reports and accreditation documents.</b></p> </li> <li>c) A statement of assurance from institutional leadership that the institution will cooperate in an evaluation of the program by an external team and monitoring of the program by Commission staff. <p><b>The Yuba City Unified School District will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.</b></p> </li> <li>d) A statement of assurance from institutional leadership that it will participate fully in the accreditation system and adhere to submission timelines. <p><b>The Yuba City Unified School District will participate fully in the accreditation system and adhere to submission timelines.</b></p> </li> </ul>

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<p>the event the program closes. In this event, an individual transition plan would need to be developed with each candidate.</p>	<p>e) A statement of assurance from institutional leadership that clearly states that the institutional leadership understands its responsibilities to enrolled candidates; in the event the program is to close, whether it be by voluntary action on the part of the institution or as a result of Commission action.</p> <p><b>The Yuba City Unified School District understands its responsibilities to enrolled candidates and will offer the approved program, meeting the adopted standards until all accepted and enrolled candidates:</b></p> <ul style="list-style-type: none"> <li><b>i. complete the program</b></li> <li><b>ii. withdraw from the program</b></li> <li><b>iii. are dropped from the program or</b></li> <li><b>iv. are admitted to another approved program to complete the requirements, with minimal disruption, for the authorization in the event the program closes, whether it be by voluntary action on the part of the institution or as a result of Commission action. In this event, an individual transition plan will be developed with each candidate to support completion.</b></li> </ul>

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<b>Criterion 4: Requests for Data</b>	
<p>The institution must identify a qualified officer responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including, but not limited to:</p> <ul style="list-style-type: none"> <li>a) program enrollments</li> <li>b) program completers</li> <li>c) examination results</li> <li>d) state and federal reporting</li> <li>e) candidate competence</li> <li>f) organizational effectiveness data</li> <li>g) other data as indicated by the Commission</li> </ul>	<ul style="list-style-type: none"> <li>a) Identify the individual(s), (including name, title, and division or department of the institution) who will be responsible for submitting any and all data to the Commission.</li> </ul> <p><b>The Yuba City Unified School District will designate an Induction Program coordinator who will be the qualified officer responsible for reporting and responding to all requests from the Commission within the specific timeframes for data including, but not limited to:</b></p> <ul style="list-style-type: none"> <li><b>a) Program enrollments</b></li> <li><b>b) Program completers</b></li> <li><b>c) Examination results</b></li> <li><b>d) State and federal reporting</b></li> <li><b>e) Candidate competence</b></li> <li><b>f) Organizational effectiveness data</b></li> <li><b>g) Other data as indicated by the Commission <a href="#">Assurance</a></b></li> </ul> <p><b>The Induction Program coordinator mentioned in this response will oversee the day-to-day operations as indicated in Criterion 1.</b></p>

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<b>Criterion 5: Grievance Process</b>	
<p>The institution has a clearly identified grievance process for handling all candidate grievances in a fair and timely manner. The grievance process is readily accessible for all applicants and candidates and is shared with candidates early in their enrollment in the program.</p>	<p>a) Provide a clearly delineated grievance process for candidates and applicants that is fair and is likely to ensure timely resolutions for candidate and applicants.</p> <p><b>The Yuba City Unified School District Induction Program believes that candidate complaints should be first addressed on an informal basis with those directly involved with the situation. If a complaint cannot be resolved informally then a formal process is available for resolution. <a href="#">YCUSDIP Grievance Process</a></b></p> <p>b) Demonstrate how information pertaining to the grievance process is accessible to all candidates and applicants.</p> <p><b>Information pertaining to the grievance process is accessible to all candidates and applicants on the <a href="#">YCUSDIP Website</a>, will be included in the Handbook when available, and will be detailed at the orientation meeting.</b></p> <p>c) Provide documentation that candidates will be informed of the grievance process.</p> <p><b>All candidates will access information about the grievance process on the YCUSDIP Website. At the orientation meeting, all participants will review the program handbook which contains the grievance process and will be required to sign an <a href="#">Acknowledgement of Receipt of All Policies and Procedures of the YCUSDIP</a>.</b></p>

