Merced Union High School District
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MUHSD General Institution Preconditions

(to be submitted during YRS 1 & 4 of accreditation cycle; CDE guide)

Precondition	Evidence of Precondition
Precondition 1 for School Districts or Other Non-Regionally Accredited Entities (b) School districts or other non-regionally accredited entities: The Superintendent or CEO of the district or entity shall submit a signed letter noting district leadership continued support for the program.	I verify that the Merced Union High School District Governing Board has approved sponsorship of the MUHSD Induction Program, as supported by Board Policy 4131.1 and approval of the Induction Program Preconditions (insert link to board meeting agenda depicting approval). See also Letter from Unit Head, Superintendent, Alan Peterson.
Precondition 2. Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate: 1. completes the program; 2. withdraws from the program; 3. is dropped from the program based on established criteria; or 4. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization. In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.	I confirm that once a candidate is accepted and enrolls in the MUHSD Induction Program, each candidate is offered the program until he/she completes the program, withdraws from the program, is dropped from the program based on established criteria, or is admitted to another program, as described in the MUHSD Induction Program Handbook (Guarantee of Services and Maintenance of Records section, pg 9). In the event the MUHSD Induction Program closes, I confirm a process is in place for candidate completion, individual transition plans for each candidate, and candidates to access their records as described in the MUHSD Induction Handbook (Guarantee of Services and Maintenance of Records and Contract with Merced County Office of Education).

	See also Letter of Assurance from MUHSD Superintendent.
Precondition 3. Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information: 1. Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any). 2. Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program. Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery. 3. Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.	(A) MUHSD assures that there is an identified position within the organization that is responsible for ongoing oversight for all educator preparation programs offered by this institution. Unit Head, MUHSD Superintendent, Alan Peterson is responsible for oversight of all educator preparation programs facilitated in the MUHSD. The identified Coordinator of MUHSD Induction is Tiffani Gong, who is Program Administrator Curriculum and Instruction and Induction and a full-time employee in MUHSD's Education Services. (B) The Program Administrator Curriculum and Instruction and Induction maintains communication with the Superintendent and the Assistant Superintendent of Business Services for assurance of institutional oversight and appropriateness (organizational chart). (C) Duties regarding credential recommendations are provided solely by the Induction Coordinator, the current oversight designee of the MUHSD Organizational Chart.pdfs Commission-approved institution. See also Letter of Assurance from MUHSD Superintendent.

Precondition 4 Lawful Practices. To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention, or promotion of employees.	Merced Union High School District certifies that all decisions made in the Merced Union High School District are made without lawful discrimination or consideration of differences due to gender or other constitutionality or legally prohibited considerations (Board Policy 4030 and Notice of Nondiscrimination in Employment).
Precondition 5. Commission Assurances. To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must: (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission, (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.	I affirm the following: (A) MUHSD Induction Program will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (B) All candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission (C) Merced Union High School District assures its cooperation in the evaluation of the MUHSD Induction Program by an external team or a monitoring of the program by a Commission staff member, and (D) Merced Union High School District assures its full participation in the Commission's accreditation system, including the timely submission of documents required for accreditation. See Letter of Assurance from MUHSD Superintendent.
Precondition 6. Requests for Data. To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to,	Merced Union High School District shall respond to requests for data from the Commission through a qualified officer. Induction Program Coordinator is responsible for reporting and responding to all requests

program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.	from the Commission for data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Merced Union High School District will annually update its institutional contact information. See MUHSD Induction Program Staff. See Letter of Assurance from MUHSD Superintendent.
Precondition 7. Veracity in all Claims and Documentation Submitted. To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.	I affirm the veracity of all statements and documentation submitted to the Commission through multiple entities: the Merced Union High School District Superintendent, the MUHSD Induction Program staff, the Assistant Superintendent of Business Services, the Director of Human Resources, four Induction Mentors and union representatives. See Letter of Assurance from MUHSD Superintendent.
Precondition 8. Grievance Process. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that candidates have been informed of the grievance process and that the process has been followed.	Merced Union High School District has a clearly delineated grievance process for candidates and applicants. Grievance information is accessible to all candidates through the Induction Canvas Course during initial meetings with mentors as evident through this "candidate view" from the *Canvas* LMS system. Additionally, the Induction Program Coordinator ensures that all candidates are made aware of the grievance process through the MUHSD Induction Program Handbook (page 22).
Precondition 9. Faculty and Instructional Personnel Participation All faculty and instructional personnel employed by colleges and universities who regularly teach one or more courses in an educator preparation program	Not Applicable. Merced Union High School District is a Local Education Agency, and therefore, does not address this precondition.

leading to a credential, shall actively participate in the public school system at least once every three academic years, appropriate to their credential area. Faculty who are not in the Department, School or College of Education are exempt from this requirement. Reference: Education Code Section 44227.5 (a) and (b). *This precondition applies **only** to colleges and universities. Local Education Agencies do not need to address this precondition.*	
Precondition 10. Communication and Information. To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.	MUHSD confirms that the district website for employees provides access to its most current and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion of the MUHSD Induction Program, the district's only educator preparation program. See MUHSD Induction Program website.
Precondition 11. Student Records Management, Access, and Security. To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that: (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion. (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies). (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.	(A) Candidates and graduates have access to and are provided with transcripts and/or other documents for the purpose of verifying academic units and program completion through requests made to the Induction Program Coordinator. The program does not confer academic credit. However, through a partnership with the University of San Diego, participating candidates may elect to enroll for optional graduate-level units associated with completion of induction program requirements. These units are awarded by the University of San Diego and are not required for successful completion of the Induction program or recommendation for the Clear Credential.

	(B) All candidate induction records are maintained at the district office on a user ID and password protected platform. These records are only accessible by the Induction Program Coordinator, Induction Program Assistant, and the individual candidate. (C) Once a candidate completes induction, records are not accessible to the public. See Letter of Assurance from MUHSD Superintendent.
Precondition 12: Disclosure. Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.	Merced Union High School District is the sole provider of services for the MUHSD Induction Program and does not contract with outside services to provide any direct educational services as all or part of the educator preparation programs sponsored by the institution, as affirmed by the Letter of Assurance from MUHSD Superintendent.

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