

CCCOE TIP Handbook

Contra Costa County Office of Education Teacher Induction Program Handbook

1. Teacher Induction Program Information

- A. [Superintendent Letter](#) and [Vision](#)
- B. [Induction Program Description](#)
- C. [Educational Partners: Districts/Partner Agencies](#)
- D. [California Induction Goals](#)
- E. [California Standards for the Teaching Profession](#) (CSTP)

2. Eligibility and Enrollment

- A. [Candidate Eligibility Criteria/Enrollment Process](#)
 - a. [CA Prepared Level I Education Specialist](#)
 - b. [Declination of Induction Participation](#)
- B. [Early Completion Option \(ECO\) Eligibility Criteria](#)
- C. [Mentor Eligibility and Selection Criteria](#) (Including Mentor Time Commitment)

3. Responsibilities

- A. [Candidate and Mentor Commitment Letter \(How to sign a fillable PDF\)](#)
 - **Important:** Please download and make a copy before signing the fillable PDF.
- B. [CCCOE Teacher Induction Program Coordinator](#)
- C. [District/Partner Agency Coordinator](#)
- D. [District/Partner Agency Liaison](#)
 - a. [Coordinator and Liaison Venn](#)
- E. [Site Administrator](#)

4. Confidentiality Policy

- A. [Confidentiality Policy](#) (licensure vs. employment)
 - a. [Mentor Guidelines for Confidentiality](#)
 - b. [Site Administrator Guidelines for Confidentiality](#)

5. Individualized Learning Plan (ILP)

- A. [Individualized Learning Plan \(ILP\) Overview](#)
- B. [Fall ILP Timeline and Completion Criteria](#)
- C. [Mid-Year Enrollment ILP Timeline](#)

6. Request for Extension, Mentor Change, and Written Appeal Process

TEACHER INDUCTION

- A. [Request for Extension/Modification in Program Completion](#) (medical or personal leave)
- B. [Candidate/Mentor Request for Change/Appeal Process](#)

7. Professional Learning Opportunity and Units

- A. [Professional Learning and Support Opportunities](#)
- B. [Professional Learning Units](#)

8. Additional Resources

- A. [CCCOE Teacher Induction Program Leadership Team Contacts](#)
 - a. (District/Partner Agency Coordinators and Liaisons)
- B. [CCCOE Teacher Induction Organizational Chart](#)
- C. [Statutory Renewal Requirements for CA Credential: Resources and Links](#)
- D. [Glossary of Terms and Acronyms](#)
- E. [F.A.Q's](#)

CCCOE TIP TEAM Contacts

- **Coordinators:** [Nyere da Silva](#) & [Charise DeCoito](#)
- **Liaison:**
- **Administrative Assistant:** [Jhoanna Swan](#)

Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523

[CCCOE TIP Website](#)
Email: tip@cccoe.k12.ca.us