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<b>Criterion 6: Communication and Information</b>	
<p>The institution must provide a plan for communicating and informing the public about the institution and the educator preparation programs. The plan must demonstrate that:</p> <p>a) The institution will create and maintain a website that includes information about the institution and all approved educator preparation programs. The website must be easily accessible to the public and must not require login information (access codes/password) in order to obtain basic information about the institution’s programs and requirements as listed in (b).</p> <p>b) The institution will make public information about its mission, governance and administration, admission procedures, and information about all Commission approved educator preparation programs.</p> <p>Information will be made available through various means of communication including but not limited to website, institutional catalog, and admission material.</p>	<p>a) Provide a plan that describes the website that will be developed.</p> <p><b>The Yuba City Unified School District currently has the <a href="#">Disclaimer</a> stating that the district is seeking CTC approval to become a program sponsor on the District home page and Educational Services page and asks the public for input to the CTC. The Yuba City Unified School District is developing a <a href="#">YCUSDIP Website</a> that will be accessible to the public through a direct link from the educational services page that will include information about the future offering of the Commission-approved induction program to clear the preliminary credentials for general education candidates and education specialists. It will include its mission, its governance and administration, its proposed induction program requirements and its admission procedures. This will be easily accessible to the public and will not require login information.</b></p> <p>b) Affirm that the information will be available to the public and that the information on mission, governance, and administration, and admission procedures will be included.</p> <p><b>The YCUSDIP mission, governance and administration and administration procedures will be made available to the public through various means: on the <a href="#">YCUSDIP Website</a> and in public advertisements shared widely in different venues such as school board meetings, district meetings, teacher recruiting events, and professional development seminars. <a href="#">Assurance</a></b></p>



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<b>Criterion 7: Student Records Management, Access, and Security</b>	
<p>The institution must demonstrate that it will maintain and retain student records. Institutions seeking Initial Institutional Approval will provide verification that:</p> <p>a) Candidates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.</p> <p>b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).</p> <p>c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.</p>	<p>a) Provide information on the manner in which candidates will have access to and be provided with transcripts and/or documents for the purpose of verifying academic units and program completion.</p> <p><b>Each participating teacher will maintain a password protected electronic portfolio shared with the induction mentor and the Induction Program coordinator where he/she will collect required evidence for Induction Program Completion. Candidates will be provided with printed documents and/or transcripts upon request.</b></p> <p>b) Provide information as to where candidate records will reside and how candidates will be able to access these records when necessary.</p> <p><b>All participant records will be maintained electronically by the Yuba City Unified School District. Candidates will be provided any written records/documents and/or transcripts when requested.</b></p> <p>c) Provide information and assurances that all candidate records will be kept in either securely locked cabinets or on a secure server, both of which are in rooms not accessible by the public.</p> <p><b>The Yuba City Unified School District will maintain any hard copies of records in locked cabinets in the Human Resources Department at the Yuba City Unified School District Office in a location not accessible to the public. Electronic copies of records will be maintained on a secure web-based server provided by a web-based software application. <a href="#">Assurance</a></b></p>

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<b>Criterion 8: Disclosure</b>	
<p>Institutions must disclose information regarding:</p> <p>a) The proposed delivery model (online, in person, hybrid, etc.)</p> <p>b) All locations of the proposed educator preparation programs including satellite campuses.</p> <p>c) Any outside organizations (those individuals not formally employed by the institution seeking IA ) that will be providing any direct educational services, and what those services will be, as all or part of the proposed programs.</p>	<p>a) Provide information regarding the proposed delivery model for the proposed program(s).</p> <p><b>The Yuba City Unified School District Induction Program delivery model will be an in-person model with a combination of fully released and/or non-released induction mentors. Professional development will be provided by district sponsored workshops, district personnel, and online resources.</b></p> <p>b) Provide the Commission with a chart indicating all locations of the proposed program(s) including any satellite campus.</p> <p><b>The Yuba City Unified School District will be the primary location of this proposed program and will take place at the District Office, 750 North Palora Avenue, Yuba City. Fieldwork will be conducted at the various <a href="#">YCUSD school</a> sites within the District. There will be no satellite campuses.</b></p> <p>c) Provide a list of any entities (such as partner organizations, businesses, vendors) that will be providing any direct educational services to candidates. (This is not intended to include vendors used to collect, house, and report data). Include a description of the anticipated services the outside entities listed in (c ) will provide.</p> <p><b>Most educational services will be provided by YCUSD administrators, induction mentors, teachers on special assignment, or other staff from educational services such as the special education or English learner departments. The Induction Program may contract with outside providers to bring some professional development and training to deliver content to its participating teachers. While induction candidates' goal-related professional development needs will primarily be met within the district, any professional development that may be provided by outside entities would be provided to support induction candidates' goals. These professional development activities will not be "required" to complete induction.</b></p>

