



Hanford Elementary School District
Induction Program

Early Completion Option Application

Name: _____
Last First

School: _____ Grade/Assignment: _____

I have read HESD's Induction Program's requirements for the Early Completion Option and believe I am eligible to be considered for this option based on the following criteria: (check one)

- a. I have one or more years of *exceptional* teaching in a California public school under an intern credential as evidenced by a copy of credential.
- b. I have one or more years of *exceptional* teaching experience in an accredited (as determined by the Commission) private school as evidenced by a letter from my evaluator, the employing district and verification of accreditation.
- c. I have one or more years of *exceptional* teaching in a school in another state or country as evidenced by rigorous evaluations.

I have attached the following evidence in support of my application: (complete all areas)

- Formal letter: A well-written rationale explaining how you meet the criteria for Early Completion Option. The rationale should reflect on your exemplary practice, attitudes, professionalism, and commitment to teaching practice.
- Evidence of exceptional teaching
 - Rigorous current performance evaluation(s) that label the teacher's overall performance as satisfactory or better, *and/or*
 - A letter of recommendation and/or verbal contact to the Director of Curriculum and Instruction from the current evaluating administrator citing the candidate as an exceptional teacher.
- Evidence of one or more years experience as a teacher in a similar assignment
- Evidence of credential status

Applicant's signature Date

This section to be completed by the Director of Curriculum and Instruction

Date application received: _____

Application: Approved Denied _____
Signature Date

Date applicant notified of status: _____

Date Induction Mentor notified: _____



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Purpose of Early Completion Option (ECO)

The Early Completion Option (ECO) provides a process and structure for **experienced** and **exceptional** individuals to complete the Induction Program in one year.

To be considered for the ECO program, each candidate must meet the eligibility requirements, receive site administration approval, and successfully complete the application process.

Eligibility Requirements

Candidates who will be considered for the Early Completion Option:

1. Hold a current California Preliminary Credential in General Education Multiple/Single Subject or Education Specialist Credential; and
2. Must be currently teaching in the District **AND**
3. Must fall into one of the following descriptors:
 - a) Be an “experienced and exceptional” graduate of a two-year Intern Program, teaching both school years with an Intern Credential that culminated in a California Preliminary Credential and must provide an explanation for the recommendation by the Intern Program and Site Administrator;

Please note that emergency permit holders, although experienced, are not eligible for the Early Completion Option.
 - b) Have one or more years of exceptional teaching in a California public school under an intern credential as evidenced by a copy of credential, **or**
 - c) Have one or more years of exceptional teaching experience in an accredited (as determined by the Commission) private school as evidenced by a letter from the employing district and verification of accreditation, **or**
 - d) Have one or more years of exceptional teaching in a school in another state or country as evidenced by rigorous evaluations.

Application Process

To apply, candidate must submit the entire application to the Induction Office with attention to Terri Charles. Application materials are available on the Induction page.

Your completed application and attachments are due to the Induction Office by September 11, 2020 and must include the following:

- Early Completion Option Application Form
 - Evidence to support the candidate's eligibility to participate in the Early Completion Option based on one of the above eligibility requirement descriptors (under #3 above)
 - I. Letter from the intern program or intern program transcripts, if applicable
 - II. Letter from accredited private school, if applicable
 - III. Letter from an out-of-state or country, if applicable

- Signed Early Completion Option Summary of Requirements

- Formal letter: A well-written rationale explaining how you meet the criteria for the Early Completion Option. The rationale should reflect on your exemplary practice, attitudes, professionalism, and commitment to teaching practice.

- Evidence of the candidate's credential status

- Submit your most recent formal evaluation, and/or letter of recommendation (must be within 2 years) of recent exceptional experience as a teacher in a similar assignment (Exceptional shall be defined by):
 - (1) rigorous current performance evaluation(s) that label the teacher's overall performance as satisfactory or better, **and/or**
 - (2) a letter of recommendation and/or verbal contact to the Director of Curriculum and Instruction from the current evaluating administrator citing candidate as an exceptional teacher.

If your current administrator has not formally observed you yet, you may include a formal evaluation from the previous administrator (still within the two years).

Additional Materials Required:

- Administrator Recommendation Form:** The HESD Teacher Induction Staff will make contact with current administrator to complete a recommendation. This recommendation is to be completed by the administrator and submitted directly to Debra Colvard, Director of Induction Program.
If the administrator recommends the candidate complete the two-year program, then that recommendation will be honored.

Once your completed application has been reviewed, you will be notified in writing by the Director of C & I with Induction, if your application has been approved for the one-year program or if you have been recommended to continue in the two-year program. You will be notified of your status by December 11, 2020.

ECO Plan

- Once accepted into ECO, the candidate will continue to complete year 1 and 2 assignments.

HESD Teacher Induction program leadership will assess candidate progress throughout the year. Per program discretion, multiple missed deadlines and/or meetings, failure to meet with their mentor a minimum of 1 hour per week, and/or lack of response to program calls/emails may result in contact with administration and/or ECO status being revoked at which time the candidate will be required to participate in the two-year program.