Induction Program Application Instructions

Purpose

This document is for use by induction program leaders who are seeking initial approval or who are applying for program renewal for Teacher, SSP, or Principal/Administrator Induction Programs.

Initial Program Authorization and Renewal Authorization Process

By statute, any school, district, or BOCES can be authorized to operate an induction program. Applicants must submit a self-evaluation rubric to CDE for initial program approval and resubmit every five years for program renewal.

Note that a school, district, or BOCES can apply for induction approval for all three of the induction audiences or for any combination. A separate application is required for each induction audience: Teacher, SSP, and Principal/Administrator. A school could choose to run its own induction program for teachers and then use another organization's approved induction program (BOCES or neighboring district) for SSP and principal/administrator. That decision is left to the discretion of the program leaders. However, initial licenses are only valid in organizations with a plan in place for induction. If an organization is not going to provide induction for all three groups, then it must designate an alternate agency with an approved program and have plans in place so that all educators within their district with an initial license have access to induction.

Timeline

Initial Applications:

Initial induction applications can be submitted at any time, but they are reviewed twice a year, in April and October. Applications submitted from October 16 to April 15 will be reviewed in April. Applications submitted from April 16 to October 15 will be reviewed in October. Once approved, all program renewals are due on January 15. This means that a program approved in November would have a renewal date of January 15 in just over 5 years (due to the timing of the program approval). For example, an approval in November of 2024 would have a renewal date of January 15, 2030.

Renewal Applications

All induction programs have a renewal date of January 15. If a program is due for renewal, program leaders will receive notification by September before the renewal, along with details on how to submit the renewal/reauthorization application(s).

Using the Rubric

The induction rubrics include a set of "must" indicators and "should" indicators. Indicators listed as "must" must be included in a program to be approved, while indicators listed as "should" are strongly recommended.

The induction rubrics have four possible ratings for each indicator. A score of "meeting" on a rubric indicator is meeting the requirement. A rating of "exceeding" indicates that a program is exceeding the indicator in that area. A rating of "not meeting" means there is no evidence of that indicator in current practice, and a rating of "developing" means there is a partial implementation of that indicator. Each indicator has descriptions for what that level of implementation would look like in a program. If program leaders score a "not meeting" or "developing" on a rubric indicator, they should be sure to include a description of their plans for improvement in that area within the narrative.

Note that there is no minimum score for an approved program. Program reviewers take a comprehensive look at each induction program, along with plans for improvement. This process is intended to facilitate reflection on current practices and areas for growth. Most programs will have a mixture of ratings within any given section. There is no score threshold to meet to be an approved program.

Review Process

Typically, induction program reviewers are a combination of CDE staff and induction leaders from across the state. Each program application receives at least two reviews, with a third review if there are areas of disagreement. Each reviewer provides feedback on each section of the rubric and accompanying narrative, focusing on any concerns and highlighting areas of excellence. Then, based on a holistic review of the application, the reviewer provides a recommendation of "**approve**" or "**need more information**." Feedback is then compiled and shared with the program leaders.

Approvals

Renewal approval notifications with feedback will be sent in early April of each year. Initial approval notifications are issued on a rolling basis, depending on application submission. Approval is effective immediately.

Need More Information

Renewal notifications that need more information will be sent in early April. Initial application notifications that need more information are issued on a rolling basis, depending on application

submission. The CDE Educator Development Team will compile feedback for programs to address, with instructions on how to resubmit. Programs will have 30 days to resubmit their induction application(s). Applications are then rereviewed. The review window will vary based on the number of programs required to resubmit.

Completing the Application

The application is completed differently for programs seeking an *initial application* versus those completing a *renewal application*. Please pay careful attention to the directions for your application type.

Initial Applications - no self-evaluation

If completing this application for *initial approval* of an induction program, provide a narrative of no more than **500 words** for each section of the rubric that explains how the proposed program will ensure compliance with the indicators in that section. For instance, in section 1 focused on program design, the narrative will explain how the proposed program will comply with indicators 1.1 to 1.11 with an emphasis on overall program design. In section 2, the narrative will focus on professional learning, etc. It is helpful to reviewers if the narrative is a cohesive whole focused on a description of the proposed program and how program leaders will implement the indicators in that section of the rubric, rather than using a list or organizing the description indicator-by-indicator.

Renewal Applications - self-evaluation

For an induction program renewal application, use the highlighter tool in a word processing program to highlight the descriptors for each section of the rubric that most clearly describe the current program implementation. For instance, for indicator 1.1, if the current implementation falls in the "meeting" category, highlight the text in the "meeting" section of the rubric like this: Induction program leaders are trained in and can apply the Colorado Academic standards and the Teacher, SSP and Principal Quality Standards. Every standard should have a descriptor highlighted.

We anticipate that any section of the rubric will have a variety of ratings based on the current program implementation. Please prioritize honest self-assessment. It would be highly unusual for a program to score all "exceeding" or all "meeting" on the indicators.

After each section of the rubric, write a narrative of no more than **300 words** that explains how the program is currently implementing the indicators in that section of the rubric. For instance, in section 1 focused on program design, the narrative will explain how the program implements indicators 1.1 to 1.11 with an emphasis on overall program design. For any indicator marked as "not meeting" or "developing," please describe plans to improve in that area in the next five-year

renewal period. It is helpful to reviewers if the narrative is a cohesive whole focused on a description of the program and how program leaders implement the indicators in that section of the rubric, rather than using a list or organizing the description indicator-by-indicator.

Supplementary Materials

Induction programs have the option to submit supporting program documentation such as survey results, program data, or an induction handbook. This documentation is not required for program approval, but it can be helpful in providing additional context for reviewers. Reviewers rely primarily on the induction rubric and accompanying narratives to complete their induction review. This accompanying documentation will be considered if induction reviewers need additional context for any statements in the narrative or rating within the rubric.

Submitting the Application

During the Renewal Period:

Programs submitting within the renewal period will receive an official renewal notification with instructions on how to submit renewal applications for Teacher and Principal/Administrator inductions and the initial application for SSP induction. Programs will also have an opportunity to submit supplemental materials at this time. Please do not email applications.

Initial Application Submissions:

Once the application is complete, it can be submitted to educator_development@cde.state.co.us along with any supplementary application materials such as an induction handbook (see details above).

If using a Google Doc version of the application, please download the doc in a .docx or .pdf format and upload or send it as an attachment.

Application Support

The Educator Development Team at CDE is available to support program leaders throughout the induction application process. Please reach out to educator_development@cde.state.co.us

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