Section C continued

**YCUSD anticipates that candidate ILP goal-related professional development needs will be met by mentors and other YCUSD staff. Outside services may not be needed at all. However, early in the year the Induction Program Coordinator will review ILP goals and in conjunction with mentors and candidates will determine whether outside professional development is needed to support ILP goal achievement. This review and mentor/candidate input will guide the Induction Program Coordinator's selection of an outside provider. Some potential providers may be Sacramento County Office of Education, Placer County Office of Education, Solution Tree, Marzano Research, and Marilyn Bates Instructional Excellence. Outside professional development providers would be offered at a regularly scheduled mentor/candidate meeting.**

**The Yuba City Unified School District Induction Program participants may purchase post-graduate continuing education units through a partnership with Brandman University.**

Eligibility Requirement	Required Information
<b>Criterion 9: Veracity in all Claims and Documentation Submitted</b>	
<p>The institution and its personnel demonstrate veracity in all statements and documentation submitted to the Commission. Evidence of a lack of veracity is cause for denial of IIA.</p>	<p>a) A statement signed by institutional leadership affirming that all information provided to the Commission and prospective candidates in all matters is truthful and accurate.</p> <p><b>The Yuba City Unified School District affirms that all information provided to the Commission and prospective candidates in all matters is truthful and accurate.</b>  <a href="#">Assurance</a></p> <p>b) Any information that arises on this matter may be considered by the Commission to be relevant.</p> <p><b>YCUSD agrees that information arising on this matter may be considered relevant to the Commission. The District recognizes that evidence of a lack of veracity will result in denial of initial institutional approval. <a href="#">Assurance</a></b></p>

Eligibility Requirement	Required Information
<b>Criterion 10: Mission and Vision</b>	
<p>An institution’s mission and vision for educator preparation is consistent with California’s approach to educator preparation.</p>	<p>a) Statement of the institution’s mission and vision for Educator Preparation.</p> <p><b>The Yuba City Unified School District’s vision is to create an individualized induction program to serve and retain new teachers so that all students in Yuba City Unified learn and achieve.</b></p> <p><b>Our mission is to support first and second year teachers by building strong relationships with induction mentors who will engage with them in focused goal setting, formative assessment, inquiry, individualized job-embedded support, and professional growth to develop best practices based on the California Standards for the Teaching Profession (CSTPs).</b></p> <p><b>YCUSD believes that every student deserves a highly effective teacher who persistently strives for student success. YCUSD believes in the power of teacher leadership through cultivating a growth mindset, shared vision and collective efficacy.</b></p> <p><b>In order to achieve this, our core values are:</b></p> <ul style="list-style-type: none"> <li>• <b>Professionalism</b></li> <li>• <b>Collaboration</b></li> <li>• <b>Reflection</b></li> <li>• <b>Innovation</b></li> <li>• <b>Equity</b></li> </ul>

