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| **What is Induction?**  Induction is a formally approved support program designed for new educators and related service providers. Colorado’s induction program is a requirement for all school districts, BOCES and accredited independent schools by the Colorado Department of Education for an individual to be qualified to obtain a CDE Professional Educator License. It includes mentoring, information about ongoing professional development and school/building acculturation, and introduces the employee to laws and policies regarding performance-based standards & expectations and what is required to qualify for professional licensure in the state. |
| **What is the reason to go through Induction? What’s in it for me?**  Induction programs are intended to:   * …provide support for an employee’s first-year experience * …familiarize the employee with local, state or national policies, procedures, and practices   …And to enhance the *performance* of educators & related service providers, through identification and demonstration of:   * 1. effective practice(s);   2. ways to enhance the educational experience for all students;   3. proven approaches to ensuring student success, especially as it affects student achievement and academic progress;   4. methods of planning for effective programs to accommodate the needs of diverse populations of students.   …And are designed for the new-to-the-district/school employee to be an introduction to:   1. the culture of the school system, district, community and/or school nursing profession; 2. district/building policies; 3. performance-outcome expectations.   …And to help the new-to-the-district employee develop professionally, through:   1. the establishment of a support structure developed to assist the school nurse in becoming familiar with his/her new school and/or school district; and 2. professional responsibilities; and 3. as a mechanism used to provide information about available opportunities for professional growth and ongoing professional development. |
| **When am I expected to participate?**  Most district-based portions of the induction program begin before the start of the school year and continue as part of “in-service” days scheduled throughout the school year. The school nurse-specific portion of the program begins with participation in the annual School Nurse Orientation conference and will continue throughout the school year with visits by your mentor, site visits to other schools and ongoing email and phone communication with your mentor. |
| **I already have a nursing license. Why do I need an additional license?**  All professional employees working in Colorado school districts are required to be licensed by CDE. Nurses are unique in that they are also licensed through Colorado’s Department of Regulatory Agencies. Most professional employees begin their Colorado school careers with an *initial* license. Induction represents a facet of professional development intended to lead to a Colorado *professional* license. |
| **Who is my mentor?**   * Your mentor is an experienced school nurse, knowledgeable about the role of the nurse in the school setting, who has been qualified through specific training to be a mentor – a role model - to work one-on-one with you; * As a personal/professional advisor who helps you acclimate to your new career as a school nurse, your mentor can help “show you the ropes”; * The primary roles of the mentor are to help new school nurses adjust to their jobs and better learn their responsibilities and expectations and provide assistance to understand the unique qualities of school nursing; * Your mentor is a friend; someone to talk things out with; someone who can knowingly listen to your questions, offer suggestions; someone who is never in a position to evaluate your performance. |
| For additional information about Induction go to: http://www.cde.state.co.us/cdeprof/cdeprofsvc/download/pdf/FAQsNT\_SP.pdf |

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| **School Nurse Responsibilities** | **Mentor Responsibilities** | **District Responsibilities** |
| * Attend CDE’s annual four-day School Nurse Orientation conference * Apply for CDE Special Service Provider Initial License prior to start of school | * Attend School Nurse Orientation conference in order to meet and begin interactions with assigned school nurse(s) | * Support attendance by the school nurse at the School Nurse Orientation and attendance at a professional conference or workshop |
| To become qualified to obtain a CDE Professional Educator License the school nurse must:   * Participate in district-level induction program to gain insight to district policies and procedures | * Meet with district administrator and school nurse to discuss annual goals and facilitate interaction between the school nurse and the administrator if necessary | * Provide district-specific induction program to familiarize the school nurse with the district’s interpretation & implementation of local, State or national policies, procedures, and practices |
| Additionally, to be better able to synthesize a role for school nursing practice within the district of employment, to understand & be able to apply the *Standards of School Nursing Practice,* and to be prepared to engage in collaborative professional exchanges with other school personnel, it is required that the school nurse should:   * Participate in CDE-sponsored induction program with professional school nurse mentor, including: * Establish professional goals based on the *Standards of Care and Standards of Professional Performance of School Nursing Practice* self-assessment checklist * Host and actively participate in at least two on-site visits with the mentor * One visit to an approved off-site district or school arranged with mentor * Attendance at a professional conference or workshop while participating in the Induction Program (i.e. CDE Regional Workshop or CASN annual conference) * Maintain routine communication with assigned mentor(s) in a timely manner | Provide one-to-one, district-based consultation with school nurse at least twice annually to offer support, create challenge and facilitate a professional vision in the following ways:   * Assist in the development of achievable goals and objectives for the school nurse * Support Educator Effectiveness Evaluation for protégée * Identify areas of weakness and strength for the school nurse * Assist in prioritizing activities * Review and make recommendations relevant to program needs * Provide training and assistance to enhance necessary skills * Provide on-going phone and/or email support * Assist school nurse in evaluating the effectiveness of the program and her practice and to establish ongoing goals * Require at least two site visits, one should include the district administrator * Arrange off-site visit for protégée | Support participation by the school nurse in the School Nurse Induction Program in the following ways:   * Recognize the School Nurse Induction Program as part of the district’s induction program * Allow access by the mentor to staff, including administrators, for induction activities * Meet with the School Nurse Mentor and the school nurse at least once during the Induction Program * Request supplemental services for an additional year if appropriate through arrangement with CDE program coordinator * Support the completion of the Induction Program requirements for CDE licensure. * Complete Induction Program written evaluation when requirements are met to assure ongoing improvements of the program * Provide release time for school nursing professional development * Allow release time for offsite visit(s). |
| School Nurse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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