

**CTC Staff Review of Preconditions
Submission Review
Spring 2019**

The information provided by your institution to demonstrate that each Commission approved credential program is operating in compliance with preconditions have been reviewed by staff. For preconditions that have been determined are met, no further action is necessary. **If additional information is needed, the precondition responses must be revised (use a different colored font), and resubmitted to Preconditions@ctc.ca.gov.** Institutions failing to submit revised preconditions within this time frame will be included in the next Committee on Accreditation meeting agenda for discussion and possible action. If you have any questions about the feedback provided here, please contact Preconditions@ctc.ca.gov.

Hanford Elementary School District		
Preconditions	All Met	Needs Additional Information
General		<p>Precondition 8: Provide evidence that demonstrates how candidates are informed of the grievance process – orientation materials or meeting agendas where it is clear the grievance process was discussed.</p> <p>The Grievance Procedure is included at the point of Orientation into the HESD Induction Program. At that time the candidate receives the program handbook (attach handbook page 49) and is walked through the grievance process.</p> <p>Link to HESD Induction Orientation Agenda Link to Induction Program Handbook page 49</p>
Teacher Induction		<p>Precondition 1: Please provide information on whether the professional development requirements are optional based on the most authentic way to meet individualized candidate need per this program statement:</p> <p><i>Select and attend professional development workshops and seminars sponsored by the HESD Induction Program, Special Education Department, or district that support professional growth in chosen area(s) of focus in accordance with my ILP. A minimum of 6 hours of professional development from HESD Induction provided professional development is required.</i></p> <p>Each candidate shall participate in professional development opportunities related to the many facets of their job, credential, ILP, and CSTP. These opportunities may be available through the HESD Induction Program, district, county, or other provider, such as SELPA. Both the candidate and the induction mentor will</p>

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		<p>collaborate on which optional sessions would most benefit implementation of goals. It is the candidate’s responsibility to engage in and implement the content of the sessions into their practice.</p> <p>If a candidate is interested in earning professional development units, then a minimum of 6 hours of professional development offered from the HESD Induction program is required.</p> <p>Link to Induction Program Handbook page 30</p>
Clear Administrative Services		<p>Precondition 4: Provide evidence showing that “a Commission-approved program shall determine prior to recommendation of a candidate for a clear Administrative Services Credential that the candidate has met the following requirement...Verification of two years of successful experience in a full-time administrative position as defined in Title 5 of the California Code of Regulations section 80054(g)(2)(B) with an employing agency as defined in section 80054(g)(1).”</p> <p>Evidence provided does not refer to the two years one must serve as an administrator in order to be recommended for a Clear Administrative Services credential. Program-Level Preconditions Tracking document refers to a year of experience, and other documents submitted for evidence seem to be for the application to get into the Clear Administrative Services, not to complete it.</p> <p>Prior to recommending a candidate for the clear Administrative Services Credential, the HESD CASC Induction Program will verify that the candidate has completed the requirement of a minimum of two years of successful experience in a full-time administrative position. A Verification letter confirming that the candidate has met this requirement will be provided to the candidate to submit to CTC and uploaded to candidate’s portfolio.</p> <p>Link to Verification Letter</p>