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<p>*A complete program design with significant detail included is not what is intended here as that will be submitted to ensure alignment with the Commission’s adopted program standards in Stage III. Rather, the intent is to provide the Commission with sufficient information to ensure that the institution’s philosophy and approach about educator preparation is consistent with California’s.</p>	<p>b) A statement confirming that the mission and vision will be published on the website and in institutional documents provided to candidates.</p> <p><b>The mission and vision of the YCUSDIP will be published on the <a href="#">YCUSDIP Website</a> and on all institutional documents provided to candidates. <a href="#">Assurance</a></b></p> <p>c) Information about how the mission and vision for educator preparation reflects the institution’s commitment to California’s adopted state standards and frameworks for TK-12 students.</p> <p><b>The Yuba City Unified School District’s induction program’s mission and vision for educator preparation reflects our commitment to California’s adopted state standards and frameworks for TK-12 students as follows :</b></p> <ul style="list-style-type: none"> <li>• <b>TK-12 Grade-level collaboration model: bi-monthly districtwide release time for teachers to meet, analyze standards-based district assessment results and plan standards-based instruction</b></li> <li>• <b>TK-8 Grade level meetings: bi-monthly meetings to review standards-based benchmark data and collaborate</b></li> <li>• <b>9-12 Content area meetings: bi-monthly meetings to review standards-based benchmark data and collaborate</b></li> </ul> <p><b>YCUSD has determined that in order to reach our vision, students must achieve proficiency on State and Local Indicators including mastering ELA and Math standards and Next Generation Science Standards (NGSS) as measured by the Smarter Balanced Assessment (SBAC) and California Science Test (CAST). Teachers must contribute to this vision by successfully implementing the Common Core State Standards and frameworks as adopted by the California Department of Education by providing a rigorous curriculum, research-based quality instruction and ongoing standards-based assessment.</b></p>

Eligibility Requirement	Required Information
Section C (continued)	<p><b>The YCUSD Induction program is aligned with the YCUSD Board Policy 6011 which states, “District content standards for English language arts, English language development, mathematics, science, health education, history-social science, physical education, visual and performing arts, world languages, career technical education, and preschool education shall meet or exceed statewide model content standards adopted by the State Board of Education or the State Superintendent of Public Instruction as applicable. Teachers and school administrators shall receive ongoing professional development to inform them of changes in the standards and to build their capacity to implement effective standards-based instructional methodologies.”</b></p> <p><b>Yuba City Unified School District supports teacher development through the implementation of Professional Learning Communities (PLCs), districtwide professional development days, grade level collaboration release days, and site-specific grade level meetings to provide ongoing teacher support throughout a teacher’s entire career, including induction support, and instructional coaching.</b></p>

Eligibility Requirement	Required Information
	<p>d) Information that demonstrates the institution’s commitment to preparing candidates to work effectively with the full range of California TK-12 students.</p> <p><b>The Yuba City Unified Induction Program is in alignment with Board Policy 0100 and the District’s vision which states, “Preparing Today’s Students for Tomorrow’s World”</b></p> <p><b>Our district provides teachers with opportunities to work effectively with a full range of TK-12 students, including those from diverse ethnic and linguistic backgrounds, economically disadvantaged students and students with special needs in a variety of classroom settings and programs. As such, we know that it is our district’s responsibility to provide effective ongoing professional development throughout a teacher’s career. A highly effective induction and mentoring program for new teachers is the beginning of that professional development so that teachers can effectively provide quality instruction to their students from the time they begin their careers in our schools. Comprehensive support for teachers will enable them to provide effective opportunities for students to become productive citizens in an ever-changing world.</b></p>



Eligibility Requirement	Required Information
	<p>e) Statement that includes which educator preparation program(s) the institution will seek to offer.</p> <p><b>The Yuba City Unified School District Induction Program will offer a teacher induction program designed to clear a preliminary general education or education specialist credential.</b></p> <p>f) Information about the institution’s philosophical and/or theoretical framework or approach underlying the design of educator preparation.*</p> <p><b>The ultimate goal of the Yuba City Unified School District’s Induction Program is to recruit and retain quality teachers. We will prepare new teachers by guiding them through research-based best practices that are aligned with the Induction Preconditions, Induction Program Standards and the California State Standards for the Teaching Profession.</b></p> <p><b>The YCUSDIP’s theoretical framework is informed by the work of Feiman-Nemser, Koppich, Garmston, Costa, Lipton/Wellman and Darling-Hammond. The research, writing and experiences of these sources underly YCUSD’s induction design and support core values of job-embedded, individualized learning supported by a carefully selected and prepared mentor. YCUSD believes new teacher success must be valued by all staff. Additionally, YCUSD’s believes a quality induction experience relies on systemic supports at the site and district level.</b></p>

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	<p>g) If applicable, provide a description of the ways in which the proposed program for California would be similar or different from programs operated in another state.</p> <p><b>Not Applicable. The Yuba City Unified School District Induction Program will operate in California only.</b></p> <p>h) Any other relevant information the institution believes will allow the Commission to better understand the institution and its programs.</p> <p><b>A full and complete description of the program will be provided in the response to the Common and Program Standards in Stage III.</b></p>

Eligibility Requirement	Required Information
<b>Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation</b>	
<p>Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience.</p> <p>CTC staff will research available information about the institution relevant to the application for initial institutional approval</p> <p>Institutions must submit:</p> <p>Proof of third party notification enlisting comments to be sent to: <a href="mailto:Input@ctc.ca.gov">Input@ctc.ca.gov</a></p>	<p>a) History related to its prior experience preparing, training and supporting educators within California or in other states.</p> <p><b>The Yuba City Unified School District has been working closely with the TriCounty Induction Program (TCIP) since the implementation of the BTSA program at the Sutter County Superintendent of Schools Office. Since the early days of BTSA, Yuba City Unified School District teachers have served as mentors.</b></p> <p><b>Our District mentors support the implementation of all programs to meet district and site goals. The mentors are an active part of the Educational Services Division of the Yuba City Unified School District, supporting curriculum, instruction, assessment, professional development and instructional coaching. Mentors maintain positive working relationships with all teachers, site and district administrators, focusing on district, site and individual goals. Three of the current mentors also serve as TCIP facilitators. TCIP facilitators are employed by the Sutter County Superintendent of Schools Office to provide training and on-going support to beginning teacher mentors. Our TCIP facilitators provide training and ongoing support to TCIP mentors across three counties, Colusa, Sutter and Yuba.</b></p> <p><b>To support their own professional growth, induction mentors meet with TCIP facilitators on a monthly basis for professional development to further develop their skills in supporting the individual needs of the new teachers.</b></p>

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	<p>b) A list of all states and/or countries in which the institution is currently operating an educator preparation program and the status of the institution’s approval in each of those locations.</p> <p><b>The Yuba City Unified School District operates in California only and is seeking initial institutional approval from CTC for the first time.</b></p> <p>c) If applicable, a copy of the most recent approval document (state approval/accreditation and, if applicable, letter or report from regional accrediting body, if applicable, indicating accreditation status.</p> <p><b>The Yuba City Unified Induction Program is seeking initial institutional approval from CTC for the first time.</b></p> <p>d) For institutions currently operating educator preparation programs in another state, data from the most recent 5 years indicating number of candidates enrolled in the institution’s programs and number who have completed program (taking into account the length of time of the program design).</p> <p><b>Not applicable.</b></p> <p>e) If offering educator preparation program(s) in other states, any information available on placement rates for candidates in the schools.</p> <p><b>Not applicable.</b></p>

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	<p>f) Evidence that the entity has fostered positive working relationships with educational partners in establishing its programs in California to meet local educational needs.</p> <p><b>The Yuba City Unified School District has long-standing positive working relationships with multiple entities, which include:</b></p> <ul style="list-style-type: none"> <li>• <b>The Sutter County Superintendent of Schools Office serves our teachers and administrators for professional development, SELPA governance, and meeting state mandates.</b></li> <li>• <b>YCUSD has a long-standing formal partnership with the Sutter County Superintendent of Schools Office which has provided induction support for new YCUSD teachers.</b></li> <li>• <b>Yuba City Unified provides master teachers for credential candidates from CSU Chico, Brandman University, Fortune School of Education, National University, Sacramento County of Education, and William Jessup University.</b></li> <li>• <b>YCUSD Administrators receive Tier 1 administrative credentials at Brandman University, CSU Chico, Placer County Office of Education and Sacramento County Office of Education</b></li> <li>• <b>YCUSD Administrators receive Tier 2 administrative credentials at Sutter County Superintendent of Schools Office and Sacramento County Office of Education</b></li> <li>• <b>Induction mentors may opt to receive advanced level coursework units through Brandman University.</b></li> <li>• <b>YCUSD currently works with several agencies to provide ongoing professional development for our teachers, including Sacramento Area Science Project, Solution Tree, Total School Solutions, Mathematics Projects at CSU Sacramento, Houghton-Mifflin, Corwin Press, McGraw Hill, and Math Solutions.</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• YCUSD works with Butte County Office of Education’s Migrant Education Program to provide support and services to our migrant families and staff. We have the largest population of migrant students in Sutter County.</li> <li>• YCUSD has had a growing partnership with (Advancement Via Individual Determination) AVID. Fifteen years ago, AVID programs started at three schools. Beginning with the 2019-20 school year, all 16 schools will have a formal AVID program.</li> </ul> <p>g) Evidence that candidates have been satisfied with the educator preparation programs offered by the entity and the services they received by the institution.</p> <p><b>The Yuba City Unified School District Induction Program does not exist yet. There is data that supports that our relationship with TCIP has been successful and that teachers, mentors and site administrators have been satisfied with the program offered to our teachers. As we are developing our program around the experience and knowledge learned from our professional relationship with the TCIP, we feel that the proposed program will be equally successful.</b></p> <p><b>Proof of third party notification enlisting comments to be sent to <a href="mailto:Input@ctc.ca.gov">Input@ctc.ca.gov</a> is available on the Yuba City Unified School District Website in the Educational Services Department. <a href="#">Link</a></b></p> <p><b>TCIP has provided a <a href="#">summary document</a> showing general satisfaction with the program. However, no YCUSD specific data was available. Anecdotally, YCUSD staff who are currently TCIP Facilitators are highly regarded by mentors and candidates. However, candidates and mentors have reported that the general “one size fits all” nature of the county TCIP does not fully meet their needs.</b></p>

Eligibility Requirement	Required Information
<b>Criterion 12: Capacity and Resources</b>	
<p>An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).</p>	<p>a) Copy of the most recent audited budget for the institution.</p> <p><b>The Yuba City Unified School District’s Annual Financial Report dated June 30, 2019 is attached here. <a href="#">Audited Budget</a></b></p> <p>b) A proposed operational budget for the educational unit.</p> <p><b>The Yuba City Unified Induction Program has a proposed operational budget to sustain the program through a 2-3 year provisional approval. <a href="#">YCUSDIP Operational Budget</a></b>  <b>Any candidate professional development will be provided to meet candidate goals. Professional development will not be “required” rather offered as additional goal-related support.</b></p> <p>c) Information about instructional and support personnel for the educational unit. This information shall include, but not be limited to:</p> <p>i) The number and type of faculty (full time faculty, pt. time adjunct, etc.) and/or instructional personnel, including support providers and coaches if induction, who will be employed or used to provide services to candidates in the first 2-3 years of the program’s operation.</p> <p><b>The instructional and support personnel for the educational unit are as follows:</b></p> <p><b>The Induction Program Coordinator:</b></p> <ul style="list-style-type: none"> <li>• <b>oversee the induction program,</b></li> <li>• <b>coordinate professional development for mentors and participating teachers,</b></li> </ul>

Eligibility Requirement	Required Information
<p>Section C i) (continued)</p>	<ul style="list-style-type: none"> <li>• <b>monitor and assess candidate portfolios,</b></li> <li>• <b>collaborate with the credential analyst for recommendations</b></li> <li>• <b>coordinate stakeholder relationships,</b></li> <li>• <b>provide the Commission with responses to requests as required.</b></li> </ul> <p><b>The number of Induction Mentors (a mix of full release and non-release) will be dependent on the need, to provide induction for the new teachers in the Yuba City Unified School District. The program is projected to need two or three full release mentors for general education, a part-time mentor for special education and 7-10 non-release mentors. The YCUSD will hire additional mentors as needed for extra participating teachers. Induction Mentors will go through an interview process.</b></p> <p><b>Educational Services personnel will at times provide professional development to participating teachers. Personnel will include the Induction Program coordinator, teachers on special assignment (curriculum/assessment/technology), directors of student support services, special education, technology and innovation, and the coordinator of English learner programs.</b></p>



Eligibility Requirement	Required Information
	<p><b>Support staff will be in the Educational Services and Human Resources Departments and will include the credential analyst who will review participating teacher candidates' applications and will submit recommendations to the CTC.</b></p> <p>ii) The criteria or minimum qualifications for each of the positions listed above.</p> <p><b>The Induction Program Coordinator must have a Clear Administrative Services Credential and additionally must possess the qualifications stated below for induction mentors. The exception would be the teaching experience in all areas TK-12 and special education, though an understanding is imperative.</b></p> <p><b>Induction Mentors must possess:</b></p> <ul style="list-style-type: none"> <li>• <b>Five years of recent successful full-time teaching experience in the area they will be servicing (grade level, subject area, mild/moderate, moderate/severe).</b></li> <li>• <b>A valid California Teaching Credential.</b></li> <li>• <b>Experience in some aspect of supervision and/or leadership.</b></li> <li>• <b>Experience with the Common Core State Standards, the California Standards for the Teaching Profession, teaching English learners, differentiated instruction and using technology in the classroom.</b></li> <li>• <b>Knowledge of current research of principles and strategies pertaining to instruction and assessment.</b></li> <li>• <b>A valid Class 3 California Driver's License and Evidence of Automobile Insurance.</b></li> </ul>

Eligibility Requirement	Required Information
	<p>iii) If the institution applying is an out of state institution, provide all relevant information about how the instructional services will be delivered to candidates. For instance, will faculty and instructional personnel remain located in the home state and provide services via technology to candidates in California?</p> <p><b>Not Applicable.</b></p> <p>d) If the institution applying is an out of state institution, the institution must provide all relevant information as to which of the educational services would be located outside of California. For instance, if candidates must go through the out of state offices in order to get financial aid services, the institution should provide that information to the Commission.</p> <p><b>The Yuba City Unified School District operates in California only.</b></p> <p>e) Evidence of TK-12 partnerships for the purposes of providing fieldwork.</p> <p><b>The Yuba City Unified School District has been offering induction services through the Sutter County Superintendent of Schools TriCounty Induction Program for many years, and its induction program has always included a partnership with its site principals. Mentors support participating teachers by meeting with administrators to discuss school and district goals and how they relate to the goals for induction. Mentors meet with their teachers often at the sites and observe in their classrooms on a regular basis. Relationships have already been established for providing fieldwork at the sites. The Yuba City Unified School District is a TK-12 district. All fieldwork will occur within the district.</b></p>

Eligibility Requirement	Required Information
	<p>f) Information demonstrating sufficient facilities and/or digital learning platforms for candidates.</p> <p><b>The Yuba City Unified School District has a separate district office on North Palora Avenue where the business offices operate and where the majority of professional development occurs. There are three full conference rooms as well as three small break out rooms on site. With 16 schools YCUSD has multiple classrooms and office spaces throughout the district in which to meet with stakeholders, participating teachers and induction mentors. All presentation rooms include computer presentation capabilities as well as Wi-Fi access.</b></p> <p><b>Yuba City Unified School District uses Google Apps for Education. Over the last few years, the YCUSD has offered Google Classroom implementation trainings for staff members. All certificated staff are assigned a laptop for use at home and at work. The leadership has been using Google Classroom to push out content and to support teacher collaboration throughout the district. Instructional coaches provide teachers with support in implementing online curriculum resources. Induction participating teachers will be required to develop electronic portfolios using a Google platform and tools.</b></p> <p>g) A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).</p> <p><b>If for some reason the YCUSDIP closes or is unable to continue to provide induction services as an authorized provider, Yuba City Unified School District will provide options for candidates to complete the program. A plan will be developed for each candidate to complete induction including transcripts of work completed. Candidates will be advised of other programs and supported in selecting and entering a comparable, approved program. YCUSD will communicate with the candidate and their selected induction program leadership to ensure a smooth transition. YCUSD will compensate candidates' participation in their selected program for <i>timely</i> completion of remaining induction program requirements.</b></p>